Management Team Meeting 6-3-20 (Via Zoom)

In attendance: Donna, Moe, Wendy P., Erin, Joyce and Susan

1. To be in compliance with Sweet Adelines for a management team we need the following four members:
	1. Team Leader - Donna and Wendy (also handling performance)
	2. Director - Wendy (of course)
	3. Finance - Joyce
	4. Secretary - Erin (who is really the Marketing person but will double as Secretary until we get someone else to step in)

We are also extremely lucky that Susan is staying on as the dues collector and will help Joyce with the finance end. Also that Moe is on the team covering membership (at some point, Michele is interested in stepping in to help), costumes, and is up for learning everything to help the team like assisting with the website and reaching out members to check in on how they are doing. You ladies rock!

We would like to bring on some new ladies in the future but think that for the time being, our small group can help keep the chorus moving forward.

1. Discussed the thoughts as the summer progresses for our rehearsals - plan is to teach them like a mini music school. Everyone seemed very engaged with the Solfege lesson we had this week. We all agreed that doing just little bits and keeping them short are really great. It seems to be that people are more interested in learning from the comfort of their own home (rather than on the risers) and so Zoom is a great platform for that kind of activity now.
2. Membership - we have 38 active members. There are about 25 of them logging into Zoom rehearsal each week.
	1. We would like to expand the use of Meetup and invite more people to join us
	2. Most important is the retention of our current members. We know that Michele is interested in helping out with Membership when she is not so busy later. Janice is fantastic at helping to develop the social events like the game night she put on. That can really help to connect ladies and improve morale.
	3. A fantastic suggestion was to have a “Member of the Night” to allow someone to have the spotlight to show off something in their house or let others know something they are working on or are passionate about.
	4. If we can formulate something and have people form small groups on something, then their input is valued and will add a sense of community with the chorus
	5. Moe has been consistently reaching out to members who have either not been on the Zoom rehearsals or that she knows are living alone. Just checking in on how they are doing. We know that for a handful of the ladies we have not seen on Zoom, they are just overwhelmed with work at this point to be able to focus and enjoy any more screen time
	6. Madeline has notified the team that she will be going Chapter At Large. An email will go out soon to notify the chorus.

5. Finances

1. Susan will continue on as the dues collector. She deposits the checks and filles in the ledger on Google Docs to notify the Finance person that the dues are paid. She will also take on sending reminders to people when they need to catch up on their dues
2. Joyce is taking over as the Finance person. She is reaching out to Beth to get the most up to date Quicken files and will work on catching up with the information.
3. An email was already distributed by Joyce to the chorus informing them that there was a change in their dues during this uncertain time. The chorus portion has been reduced (not Sweet Adelines) and that was all clearly laid out.
4. It has been decided to empty out the storage unit so we don’t have the burden of that cost. Most of the items are out of there but there are just a few left. We will have to pay through June and then will be done with that.
	1. Moe and Donna have red jacket costumes and performance black/gold costumes. We believe that other costume bins are at Wendy L. place of work with the risers.
	2. Joyce and Wendy P. have taken the remaining of the items from storage
5. Wendy P. has not been paid for all of her hard work as director since March. We agreed that since we are not paying for the rehearsal space or the storage space, that she should be paid in arrears for services. Joyce will get this rectified.

6. Looking forward: We want to reconstitute our image to be a mini music school while we are working through Zoom. Meetup has been updated with a lot of details and Donna is going to teach Moe how to help out on the website.

1. We really want to take a look at a virtual performance. Joyce is learning how to use Garage Band to record. We know that Jen Cooke is someone that we can hire to help put all of the video clips together so more work won’t fall on us
2. Joyce will contact Sweet Adelines and update our new team
3. Our AD book will be published digitally on our website this year. Ann Schafer is still coordinating the design and will pull it all together. An email will go out soon from the team leaders describing this new layout plan