**Management team meeting 9-17-20**

Attending: Wendy Pachter, Erin Blanchfield, Susan Kapur, Joyce Nishinaga, Donna Doherty, Michele Bokun and Moe Haley (for the beginning to pass membership to Michele)

1. Team Leaders
   1. Wendy gave an update about announcements from the Region
      1. All regional classes have been posted on the region website and the BSC internal site as well
      2. SAI fees are still the same during this quarantine time
      3. One chorus had a huge yard sale to raise funds
      4. Merrimack Valley has ⅔ of their rehearsals to be guest speakers and publishes a newsletter
      5. Coastline is still averaging about 83% attendance on zoom
      6. One chorus does “Zoom Bombs” into other chorus rehearsals
   2. Our rehearsals
      1. Wendy has been working hard on the content and using the different features in zoom to enhance our rehearsals.
      2. She would really like to incorporate maybe a time for 5 minute member highlights. ***Wendy will ask Janice if she would like to coordinate this*** to determine how this will work and keep track of who has had a chance to go.
      3. There are no consequences for not attending zoom during this time. As long as members are paid on their dues, we will not be asking them to commit to a certain attendance or to re-audition when we do return to in person sessions. ***Donna will follow up*** about suspending our standing rules on these requirements.
   3. Are we a registered public charity? The Region mentioned that we must be registered with MA. This is different from our 501(c). There is a form online to fill out and it costs about $35 a year. It was discussed that we used to be, most likely when the chorus was known as Liberty Bell, so there may be some back payments we will have to make to make us compliant. ***Joyce will follow up on this.***
   4. We talked about doing some sort of holiday virtual performance type thing. Possibly for sending our recordings to nursing homes or maybe to malls to play in the hallways. We discussed that instead of inventing something new, we could use the songs from our Joys of the Season performance.  ***Erin will send the copies that she has to everyone on the management team for review***. She suggests that we ask Laura Murray to either clean up these copies if possible or to make new copies off of the link online if it is still posted.
   5. We would really like to move forward with meeting up outdoors where anyone who would like to participate can come sing.
      1. We decided that the first try of this would be at Wendy’s house in her backyard on Oct 3rd.
      2. ***Joyce will order face shields*** and one box of surgical masks to provide if anyone needs one.
      3. ***Donna and Wendy will compose an email*** to the chorus about it highlighting some guidelines:
         1. Anyone can come who feels comfortable.
         2. Appropriate masks will be required and must be worn properly - completely over the nose. People can order “singers” masks if they wish but are not required.
         3. The chorus will purchase face shields that we also request be worn. You will keep the one provided.
   6. Costumes - we need to get them back from Madeline, Beth and Floriana. Emily got a red jacket but we will not pursue it as she never responded to previous attempts to reach her about membership. ***Donna will follow-up*** with the others about retrieval of their costumes.
2. Membership - Moe is going on LOA and so Michele will be taking over membership
   1. Emily Snodgrass was just processed to be removed on the SAI website but it will still take a few days to see that updated.
   2. Michele will be put on Meet-up
   3. Guests -do we audition them in this virtual setting and do they pay some rate?
      1. After discussion it was decided that we ask them to sing with us (virtual version of The Climb) and then we ask them if they want to join our virtual environment for a small monthly fee of $10. This will be a Pre-membership since they can’t have all the advantages of actually singing with us.
      2. ***Michele will pull the guests into a breakout room*** in one of these zooms to explain to them this proposal and also what they are getting into in regards to auditions and membership fees once we go back to in person setting.
      3. Guests can attend the virtual regional event as a non-member but there is a $25 fee if they are interested.
   4. Reaching out to members - current and past
      1. ***Michele will compose an email***  to reach out to past members to see if they are interested in coming to do the virtual chorus with us on The Climb. She will also ask them for the same $10 a month fee that we are asking for guests.
      2. We will start blasting out Marureen’s Zoom review weekly as our BSC newsletter to current members. ***Donna and Wendy will edit Marueen’s write-ups and send it to Erin to blast out.***
3. Finance
   1. We are still in a positive balance. Our LBC checking fund we were ear-tagging to put to new risers, but for now, we will move that to a savings account so it will accrue interest. We are on a better foot than last year because we are not paying for location fees or the storage.
   2. We have 33 active members
   3. We passed our recent audit! Taxes are due in November and our accountant will take care of submitting that for us.
   4. ***All management team members are asked to email*** Joyce an estimate for their budget for the next year so it can be tracked.
4. Secretary and Marketing
   1. Just for BSC historical record information, I am keeping track of how many have been attending zooms, when we have special guests and when we do fun virtual events like game night and virtual pool party
   2. I post every week on Facebook and Instagram. We have over 500 followers on FB and 178 followers on Instagram
   3. I take screenshots every week on our Zoom rehearsals and am archiving them in our Snapfish account. I get full shots of everyone on screen along with closeups of things that Wendy is teaching us.
   4. Tags and Swipes - there was recent communication issues on the deadline for the last submission and a crunch to get the information in. Also, some text and photos were not included because we were told we only get one page. ***Donna will follow up with Jessie about that.***
5. Our next management team meeting will be on October 19th at 7pm