Management Team Meeting 6-21-21

In attendance: Wendy Pachter, Michele Bokun, Erin Blanchfield, Donna Doherty and Susan Kapur

1. Team Leaders
	1. Plan for in person rehearsals
		1. Timeline
			1. Saturday June 26th at Wendy’s house from 4-6pm
				1. **Michele** might have the guest music folders and will double check and bring them to in person rehearsals.
				2. We will announce the details again on Tuesday night rehearsal. Prior to Saturday, **Michele** will send out a bcc email to those members we have not seen in awhile to invite them personally to the live events.
			2. ZOOM Tuesday 6/29
			3. No Rehearsal 7/6
			4. Tuesday 7/13 at Patti Cat’s house 7-8:30pm
			5. Tuesday 7/20 location to be determined from 7-8:30pm. Potentially in Lexington at Harrington or Bridge school under the solar panels in the parking lots. Michele got permission from the superintendent of schools to use the space anytime on weekends or after 5pm during the week day. Bathrooms are a close drive in either situation
			6. Tuesday 7/27 location to be determined but potentially again in Lexington
		2. Inclement weather, we will switch back to Zoom rehearsals
		3. Policy – **Donna** is reworking the verbiage to get out to the chorus.
			1. Information coming from Becky King about other choruses have some meeting outside already and others still working on a plan. The SAI waivers are not required at this point and we don’t think we need to require them at this point. We will revisit when we move to indoor rehearsal.
			2. **Michele** will be our point person to contact if anyone has symptoms or has been covid exposed.
				1. Member is responsible to notify Michele and an email will go out about an anonymous person being exposed.
				2. We will direct members to the CDC site for guidance on getting tested and quarantine.
				3. We will shut down in person rehearsal for two weeks and go back to zoom
	2. Venue for future rehearsals
		1. Michele suggested looking into hotels that would be willing to rent out space for short term use. Such as all of the ones in Waltham right on rt 128. Please update the Venue spreadsheet for any places you contact: <https://docs.google.com/spreadsheets/d/1-P2AYxI3dPP6DhwZDZqq5v8jeqwfs7zHXH19-IxGZHs/edit?usp=sharing>
		2. Office space with a central atrium was also suggested as a place to explore
		3. **Erin** is in contact with Grace Episcopal Church in Newton. They have Tuesday night open, space for riser storage and other item storage! There is handicap parking and they sound very accommodating for space use. The rate is $60 an hour. **Wendy and Erin** are going to go tour the space on Friday 6/25 at 2pm and see if it is something we can make work.
	3. Public singing opportunities to get exposure and hopefully new members. Thoughts for later in the summer to maybe do a free performance/rehearsal.
		1. **Michele** has the email contact for the new owners of Crafty Yankee in Lexington
		2. **Donna** will look into the Lexington Farmers Market. In the past she was giving a date and we cannot change it. Just finding members to commit so we have all four parts might be challenging.
		3. **Donna** will look into Revolution Hall on Hartwell Avenue. They have a good space with food and potential for an audience
		4. **Donna** will also reach out to Wegmans where we have had management team meeting in the past and see if we can sing on the mezzanine.
		5. We brainstormed about different Town Days but didn’t have any particular in mind that might be happening.
	4. Summer pool party – **Wendy** is willing to host again this year. She will just pick a date in August and announce for anyone who would like to come.
2. Marketing/Communication
	1. Consistent language and images for summer marketing
		1. **Donna** has updated Meetup with a Summer theme: “Hot Summer Harmony”. She will replace the picture with either a good group shot from our in person rehearsal on 6/26 or possibly with a picture from our performance at the Vocal Revolution performance in the park
		2. **Erin** will use similar grammar and images on Facebook and Instagram
	2. **Erin** is still posting the 60 year charter photos on Facebook and Instagram. She has 24 photos left and expects to wrap up the marketing in late August. She will end with the 2019 contest photo and encourage people to join us when we can compete again.
	3. Flower Power fundraiser
		1. So far we have raised $540 online
		2. **Susan** reported she sent out an email to her friends and included language that if they did not want to purchase flowers at this time, that they could make a donation. She received two checks for $100 each! She will fill out an income form and get the checks and form to Joyce.
		3. **Wendy** will write thank you notes to those that have donated and mail them out. Be sure to send mailing contact information to Wendy if you have donations.
3. Finance
	1. **Joyce** sent out the finance reports to the team prior to the meeting. There are a couple of members in arrears. **Michele** will reach out to them via email.
4. Membership
	1. We talked about the couple of members that do not have a car and how we could facilitate getting them to events. **Michele** will reach out to Ginny to see if she is willing to pick up Tonia if she takes the train into the city.