**Management Team Meeting 8-16-21**

In attendance: Joyce Nishinaga, Wendy Pachter, Donna Doherty, Michele Bokun, Erin Blanchfield

1. Team Leaders
   1. Retreat 2022 – will be **February 11th – 13th** and we will have Di Porsch!!
      1. **Wendy and Donna** will compose an email asking for a person to be a chair for the retreat and start looking at location options
         1. Have someone look at both hotel and daily options such as Boxboro Hotel and Woburn Highschool. Once they have some comparisons, we can take it to the chorus members to see their preference for this year.
         2. Maybe we can ask Vocal Revolution if we can borrow their risers if we have an overnight retreat
         3. If we have our own risers by then, ask chorus members who has a hitch on their car to pull a small uhaul to move the risers
   2. Fundraiser
      1. We decided to not extend the current Flower Power fundraiser and have it still end October 15th 2021 as planned.
      2. If there are other options for the Flower Power that we can just post on our website to start as a new fundraiser or if Flower Power offers more geographical locations for plant growth, then we might look into another fundraiser with them
      3. Kay brought a new idea of Bonfire to make t-shirts to sell. They will allow us to post the sales on our website and the team talked about making more generic designs that will appeal to more people then things branded with BSC logos.
      4. **Erin** will reach out to Laura Murray about her shirt design and we will discuss at the September meeting.
      5. Website store – Right now Joyce, is the store manager. She has the canvas bags posted up there. **Joyce** will look at what the original cost was to make them and figure out what a reduced rate we can sell them at to move some along.
      6. There was a suggestion to have a chorus garage sale or to set up a table when there is a Regional weekend to sell items.
   3. Venue
      1. **Donna** wrote to Park Street Church and they do have Tuesday night available. However, they are not interested in discussing rentals until October. She will reach out back to them then.
      2. **Jon** came onto the zoom and let us know that we could potentially use the Verastem space through December 2021, but the CEO would like us to find another solution. We are not to advertise that we are using this space.
      3. There was a suggestion to look at vacant storefronts as other potential temporary locations.
      4. **Wendy** called the Town of Lexington facilities person who was very lovely and said she would get a list back to us of potential locations in Lexington. Wendy will follow up with her.
      5. **Wendy** will ask **Ellie** if she would like to look into the Nights of Columbus at 177 Bedford Street for us.
      6. **Donna** is looking into Arlington for the Arts.
      7. **Erin** is looking into the Scottish Rite lodge in Lexington (33 Marrett Road, Lexington, MA 02421 – right next to the Lexington Community Center). My stepdad is a member in NY and maybe he can give us an in here in Lexington.
   4. Chorus holidays
      1. Rosh Hoshana is on September 6th and 7th. We will poll the chorus to see how many people will be able to make Tuesday the 7th rehearsal. If there is a small group, maybe we can go back to zoom for that night or do a game night or something.
      2. Wendy will be out December 21st and 28th. We will have to decide if we take off both weeks or have Lois direct for one week?
   5. Other items
      1. Notification of absences from rehearsal – an announcement will be made reminding members that they need to inform their tape checker and the secretary that they will not be at rehearsal
      2. Performances
         1. **Michele** has a connection with a bunch of Assisted Living locations that we might be able to sing at depending on covid restrictions
         2. **Wendy** would like to coordinate a candlelight sing at the holidays
      3. Warm-ups during rehearsal – would like to get more involvement
         1. **Wendy** will ask Lois to do some of her vocal warm ups
         2. **Donna** will reach out to the previous physical warm up team and see if they would like to do some things
2. Membership
   1. Michele is pulling together a comprehensive list of the places we are gaining interest in new members: Meet-up, Facebook, Google search
      1. She has a list of about six people she is corresponding with that are interested
      2. She has reached out to a few current members we haven’t seen in awhile
   2. It would be nice if Michele had a helper at rehearsal to get the guest music ready to go.
3. Marketing
   1. Social media – weekly posts with branding (blue background, logo and collage format), history posts, weekly meme’s with inspirational quotes or images and branding
   2. **Wendy** is a member of a page in Wayland that allows businesses to post and she got permission to put up a blurb about our chorus
   3. **Michele** will look into the Lexington Mavens
   4. Donna cleared off our website this past weekend and removed people that are not current members.
   5. Erin submitted Boston Skyline Chorus Tags and Swipes article to Jessie Canyon on 7-31-21 for the Fall 2021 publication
4. Secretary
   1. Erin has a notebook with all of the attendance since March 2020. It would be nice to add this data all to our website somewhere. We had not been posting it because the way the website is setup, emails are sent to members reminding them to say if they are coming to rehearsal or not. **Donna** will look into disabling the email notifications or finding another spot on the website that **Erin** can do the data entry.
5. Finance
   1. We had a small dip this past month but we are still bringing in some money from dues, Amazon Smile, and $1.46 interest on the Money Market account 😊
   2. Everyone is currently paid up on dues
   3. Taxes were submitted and Joyce paid our tax guy $400 for services rendered.
   4. Joyce looked into doing invoices for dues on our website and set up Paypal. However, we decided this is not a viable option at this time because Paypal takes a piece for the dues which means we would have to raise our costs even more.
   5. Fundraiser – we have gotten $868 from Flower Power and $740 in direct donations!