**Management Team Meeting 10-18-21**

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

1. Action items from previous meeting
	1. Retreat 2022 – will be **February 11th – 13th** and we will have Di Porsch!!
		1. **Michele** sent an email asking Lois if she will chair the retreat committee and look for space. Moe is interested in helping secure hotel information if that is needed.
			1. Knights of Columbus is now an option (and ideal if we have risers stored there already) Check availability.
			2. 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.
			3. Maybe we can ask Vocal Revolution if we can borrow their risers if we have an overnight retreat
			4. 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. Holiday rehearsals
		1. We will have rehearsal on November 23rd
		2. Wendy will be out December 21st and 28th.
			1. **Wendy** will ask Lois if she will run the December 21st rehearsal. This will consist of holiday music singing and possibly a party? **Donna** will ask Janice if she wants to help with that planning.
			2. We will not have rehearsal on December 28th
2. Team Leaders
	1. Risers
		1. Michele pulled together a comparison of StageRight vs Wenger risers



* + 1. The team agreed that we will continue to look into StageRight with the following action items:
			1. Michele will send an email to Mary in Dorchester who is the contact for a chorus that currently uses these risers with some follow up questions
			2. Wendy, Joyce and Donna all said they could be available within the next week to schedule a time to go see them
		2. We only have 3 weeks left on the quote to be valid and it will take an estimated 45 days for arrival if shipping is not delayed due to supply chain issues.
		3. **Wendy** will still look into the option of using VR risers but hiring “riser fairies” instead of purchasing our own. She will reach out to the members of KofC and see if they have someone that might want to do this. Just to have a cost comparison of buying our own vs. paying someone to set up what is currently available.
	1. Chorus storage items –discussion about how the items are piling up at members houses. Hoping that there are more storage options at Knights of Columbus for chorus items.
		1. **Erin** will dig for pictures of the blue and white flower costumes that are currently stored in Louise’s attic. We will then see if we might find a member to chair trying to sell those.
	2. Performances
		1. November 11th, 2021 – Veterans Services in Arlington hired us to sing three songs. Program starts at 10:30am and is outdoors near the firehouse
			1. There are currently 12 singers going and we have enough spread of all parts but will happily take more singers if available.
			2. Costume will be white pants, black ¾ v-neck shirt, white shoes, and blue or red scarf. Coats are fine if it is cold. We just go with the flow.
			3. **Joyce** is the contact for this event and will finalize all of the details.
		2. Fall Festival or Christmas performance. **Donna** has a list of possibilities and is keeping track.
			1. Lincoln does tree lighting all over town
			2. Smolak Farms has a fall festival
			3. Donna emailed the Four Seasons in Lexington to get on their list
			4. Donnaalso reached out to a couple assisted living homes just to see what is available
			5. Wilson Farm might have us come sing. **Donna** will ask Janice.
			6. **Michele** will email the Lexington Mavens to see if the event will go on in December where we usually sing in front of Crafty Yankee. She will follow up with an email to the new owners of Crafty Yankee to see if they are interested in us being out front for a bit.
	3. Resignations
		1. Wendy Leininger
		2. Ann Ittura
	4. Fundraiser –
		1. Laura presentation for Printful designs
			1. Donna determined that we have permission with Printful and Groupanizer to post a link on our website for selling designs.
			2. We all agreed that we will move forward with posting some options. **Donna** will work with Laura about what the first designs will be.
		2. We need to remind members about Smile Amazon. You need to look up “Sweet Adelines International – Boston Skyline Chapter” as the charity you want to donate to. **Donna** will move this up on our dashboard on our website. **Erin** can send out an email to chorus members
1. Membership
	* 1. Michele has a couple 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. Marketing
	1. World Singing Day was October 16th and Sweet Adelines is a sponsor! Members seemed to enjoy the “performance” and we got some great publicity out of it.
		1. World Singing Day shared my post on Facebook. They have 22,419 followers on their page
		2. Erin found Sweet Adelines international post just advertising WSD and followed suit of Metro Nashville Chorus and put a link to our video in the comments of their post. There are 26,626 followers of that page.
	2. 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.
	3. **Erin and Donna** will take a look at our YouTube channel – making a specific Boston Skyline Chorus one and cleaning it up with what we want to share.
		1. Maybe we can have that as our public YouTube channel and then we have another one of the current ones that we use for learning videos for our members and such.
		2. They can upload the video files from the Joys of the Season 2019 performance to YouTube
	4. Article in papers
		1. **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. Finance
	1. Joyce submitted our finances to the team before the meeting.
		1. We are still breaking pretty even at the moment
		2. We started paying Knights of Columbus $90 a week
		3. We have also increased our dues which will take effect November 1st (retroactive to Oct. 1st) and this will help compensate
			1. Joyce sent individual emails to members as they all pay at different intervals to clarify what they need to pay for dues going forward.
	2. FlowerPower fundraiser: We raised $2,204 in flower sales and $915 in donations for a grand total of $3,119 profit to BSC! Erin will send out an email to the chorus with another shout-out to Kay for organizing this!
	3. Michele suggested to do an alumni letter asking for donations to BSC. She doesn’t have the bandwidth to coordinate this at the moment but it might be worthwhile to reach out to members from long ago that may want to support us and donate to our non-profit before the holiday season.
4. Jobs list for chorus
	1. We all agreed to assign rehearsal night clean-up as sections. **Wendy** will make a checklist of things that need to be done (clean up coffee/tea, pick up trash, replace tables and chairs, pick up sign, walk through for any trash or leftover items, turn out lights, etc.). We will announce on Tuesday 10/19 that we will be starting this process, and everyone will participate every three weeks (Leads, Basses, Baritones/Tenors)
	2. **Donna** is working on a list of other jobs that need to be done and we will ask everyone to sign up for one (physical warm-ups, vocal warm-ups, membership helper to make guest folders, etc.)