**Management Team Meeting 11-15-21**

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

1. Team Leaders
	1. Risers
		1. Wendy talked with the contact in Walpole and he confirmed that the StageRight risers were very easy to use and the way to go. She confirmed that for our current membership, we will want 4 folding sets of risers
		2. Wendy reached out to Jasmine to discuss storage for 4 sets and is waiting to hear back from their board.
		3. Michele pulled up the quote and it was $7,290 for 3 sets. To add a fourth, it will be be an additional $2,000. So we are still okay on our budget to purchase this amount of risers.
		4. Michele volunteered to talk with Vocal Revolution once all decisions are made and our risers are on the way for them to vacate our storage space.
	2. Holiday rehearsals
		1. December 14th we will have a Holiday Party – consisting of performances and white elephant swap. The first hour will be rehearsing music for our Dec 16th performance and then the next hour or so will be for the party. Erin will announce on Tuesday night and ask if someone would like to be the party coordinator.
		2. Wendy will be out December 21st and 28th.
			1. Lois will run the December 21st rehearsal.
			2. We will not have rehearsal on December 28th
	3. Gigs – If anyone finds a gig, they should be routed through Donna to gather all the details and then tell the contacts that we need 7-10 business days to decide if we will be able to accommodate their performance.
		1. *December 3rd*: Lexington Town Day – **Michele** is now a member of the Mavens and will reach out to them to get a contact to see if we can sing there. She will then pass the contact off to Donna to work out the details.
		2. *December 10th*: Tewksbury Senior Center – Donna left a message asking for more information. We need more details.
		3. *December 13th*: We got a performance from GigSalad for an event at Lowell Auditorium but Wendy is not available for that.
		4. *December 16th*: Woburn Senior Center. Right now we have 13/14 singers available and so we should be able to do this performance.
	4. 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. The Management Team strongly recommends using Knights of Columbus for the space this year because we can have food catered through them and we wouldn’t have to coordinate moving our risers if we have them in place by then.
		2. **Joyce** can provide Lois with the checklist from our last retreat to give her some action items that need to be coordinated should she choose to accept the role. Then Lois can decide who to appoint to what needs to be done.
	5. Region 1 meeting with the chorus with Lala and Beth
		1. They want to talk about contest and see how we are doing. Wendy did email with them but doesn’t want a lot of time drain on the chorus to chit chat
		2. **Donna** will follow up with an email and ask them for specifics of what they are looking for a maybe we can just respond via email or they can join our next Management Team meeting in December.
	6. Jobs – Donna will pull together a full list and send out an email with expectation that everyone will have a job. The timeline would be that starting in January 2022, everyone is pitching in to do something.
		1. Lois said she would help with vocal warmups
		2. Maybe Janice or SaraKate would like to do some physical warmups
		3. Ask Esther if she can help with performance contacts
		4. Laura and Monika are already on the PR and Marketing Team for design and videography
		5. We need two people to help with membership
		6. Marian confirmed she will still do hotel and regional registration
		7. Maybe ask Lois if she would like to come on Management Team and take on Secretary and help with Finance
	7. Fundraiser
		1. Printful is not working out as hoped because we need a platform such as Etsy or Ebay to sell the products on
		2. Other choruses use Gold Medal Ideas and this would be great for us as we don’t need to have inventory and there is no cost to use or platform needed. **Donna** will talk to Laura about using this instead.
2. Marketing / Secretary
	1. International Board of Directors voting is done. The chorus cast their paper ballots on 11-9-21 and we voted for Jeanne d/Arc (JD) Crowe, Jenny Harris, and Kelli Hinton. Erin cast our chorus votes on the SAI web link on 11-13-21
	2. Erin is working through the data entry of chorus attendance and has gone back as far as August 2021. She will continue entry until all rehearsals have been filled in back to March 2020.
		1. Going forward, Erin will enter weekly rehearsal on the website
		2. Donna will enter performance attendance
	3. Erin will send out minutes for review post Management Team meeting and continue to post them on the website. However, she will also try and send out a copy of the previous months minutes one week prior to the next meeting so everyone can review any action items to complete.
3. Finance
	1. Everyone is caught up on their dues and all paid the increased rate that we instituted now that we are in a rehearsal venue.
	2. FlowerPower check came in. In total with that and donations, we raised $2,188
	3. It would be nice to have another person with the chorus credit card so that they can help with Finance. They would be able to help submit the annual reports.
	4. Meetup is currently paid with Donna’s credit card. **Donna, Michele and Wendy** will meet on Zoom to go over changing that to the chorus credit card and making Michele the lead person on Meetup.
4. Membership
	1. Tonia Thomas passed her audition. Michele is working with her to coordinate starting her dues and we will vote her in at an upcoming rehearsal.
	2. Susan Milliken is doing well but would benefit from a riser buddy to help with Lead type questions. Wendy will ask Gail if she will do that.
	3. Michelle O’Neill was very enthusiastic about her first visit. Michele provided her with two learning tracks to work on this week to see how she can progress with learning music that way.
5. Other details
	1. Pitch piper agreement on starting pitches.
		1. **Joyce** will send an email for next rehearsal to Ruth and Louise so that they are in agreement on those particular songs.
		2. **Joyce, Wendy, Ruth and Louise** will have a meeting in the future to discuss pitches and possibly have Ruth take over the pitch from Joyce.
	2. Talking in rehearsal
		1. Donna will make announcement that when the warm-up music starts, the chatter stops. Members need to cease the talking amongst each other once rehearsal starts.
	3. Riser placement
		1. **Erin** will update the riser magnet chart and bring that in to every rehearsal