**Management Team Meeting 1-17-22**

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

1. Meeting with our Regional Buddies: Beth Tedoldi Paul and Lala Carey

In attendance: Laura Murray, Ruth Gove, Maureen Dalton, Lois Jensen, Gail Grossman, Marian McDermott, Moe Haley, Susan Kapur, Louise Melargni, and Management Team Members listed above.

1. Contest is May 21st, 2022 at the Sheraton in Springfield, MA

We would have to decide on either live or video option 45 days prior to competition – so we have until early April to still decide!

* If your chorus chooses to participate Live:
	+ Current plans and precautions may change as covid situation evolves. Out of 36 regions in SAI, currently 9 are planning live events.
	+ This will be a one-day competition with quartets going in the morning and choruses in the afternoon
	+ At this time, there are 8-9 quartets and choruses that intend to participate live. All the choruses are mid-sized or small based on current membership.
	+ 72 hours prior to contest, require a PCR test and mask to be maintained at all times unless on stage or in your hotel room
	+ Choruses get to decide if they want to sing with masks or not at this time. A mixed option is also acceptable.
	+ Judges will be 6 feet from the stage and the audience will be 10 feet behind the judges
* Can also submit a video for evaluation.
	+ Either method counts toward requirement for performing this year or next
	+ If you submit a video, you will still have to pay the international fee for participation
	+ At this time, a video is only for evaluation and will not be counted in rankings. It is not fair to have a mix of live and virtual to be counted the same. If circumstances change and everyone is not able to perform live, then videos may all be counted toward competition.
1. We talked a little bit about the pulse of our chorus and Beth and Lala commented on how they were impressed with all of the activity that we have been doing as a chorus. They said that most choruses in our region have decided to move to zoom or not meet at all for the month of January due to covid.
2. Zazzle
	1. Logo - Laura showed the new logo design she has created with input so far from Donna and Erin. The image is currently black letters on a light background. The team asked to see the reverse of light letters on a dark background.
	2. Spirit-wear items – Monika is working on a handful of ideas she has for more items for the Zazzle store. She is editing her designs and working with Laura and Erin’s input before they will be posted as other options to sell on Zazzle.
3. Team Leaders
	1. Rehearsals – we agreed to stay on Zoom for 1/18 , 1/25 and 2/1. After which we will evaluate to see if it is safe to return to live rehearsals
	2. Coaching with Di Porsch has been moved from February to Saturday April 10th for one full day of coaching
	3. February 25th of 2023 has been booked with Vickie Maybury
	4. New policy to require proof of vaccination for Boston Skyline Chorus
		1. Coastline Chorus just announced this change, and we know that Vocal Revolution also requires. With the spread of the virus, it is no longer an issue with SAI to ask vaccination status. We agreed this is a necessary change for our chorus and will work out definition of vaccination status
		2. According to the CDC website regarding boosters: Pfizer and Moderna should be taken "at least 5 months after" the second shot; for Johnson & Johnson, it is "at least 2 months" after the first shot.
		3. Michele will be our official recorder and have members and guests email her a picture of their card so that she can record it on a spreadsheet that will only be shared with Management Team
	5. Mask requirement of KN95 during rehearsal
		1. We agreed that as this is the CDC recommendation for protection, it is an important guideline to follow at this time.
		2. **Joyce** will purchase a bunch of them and we will provide them to the chorus. CDC recommendation if they are stored properly (in a clean paper bag), they can reused for 40 hours of wear – which would mean approximately 10 rehearsals. We would ask members to save them and then we will provide them with new ones again after that point.
	6. Performances:
		1. Sangerfest Men’s Chorus reached out to Wendy to express interest in collaborating with us at some point in the summer or fall of 2022. **Wendy** will reply that we would be interested when it is safe to do so.
		2. Youville (assisted living center in Lexington, MA) said that we could schedule to perform outside. We would need to procure a sound system. **Michele** will reach out to Kate Blanchard who is the contact there for more information
	7. Risers – we have a 3 year warranty on them
		1. The bottom three steps are so easy to move and set up, even for one person
		2. The fourth step and back bar are a bit finicky. By recommendation of the vendor, Michele and Joyce already spent a few hours making adjustments to get them to work. **Michele** will reach out to the vendor to have them send a local technician to see the struggles we are having and see if they can make them easier.
		3. Michele emailed Seth at Vocal Revolution already to inform him that we are happy to share our risers but want to get ahold of the vendor about our issues and then have some people from VR come see how to set them up before use.
	8. Jobs for the chorus
		1. **Facilities**(Wendy) – Contact people(2) to communicate with KOC contact**\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**
		2. **Finance Team**(Joyce) – 1 Assistant to join her Susan and the Finance Team Thank you Tove
		3. **Fundraising** 2 people to oversee. Whole chorus \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
		4. **Membership**(Michele) 1 (greeting guests, prepping folders/music – would join Janice and Moe) **\_\_\_\_\_\_\_\_\_**
		5. **Marketing**(Erin) 1 additional to share the joy of the BSC Marketing Team with Erin and crew. **\_\_Laura and Susan M., Monika\_\_\_\_\_\_**
		6. **Retreat –** need 3 to add to the 3 on the Team(Janice, Moe & Donna)Thank you Gail **\_\_\_\_\_\_\_\_\_\_**
		7. **Visual Team**(Donna) 1 additional to join Janice, Moe & Donna - Thank you Marian!
		8. **Physical Warm Up** – ~~3 (~~2~~)~~people Simple physical warm - ups – stretching – Rotating schedule! Thank you Lois, Ellie **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		9. **Website**(Donna) ~~3(2)~~ people – very easy to use and each person would have a small task Thank you Maureen, Moe, Susan M & Lois!
		10. **Performance Team**(Donna)  ~~3~~(2) Thanks Maureen& Ellie! This position includes looking for gigs, attendance, communication with client
		11. **Video Production**(Laura) 2 people help video tape and send. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		12. **Chorus Activities** – ~~3~~(2) people Organize activities(Chorus helps implement) Thank you Gail, Ellie
		13. **Costume** ~~3~~ people Moe - Contest Thank you Tonya! **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		14. **Makeup** 2 people **\_\_\_\_\_\_\_Ellie\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		15. **Hair** \_\_\_\_\_Ellie\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		16. **Sending birthday cards Lynn**
4. Membership – the team is working on the audition process for one potential member and there are at least two more leads of new people interested in checking us out as guest. One of which will be a returning guest from last week!
5. Finance – although we spent a large sum on our risers, we are still currently in the black in our two bank accounts. **Joyce** will send out a reminder to a few of our members who are a little behind on their dues.
6. Marketing
	1. Recording attendance from previous rehearsals (March 2020 through May 2021) is a slow but progressing process. Everything post May 2021 is all caught up and if one looks at the Master Calendar on our website, they can see pertinent notes about guest that attended and location of rehearsal (Needham, Lexington, or Zoom).
	2. Promoting Zazzle will be an ongoing process – pinging our social media every few weeks to remind people of products out there
	3. The team would like to use some time on Zoom to do some training on how to use social media
	4. **Michele** mentioned that using TikTok to record some chorus content would be so much fun. She volunteered to get some of going on that to make shared videos together.