**Management Team Meeting 2-7-22**

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

1. Team Leaders
	1. Risers – On Sunday 2-13-22 at 1pm – Wendy, Michele and Joyce will meet at KofC so that Wendy can see the risers in person and the process for getting the fourth step on.
	2. Rehearsals – we agreed to stay on Zoom for 2-8-22. We agreed to return to live rehearsal at the Knights of Columbus on 2-15-22
		1. Joyce has received the KN95 masks and will provide everyone with one at rehearsal
		2. We will ask everyone to come a little early to pick up their mask and be able to see set up of risers
		3. Wendy will need to think about riser placement and pay particular attention on where to insert the new guests. We will have a minimum of two mask breaks during rehearsal to allow us to spread out for a bit.
		4. All members will help with clean-up on 2/15
	3. Coaching with Di Porsch will be on Saturday April 9th for one full day of coaching
		1. Moe is working with Jasmine at KofC for the space.
		2. Janice is working on her contact for catering
		3. Erin will be the hostess for Di. She will look into a few hotel options for pricing and report back to the Management Team so we can present to Di and determine if one night is sufficient or if she will need Saturday night too. Erin intends on picking up Di from the airport and providing her with a welcome bag.
	4. Contest is 5/20-5/22
		1. Director, Management Team, Music Staff will make a recommendation for live verses video performance by **3/15** (we must inform the region by 3/22). Chorus members will have a voice if they are comfortable to perform in person and we will ask them closer to 3/15
		2. We will approach this as a new type of competition and experience. We will bring the best we can and have attainable goals.
		3. Criteria for going live
			1. We need a minimum of 15 performers.
			2. Members must still pass music, interp and moves. They must have a willingness to be a part of the performance. We discussed to not have stringent requirements of attendance, but more fulfillment of passing requirements to perform.
			3. Booking hotel rooms deadline is 4/11 and Marion has agreed to help with this
	5. Performances:
		1. Sangerfest Men’s Chorus reached out to Wendy to express interest in collaborating with us in early June. **Wendy** will follow up with details with them
			1. Are they open to wearing masks at the performance?
			2. Whatever venue is picked, make sure there is a cancelation policy if we need to back out due to covid.
		2. Suggestion of an information “Friends and Family” type show in the summer to raise some money for the chorus. We could just have it on a Tuesday night from 7:30-8:30pm. Charge a $10 admission. Have an intermission with some food. **We need someone to coordinate this? Maybe our performance team: Donna, Maureen and Ellie?**
	6. Jobs for the chorus – just about every job is filled. There are a couple members that still don’t have a position and **Donna** will reach out to them directly with suggestions of where they might be able to help.
		1. We have 10 members that have volunteered to fill 13 different jobs!
		2. We could use another chorus activities, maybe a person to do guest folders, more people for “opening stretch”, one more facilities person, and some people on fundraising.
		3. Michele had a recommendation of having a team of people write to past chorus members to solicit for funds. It was suggested that **Lynn** could mange the process and verify addresses.
2. Membership –
	1. **Michele** has collected all of the vaccine information and will share it with just the Management Team on Google Docs.
	2. **Wendy** is working on PVI for guests that might need a little more one on one instruction
	3. There are two repeat guests on Zoom and we look forward to ensuring they attend our live rehearsals starting on 2/15
	4. One current member who has not attended live since covid, confirmed she is still renewing her membership. Another current member does not plan on returning this year but left the opportunity to return at a later point.
3. Finance – We have $25,000 in savings at the moment and about $1,000 in our checking account. Our performances and dues should offset costs of coaches but we do need to be mindful when setting up coaching.
4. Marketing
	1. Promoting Zazzle will be an ongoing process – pinging our social media every few weeks to remind people of products out there. Recently posted an adorable picture of Sammi and Erin modeling the clothing available. Also showed off the new car magnet to the chorus through our messenger thread and I will bring it to the live rehearsal so everyone can see.
	2. **Erin and Wendy** are working figuring out how to teach “It’s a Small World” in American Sign Language to the chorus. Right now they are working off a YouTube video (<https://www.youtube.com/watch?v=uXDWHTh3PLA>) and working on interpretation of the signs. **Michele** will ask Scott if there is a translator in Lexington that may be interested in coming to work with us sometime in the future on learning the accuracy of the signs.