MANAGEMENT TEAM MEETING NOTES 6/20/22

Attendees: Susan Milliken, Lois Jensen, Wendy Pachter, Kate Romain, Michele Bokun, Joyce Nishinaga, Erin Blanchfield, Donna Doherty, Maureen Dalton

Secretary

1. Review of prior MT Meeting notes – accepted
2. Correspondence – Susan will make a distribution list and e-mail everyone

Team Coordinator Reports

Lois and Joyce – 2 contracts for review - Chorus Members Contract and Chorus Directors Contract. Lois will send out the new contracts as well as the current contracts. Changes to Titles – other various changes. We were asked to review the contracts.

Jobs for Chorus results

1. Donna went over the jobs. There are still jobs that need to be filled. She asked if everyone wants more people on the team and do they want to be on the team.
	1. Chorus Activities (Kate to get updates from Gail Grossman)
		1. Member Appreciation / Pool Party at Laura’s on August 6, 2022
			1. Do we want to do this the same way as in the past? There are not as many people to recognize as has been historically done
			2. Star Performer Awards. The chorus votes on it. Louise Melaragni, Lynn Forrest, and Marian McDermott are coordinating this year's Star Performer Awards.
			3. Does the Management Team have anything specific that they would like her to do? – Thanking the teams, pictures, etc. We will just give them recognition from their team leader, have them stand and receive applause. We need someone to be the host.
2. Facilities (Kate to get updates from Ginny Devlin)
	1. What needs to be done about the risers? Ginny needs to get the contracts. While Ginny was away, Janice took on Facilities.
	2. Kate is going to reach out to Ginny (primary) and Janice as needed. The contract will go out to both Ginny and Janice
	3. Doors – we decided to ask Facilities to coordinate whatever needs to be done to protect the door frames at the hall
		1. Kate mentioned padding the doors to protect them from the risers and that was mentioned to Jasmine.
		2. Other options – bubble wrap the area.
		3. Marian has already tried a few things, but we need a bumper of some sort.
3. Standing Committees to be assigned (Lois)
	1. Nominating – Maureen and Kay have been doing that. They will have to be asked if they still want to do that.
		1. We need to define the role first. Donna will get a job description to Michele. Donna will distribute this job description.
		2. We need an election and to let people know what the jobs are.
	2. Chorus Culture – We had Karen Sweeters form the mission statement. There was a list of rules. Wendy doesn’t feel like it applies.
		1. Joyce said the chorus culture is implied with the chorus contract.
		2. Culture is something that happens as a result of just being a chorus. We need our expectations to be clear. We don’t really need a committee. Donna will look at the documents on the website and distribute them.
			1. Fostering positivity and keeping people safe
	3. YWIH (new) Young Women in Harmony – through Sweet Adeline’s. People under 25 can have a special membership fee.
		1. Nassau County has a lot of young women, but not YWIH
		2. YWIH also have young women competitions
		3. Donna asked about reaching out to Becky at Regional (does it as a region as opposed to each individual chorus) due to lack of young women chorus members?)
		4. Michele mentioned asking high school students and possibly having a special event for those who want to sing acapella
		5. Is this what we want to focus on (high school students) or the traditional pool? Michele is interested in finding young women but wants them to join BSC and not just YWIH.
	4. Standing Rules to be reviewed/updated (latest version attached to Agenda email) – Donna also will work on the Standing Rules with Maureen.
		1. Mo worked on these in the past, but she’s taking a leave of absence
		2. We need to stay in Arlington, or we would lose the charter.
4. SAI/Region 1 updates – They need the updates of new chapter officers as well as new members. Donna is also going to send Susan the link to the Region 1 newsletter that came out June 19 so it can be distributed to BSC chorus members (in case they didn't receive the Region 1 email).

Performance Coordinators (Donna, Maureen)

1. Upcoming performances – Donna will send updates on this.
	1. Costumes – what are we doing next? We need a costume team.
	2. Though we have had performances for free, we don’t encourage that.
	3. A December 2nd holiday performance in Waltham is currently scheduled. We don’t have dates for other potential performances yet.
	4. Donna had an idea - Holiday concert at the Colonial Inn – they had a Gingerbread festival. It can bring in a lot of people.
	5. Michele had an idea – casual caroling concert – sing on and off – have raffles and gift baskets. People can join us. They would pay at the door. More of a party or event as opposed to a concert. Holiday Acapalooza is a recommended name (Donna/Wendy)
		1. Erin has some Red Sox gear to donate to the auction.
		2. Have it finalized by mid-October with KOC so there’s time to plan. We can invite people from the KOC, Karate school, Dance, etc. There is a whole community in the building, and we should advertise to encourage them to come to our show.
		3. We need to put it out to the chorus for volunteers to form a show committee.

Membership Coordinator (Michele)

1. Masking – Michele proposes that we go to voluntary masking (management to discuss) if we are the green zone. If we go to orange, we will have to go back to mandatory masking.
2. If we continue to mandatory masking, it will have to be the KN95 masks.
3. Kate suggested testing would be a big ask
4. Having the masking dependent on data might be awkward for those who want to stay safe.
5. Have people move around the risers? What is the air flow like at KOC? Bubbles? Kate thinks it’s better to just wear masks
6. Michele would monitor the data regarding mandatory or voluntary masking
7. Most of the management feels masking should be voluntary. Would it make some people uncomfortable? Maybe send out a doodle poll to get the input from the chorus.
8. Wendy recommended placing the risers near the door to get more ventilation.
9. Michele recommended having a testing requirement for unvaccinated people. If the numbers go up, they couldn’t come to chorus. Should we investigate getting free PCR tests? Michele recommends antigen testing as it comes back quickly.
10. Most of the management team agrees with making unvaccinated people always wearing masks.

Financial Coordinator (Joyce)

1. We’re doing well and are making more money that we’re spending. We made $850 profit on the Saengerfest chorus.
2. We’re being audited now – the same auditor we’ve had for a while

Marketing Coordinator (Erin)

1. Marketing is quiet as we finished our last show.
2. Erin sends out some Facebook and Instagram posts to let people know we are still around
3. Leave of absence people – Lois thinks everyone should be included on the membership list.
4. Wendy: We need new members. We need to get articles out, open rehearsals, whatever we can do to attract potential members
5. Joyce: we need to think of our next fundraiser. The holiday shows will bring in revenue.

Other topics

1. Wendy asked about moving rehearsal to Monday as she will be away three weeks in June and July. We opted for keeping it Tuesday night.
2. Any outstanding topics from prior year? Erin will go back in the notes to see if there’s anything under this category
3. Administration Goals for coming year - tabled until our next meeting
4. Status of BSC website / Meetup –
	1. Lois has never uploaded any document to the website, so she needs to be instructed on how to do that.
	2. Michele handles the maintenance of Meetup, and Donna is her backup
5. Status of BSC chorus storage items – items are fairly spread out. Erin will send Lois the list of where everything is.
6. Policy for how to handle quartet referrals – Wendy has no concerns about it. Anyone who performs deserves to be paid.
7. Schedule Next Meeting - July 18th – 3rd Monday of the month.

DATES FOR THE NEXT 2 YEARS – at 7:00 PM on Zoom

2022:  Jul 18, Aug 15, Sep 19, Oct 17, Nov 14, Dec 12

2023:  Jan 16, Feb 20, Mar 20, Apr 17, May 15