MANAGEMENT TEAM MEETING NOTES 7-18-2022

Attendees: Susan Milliken, Lois Jensen, Wendy Pachter, Michele Bokun, Joyce Nishinaga, Erin Blanchfield, Maureen Dalton. Guest: Janice Mottolo

1. Secretary (Susan M)
	1. Review of prior Management Team Meeting notes. Michele will send Susan an update to last month’s meeting notes.
		1. CLARIFICATION for 6/20/2022 Meeting Notes: Jobs for Chorus results - 3.c.iv. Michele offered to reach out to the head of the choral programs at Lexington High School, and possibly having a special event for those who want to sing acapella.
	2. Correspondence
		1. Choir Genius license status (Groupanizer) notification (7/10/22). Joyce has paid the renewal.
2. Team Coordinator Reports (Lois)
	1. Contracts ready for signature (to be signed 7/19/2022)
		1. Chorus Director – will be signed and given to Susan to keep with chorus files
		2. Chorus Member – will be signed and given to Susan to keep with chorus files
	2. Chorus Activities
		1. Member Appreciation / Pool Party at Laura’s on August 6, 2022 – no flowers or pins.
		2. We will ask Gail to get a card for Laura and the Management Team will sign it.
	3. Facilities
		1. Ginny finished making the door bumpers for the risers.
		2. The doors have not been further damaged.
	4. Standing Committees (Lois)
		1. Nominating
			1. Coordinator - Kay Martin, with team members Ruth Gove and Tove Hellerud. All three were ratified by the Management Team.
			2. We need to let Nominating Committee know which MT positions need to be voted on next year.
3. Nominating Committee Job Description was distributed to MT and committee members.
	* 1. YWIH – no updates
		2. Standing Rules and Bylaws
			1. Coordinator - Maureen Dalton, with team member Susan Kapur. They were ratified by the Management Team.
			2. Maureen will review the Standing Rules to determine which MT positions are appointed versus elected, and which need to be voted on next year.
			3. Standing Rules and Bylaws Job Description was distributed to MT and committee members.
	1. SAI/Region 1 updates
		1. Rehearsal location and officers updated on both SAI and Region 1 sites.
		2. Instructions received on how to update SAI. Lois will email to Susan to be added to chapter files.
		3. Status of Region 1 Management Team survey sent by SAI 5/25/2022. Lois will contact Becky King to request a new survey if it has not been submitted.

UPDATE: Donna Doherty confirmed she did submit the survey responses shortly after it was sent out BY SAI.

* 1. Show - Janice met with Michele and Donna and discussed the following:
		1. Holiday Acapallooza: A Musical Marketplace. A festive mix of music, entertainment, & shopping
		2. Overview: Craft and vendor fair at the Knights of Columbus Hall on a December weekend afternoon with scheduled performances throughout the day. Our goal is to bring in a greater audience than our own friends and family. This event will also appeal to people doing holiday shopping, friends, and family of the guest performers, as well as folks popping in spur of the moment.
		3. Location: Knights Hall
			1. Table seating for audience, possible chairs area (theater seating)
			2. Vendor tables lining the perimeter
			3. Risers - need to confer with Jasmine how we can configure the room to maximize the space.
		4. Date: One Saturday or Sunday afternoon/evening of either the first or second December weekend. December 3rd was preferred by the Management Team.
			1. Awaiting confirmation from Jasmine regarding availability for 12/3, 12/4, 12/10, 12/11 & cost.
			2. Lois will check with the Region regarding any competition/conflict for those dates.

UPDATE: Becky King confirmed we no longer need to clear event dates with the Region.

* + 1. Time: Event hours: 2pm – 8 pm
			1. Total hours to rent: 1-9pm. Approximately $500
			2. Total hours include 1 hour to set up, 1 hour to clean up
		2. Event Activities:
			1. Vendors rent table space, preference for craft, holiday themes
				1. Small card table: $20
				2. Large rectangular: $50
			2. BSC
				1. Performs short sets
				2. Fun quartets: each learns new holiday song to perform
				3. Sing-a-longs
				4. Games
			3. Groups, quartets have an opportunity to perform short sets.
				1. Possible invites:

KOC dance school, karate school, Saengerfest, Vocal Revolution

\* No compensation - community table time slot

* + - * 1. Refreshments made available by BSC for purchase

Hot cider, hot chocolate, bottled waters, cookies, brownies

Possible bake sale items: sweet breads, pies etc.

No need for alcoholic beverages/bartender

* + - 1. How do we make money?
				1. Ticket sales: Full adult price: $5; Children under 13: free
				2. Food sales
				3. Vendor table rentals
				4. Silent auctions - business donations
				5. Baskets - 5-7
				6. Sponsorships - business or F&F

Table sponsor - a specific donation merits a table sign with their logo

Food sponsor - provide our refreshments, baked goods

1. Performance Coordinators
	1. Upcoming performances. Maureen will contact Mary Beth Kelly again. Waltham Senior Center is confirmed for Friday, December 2nd.
	2. Costumes – Michele recommended we don’t order new costumes that members have to pay for.
		1. We have a lot of blue floral costumes at Louise’s house.
		2. We don’t have many more gold costumes left if we get more new members.
	3. Coaching – timing of when to bring in.
		1. Should we try to get a coach (Diane) in for just one rehearsal night?
		2. Michele recommended someone who is more local, so we don’t have to pay for a hotel.
		3. Lois mentioned a regional voice coach.
	4. Other
		1. Wendy shared her calendar, which includes dates for Greater Nassau coaching sessions.
		2. We talked about moving the rehearsals on Rosh Hashanah and Yom Kippur. We will move it to the Monday before the holiday if possible.
		3. Wendy showed us a brochure Greater Nassau uses for marketing, which she will send to Michele, Donna and Erin. Maybe we can do something like that.
2. Membership Coordinator (Michele)
	1. Masking policy results
		1. We will wear masks on 7/19/22
		2. Most people were okay with the new policy, more than 50% would not wear their mask on optional masking weeks. Some people would continue to wear masks all the time.
		3. Optional masking – Management Team voted on allowing optional masking when numbers are low.
		4. Vaccination status: Most felt uncomfortable with allowing unvaccinated people back in chorus, so we will not change that policy.
	2. Any prospective members?
		1. We have a potential new member who moved from New Orleans to this area. She likes to sing baritone.
		2. We’re having new member orientation on Thursday, 7-21. It will be an opportunity to connect with each other.
		3. Wendy sent a list of new member information that should be looked at again (terminology, etc.). Joyce will bring in some new member material from SAI.
		4. Michele talked about avoiding the “bait and switch”, letting potential new members know about the commitment before they’re ready to join.
	3. Attracting guests to rehearsals
		1. How do we find women in our local communities who might be interested in BSC? Erin and Michele will work on a nice flyer that we could put in hair and nail salons if they allow it. That could raise awareness. The design of the flyer will be talked about off-line.
		2. Maureen will check with the Lexington Farmer’s Market to see if we could perform there.
3. Financial Coordinator (Joyce)
	1. Monthly BSC Financial Report and Category Transaction Report were sent to Management Team members prior to this meeting.
	2. We had the audit completed and submitted. The taxes are being worked on for the Fall. We have another year of Groupanizer paid for.
4. Marketing Coordinator (Erin)
	1. World Singing Day – Suggested working with Laura to make a snippet video for October 15th.
	2. There’s a new song from Region 1 sent by Karen Sweeters that they would like us to learn.
5. Other topics
	1. Any outstanding topics from prior year?
		1. Reaching out to Farmer’s Markets to perform at. Maureen will talk to Donna about assigning people to reach out to Farmer’s Markets.
		2. Writing an alumni letter with a donation request. Michele noted there was not much participation when alumni were contacted to perform with us.
		3. An ice cream truck or meeting at an ice cream store before rehearsal to encourage more out-of-rehearsal social time. Gail will be asked to organize an ice cream event 3-4 weeks after the pool party.
	2. Administration Goals for coming year
		1. Job Descriptions were written for Assistant Team Coordinator, Nominating Committee, and Standing Rules and Bylaws Committee and distributed to the Management Team prior to this meeting.
		2. MT Job Descriptions to be reviewed and updated – instead of using the word “leader”, use the term “coordinator”. Lois asked we all look at our job descriptions to see if anything needs to be updated. This will be an agenda item at next month’s meeting.
	3. Other
		1. Michele will check with Sandy Kahn to see if she has the chorus’s sequined hats
		2. Erin will check with Louise regarding storage of our blue floral costumes and how long she’s willing to store them and other BSC items.
6. Next Meeting: Monday, August 15, 2022