MANAGEMENT TEAM MEETING NOTES 9-19-2022

Attendees: Susan Milliken, Lois Jensen, Wendy Pachter, Kate Romain, Michele Bokun, Joyce Nishinaga,

1. Secretary (Susan M)
   1. Review of prior MT Meeting notes: no questions or clarifications
   2. Correspondence – SAI email – Ignite the Sound
2. Team Coordinator Reports (Lois, Kate)
   1. Chorus Activities
      1. Ice cream social at 5:45 PM before rehearsal on September 26, 2022
      2. Halloween party at rehearsal on October 25, 2022; suggestion made to have goodie bags
   2. Facilities
      1. We can rehearse November 28, as KOC is not available November 29.
      2. Jasmine should start contacting Ginny, not Wendy for building issues. Wendy will let Ginny know.
   3. Standing Committees
      1. Nominating
         1. Coordinator positions that need elections next year:
            1. Membership, Financial, Marketing
            2. Performance (1)? Lois will find out from Donna whether she’s up for election or not.
      2. Standing Rules / Bylaws – We began the review of the Bylaws and Standing Rules revisions and will continue providing comments over the next week. Once all the feedback has been incorporated, we can review the next drafts of these documents.
         1. Elected members – we should take Membership out of the Standing Committees as we want it to be an elected position.
         2. If anyone has any other changes, they should let Maureen and Susan K know by Wednesday, September 28 (copy Lois).
         3. Discussion regarding the Bylaws and Standing Rules will continue at the next Management Team meeting on October 17, 2022.
   4. Website/Media Team updates (Donna) – Need to get status on website/media training, who’s responsible for what updates, etc. (Primary/Backup). Lois will ask Donna about this.
   5. SAI/Region 1 updates
      1. Fall Regional Weekend (October 14-16, 2022) – Marian McDermott is coordinating this. Lois and Michele are going on Saturday. Wendy will be there Saturday and Sunday.
      2. Ignite the Sound: There are marketing materials on how you can attract new members for the chorus. These materials are available on the SAI website
   6. Show Updates (from Janice)
      1. KOC Venue has been locked in. Checks for $100 security deposit (will be returned if no damage) and $165 for half the rental cost will be given to KOC.
      2. The marketing team has finished the logo, the vendor solicitation materials, and the yard sign design:
         1. The vendor solicitation and application are to be handed out as a package
         2. This package will be posted on BSC’s website so members can access and print out.
         3. These materials are stored on a Google drive. Marketing team, brainstorming team, and Lois have access.
         4. The yard sign example has a sponsor listed. Laura is in contact with this business to potentially pay for the yard signs (approximately $300 for 100 signs).
      3. Two major opportunities for reaching vendors are taking place this weekend. Susan will be handing out vendor packages at the Arlington Town Day. SaraKate will be doing the same at the Lexington Arts Fair. They will be collecting business cards as well, so we can follow up.
      4. The marketing team has finished a video for public advertising of our event. It’s been posted on Facebook and other social media.
         1. For this initial public announcement, we chose to do a general “save the date” - the hours are not listed, and it doesn’t mention a craft/vendor fair.
         2. We decided to do this general advertising so if we don’t receive the vendor interest we need, we can pivot and create a more traditional show (without the embarrassment of doing so publicly).
         3. If we do have to pivot this year, we will be in good shape next year to put together a vendor fair much earlier.
         4. We are optimistic though that we will be successful, but we thought it wise to “hedge our bets”.
      5. Susan M., SaraKate & Monika did a great job collecting business cards and handing out vendor applications at the two vendor fairs.
      6. Janice will work with our Media Team to have our Holidaypalooza general ad put on our website (the public page) with a comment below saying we’re looking for craft vendors & if interested links to bring them to the vendor package.
      7. Two forms need to be requested/filed with SAI approximately one month before the Show:
         1. Request: Certificate of Liability Insurance (to share with KOC)
         2. File: Request for ASCAP/BMI Performance License (fee to go to SAI)

1. Music Topics (Wendy)
   1. Coaching updates
      1. Coaching Retreat will be weekend of February 25, 2023 with Vickie Maybury, Master Director of Skyline Chorus (Denver, CO). Will meet all day Saturday, February 25, and possibly Sunday AM, February 26.
      2. We talked about getting a more local coach, possibly Debra Lynn (mixed reviews). We could possibly ask Karen Sweeters. We need someone strong on vocal production who doesn’t charge so much.
      3. Section coaching: Michele recommended section-by-section coaching. We can focus on vocal production and section unity. Wendy wants to do it on a rehearsal night.
   2. Wendy’s calendar
      1. Wendy is away at Greater Nassau on September 27, October 11, and December 6
      2. No rehearsal on December 27
      3. Wendy will be on vacation January 3, 2023 so we will have a Zoom rehearsal that night.
   3. Other topics
      1. Licensing: TACOL – license needs to be paid by Wendy. Wendy will pay for Winter Wonderland
      2. TACOL and IIGMHTY: We can perform for only 3 years. Wendy will make sure that we are covered if we make a video recording, that we should get legal approval. Wendy will also look into extending the license for more than 3 years.
2. Performance Coordinators (Donna, Maureen)
   1. Upcoming performances
      1. Veterans Day in Arlington performance is a possibility (November 11)
      2. Next year we may be able to participate in the Watertown Farmer’s Market concert series (on Wednesdays). Susan M will send out a Doodle poll to see what dates most of us can perform in Watertown.
   2. Costume updates
      1. See Marketing Item f.
      2. We have new members who don’t have the BSC sparkly shirts. Joyce has an inventory, and will find out who needs them.
   3. Other – suggestion to explore performances at Farmer’s Markets
3. Membership Coordinator (Michele)
   1. Prospective Member:
      1. Sam(antha) Gonzales is a very promising potential new member. She is a former member of Son of Sonoma Chorus in CA.
      2. At Arlington Town Day, Michele received four pages of emails of prospective members. Michele emailed most of them.
   2. Attracting guests to rehearsals:
      1. Guest Night will be planned for October 18. We can work on new song (Winter Wonderland) with the guests.
      2. Wendy will distribute “Winter Wonderland” for prospective members to learn. Michele will inform those interested.
      3. Get a team together to come up with ideas about attracting prospective members.
   3. Other topics:
      1. BSC’s Mission Statement, Goals, and Rules are on our website.
      2. Meetup: We need to change up the content and participation. People need to comment and share ideas.
      3. Those who come back from LOA: We should let them get them on the risers and get them learning new music.
4. Financial Coordinator (Joyce)
   1. Love Gifts for SAI Competitors (FVC $50, Saffron $25, VOCE $25; Illuminate $25)
   2. Ordering BSC pins – Lois will check with Peg and Erin about ordering a supply.
   3. Dues discount for Financial Coordinator Trainee (first term). This position is a very labor-intensive job. As an incentive for being able to fill that position, Joyce recommended offering them a dues discount. The Management Team agreed that a full BSC Chapter dues discount ($225) be offered as an optoin for each year of their initial two-year term.
   4. Other topics
      1. For our October MT meeting, Joyce will do an expense analysis to determine if we should recommend raising BSC dues.
      2. We submitted all our taxes and our annual report.
      3. Monthly BSC Financial Report and Category Transaction Report were sent to Management Team members prior to this meeting.
5. Marketing Coordinator (Erin)
   1. World Singing Day (October 15, 2022): Laura had the video done on the first night! It came out so amazing! We ended up using the sound from the night of the video recording because it actually sounded much better then the week before when we were just doing audio recording. The movement by members is just fantastic and really shines through on our performance, even in masks. And the ending of "We are Boston Skyline Chorus, Celebrating World Singing Day...whooooo hooo" just came out so fun! Fantastic job everyone!
   2. Brochure like Greater Nassau uses: Erin gave a ton of text information and access to our Snapfish account to Susan M. to work on this. Erin will assist Susan with more information if needed as she works on the draft.
   3. Other / Arlington Town Day was such a HUGE success!!!! Erin set up, and Peg was with her all day from 8:30am on and helped load Erin’s car at 3:30pm. There were fifteen members there for part of or most of the day! Thank you to Lois for directing us and finding the right songs to help us show off our best stuff with the voices we had! Thank you sooooo much to everyone who helped breakdown in record time at the end of the day. We got so much interest, starting with giving all our information to about four really interested ladies at the beginning of the day. Then we had the idea to start collecting email addresses for those interested in singing and for those that just want to come to our next performance and support us. Michele has already reached out to the many email addresses collected, and we have seen three responses back already. Erin had printed 60 fliers and had a whole box of business cards, and they were all gone by the end of the event!
   4. Other / HolidayPalooza: Janice, Monika and Susan M went around to vendors at Arlington Town Day and got some interest for our HolidayPalooza. Also, SaraKate hit up the vendors at the Lexington Town Day. So marketing has begun for HolidayPalooza. Our social media sites all have the SAVE THE DATE for HolidayPalooza. It is mentioned on the feed of our website, but Erin is pretty sure she has access to change the public page feed on our website and can get the save the date image up there at the top too. Janice was hoping to get a link to the vendor registration forms up there, too. Erin can put them in our documents section for our members to get to but is not sure where to stick them on the public site.
   5. Other / BSC Business Cards: Erin needs to get on Vista print and order more BSC business cards. Her supply is now gone so she’ll reach out to Joyce to get the credit card information to get a new order placed with updated address information. We will have them before our holiday event.
   6. Other / Storage items at Louise's house: Erin went and visited Louise on 9/3 and removed all of the items from her attic. Peg and Susan M each took one riser stool for storage. Members had an opportunity to take some of the blue floral costumes we are not using as a chorus if they wished. The rest of it was donated as it will not be used for the chorus and there is no need to store it. We decided to trash the four riser steps we had because the carpet was all rotting. We have only used them once in the last 6 years I have been in the chorus anyway. Laura took measurements of them and thinks it is something she can build if we need them in the future. Erin has one crate left that she’ll get to Tonia as the new Costume Chair. It has one red jacket, one gold costume, a handful of stretch leggings, some black 3/4 sleeve shirts and a whole bunch of the sparkle earrings that we are currently using. Erin thinks that Joyce has a stash of those earrings too so maybe she can give her supply to Tonia so they are all in one spot.
6. Other topics
   1. Job Descriptions – Job Description have been updated and reviewed by the current Team Coordinators/Committee Chairs. Status:
      1. Approved: Assistant Team Coordinator, Chorus Activities Chair, Facilities Chair, Financial Coordinator, Marketing Coordinator, Membership Coordinator, Nominating Committee, Performance Coordinator, Secretary, Team Coordinator
      2. Awaiting Approval: Bylaws and Standing Rules Committee
      3. To be written next: Show Chair, Web/Media Chair
      4. Lois will replace the current documents on the BSC website.
7. Next Meeting: Monday, October 17, 2022