Management Team Meeting Notes 11-14-2022

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

1. Secretary (Susan M)
	1. Review of prior MT Meeting notes: There was one change mentioned that did get uploaded to the website. The Karate studio declined to be involved with HolidayPalooza.
	2. Correspondence – email from Vocal Revolution – Susan received an invite to audition. No one else on the MT received one. Becky King did forward the audition invitation video to Lois this afternoon.

1. Team Coordinator Reports (Lois)

General: Lois will be away from January 18 through February 22 and will miss five rehearsals. She is available for Zoom meetings during that period. Kate will handle announcements while Lois is away.

1. Chorus Activities – Gail would like to have a holiday party. MT decided on December 20th, starting at 8:50 PM. We can do a Yankee Swap with a shorter story for shuffling the gifts. Gail will decide how to manage the food.
2. Facilities - Wendy asked Ginny to check with Jasmin about the availability of the KOC hall for our Retreat Coaching February 25 (and possibly February 24 PM or 26 AM).
3. Standing Committees
	* 1. Nominating – no updates
		2. Standing Rules / Bylaws – finalize (see October versions sent 10/31/2022)
		Bylaws and Standing Rules were approved. Maureen sent Susan the Standing Rules and Susan sent them to the chorus by email. We will give members a deadline of one week to review, and then everyone will vote to approve or disapprove at the November 22nd rehearsal.
4. Website Team updates (Donna) – Tina is already working on the front page of the website.
Communications: Monika has moved to Arlington. Her new address needs to be updated on the website. Lois will remind members that they should make these types of personal information updates themselves. Esther has resigned. Donna suggested we stay on top of sending cards to sick people. We will send out an e-mail about people who have resigned. Prior members’ addresses are saved under Old Contacts.
5. SAI/Region 1 updates – Susan updated us on correspondence received.
6. Show Updates (from Janice):
**General Comments:**

We will have yard signs in key places. We also have signage that will be outside KOC. We can put balloons on it and possibly have a spotlight on the sign after it gets dark. Erin will contact Lala to see if Region 1 can put the program on the Region 1 website. Donna will communicate these comments and updates to the Show Team

Vendors:

* We have 18 paid vendors.
* We have 2 more vendor applications that Janice is confident are coming. There are 3-4 others who may submit their applications as well which will be held as backup. We will reach our goal of 20 vendors!
* Janice is preparing a detailed information page to send out to the vendors.

Entertainment:

* Saengerfest declined to perform at HolidayPalooza.
* We will look for other groups: school groups, men’s’ groups, possibly Blue Train (MT voted yes on it), etc. However, Blue Train would want to play longer than just 20 minutes. Wendy asked if we could have a commercial made or maybe have some live coverage during the day. We want to get the word out as much as we can.
* Once all the entertainment is set, the performance schedule will be set and ready to post.

Sponsors:

* Sponsorship materials have been made available to members including a how-to YouTube video,
* To date, we have received $700 in sponsor donations. This does not include donations which are still coming.
* We have received or will receive some free services/products in lieu of monetary donations (free printing, free refreshments).
* The chorus needs to be encouraged to ask for donations. This is one of the major ways we make money on the show.

Marketing:

* HolidayPalooza sandwich board is in (thanks to Lois and Laura).
* 10 yard signs were ordered and have arrived.
* Flyers have been printed and are available for handouts/posting.
* The show program is being printed for free by Susan M.’s sponsor. Kate will work with Susan on creating this program based on my simple design.
* Susan M. Is going to check with her printer sponsor if he would print the entrance poster board for free as well. If not, she will get a price for this printing.
* Donna has posted our show invite online in several sites (Patch, Boston calendar etc.)
* Thanks to Laura’s prodding, the chorus has been more proactive in sharing our show invite on Facebook.
* Donna is going to send show flyers to assisted living, 55+ communities in Woburn, Winchester, Arlington. Michele is going to check with Youville and Brookhaven.

Show Budget:

* The show budget was sent to Management Team prior to this meeting
* The expenses are final except:
* Poster board – if we have to pay for it, that expense is not included
* Table decor – Janice doesn’t have the final figures. Gail is in charge of decorations and has the latest figures.
* Donation boxes – we’ve been asking the chorus for jars/boxes we could use without much luck. Gail is going to look at the Dollar Store is they have cheap ones.
* Drinks – hope to have the cider donated but if not, the cost would need to be added.
* Sound system accessories – Laura has obtained her sound system and is going to check it out. There may be missing wires and/or connectivity issues that would need to be addressed. If so, she’ll be checking prices for what we would need to make the system operational.

Jobs List:

* Janice created lists for staffing at both the Friday setup and Saturday event.
* Michele was asked if she could put up the yard signs in the designated areas in Lexington as she lives in Lexington and is more familiar with the area.
* Laura would like to canvas downtown Lexington on the weekend of November 26-27, but we need others to join her. No volunteers yet as far as we know.

Other:

* Janice received the Certificate of Liability Insurance from SAI. Also, the SAI ASCAP/BMI Performance License form with check has been sent to SAI.
1. Music Topics (Wendy)
	1. Coaching updates: Retreat: 2/25-2/26. We need someone to help with the weekend (re: lunch, dinner, booking the place, arrangements for the coach, etc.). We will have Harriet Walters for coaching sometime in March or April 2023. Lori will send Wendy a plan for TACOL choreography.
	2. Winter Regional Weekend (January 20-22, 2023): Doodle poll results: 14 people can come at this time.
	3. Wendy’s calendar: Wendy will be away on 12/6/22 so we won’t have rehearsal that night.
	4. Other: It was suggested to have a different protocol of confirming attendance for a performance. Donna will change the website attendance to “no response”. Donna will have a performance Sign Up sheet, and then she will update the attendance info on the website based on who signs up. We will try this with the December 8 Anchor Tree performance.
2. Performance Coordinators (Donna, Maureen)
	1. Upcoming performances:
3. 12/2 – Waltham Senior Center (Maureen and Donna will be heading there soon just to get the particulars for folks)
4. 12/3 – Holiday Palooza
5. 12/8 – potential performance – if chorus signs up for the Anchor Tree Lighting (a small group did this performance last year)
6. Spring – Anchor paid performance
7. Lynnfield is a performance that we would love to get again this Spring! It was presented by the Lynnfield Arts Guild on Lynnfield Common. We will be contacting them in January.
8. Start Summer schedule gigs February
9. Increase performance rate
10. Increase member participation in performances
11. We should always be seeking new performances
	1. Costume updates:
		1. Costume Committee had their "kick-off" Zoom meeting November 10.
		2. Attending the kick-off meeting were Tonia T (Chair), SaraKate L, Kate R, and Donna D. Wendy P attended as well. Maureen D is also on the team.
		3. Short-term goals were reviewed and roles were assigned to team members.
		4. Long-term goal of a new contest costume for 2024 was also discussed.
		5. Tonia will coordinate meetings going forward to work towards both the short-term and long-term goals.
		6. The team is meeting at Tonia’s on Jan 7 to review/document contents of bins she has.
		7. Job Description was written and posted to our BSC website.
	2. Other – Erin has vacuum bags if the Costume Committee needs them.
12. Membership Coordinator (Michele)
	1. Prospective members: Suzy Caro is ready to start practicing TACOL. Michele will reach out to some other potential members who said yes to the Guest Night but never showed up. At our HolidayPalooza, Marketing will handle prospective people.
	2. Show ‘n’ Share Micro Contest: We’re only allowed to send in one song. We have until January 6th to send it in. Michele will work with Erin to determine what we submit.
13. Finance Coordinator (Joyce)
	1. Reports review – Financial Report, Category Transaction, Other: Finances look okay so far.
	2. AG Letter re: Form PC of Charitable Organization for Year Ending 4/30/202
14. Other:
	* 1. Erin ordered new business cards.
		2. Erin will set up the marketing table at HolidayPalooza on Friday. Let Erin know what else should be put on the marketing table and she will take care of it.
		3. We will have a New Member Form.
		4. Donna suggested adding a DONATE button on the website which will go to the Angel Fund and/or to Sponsor Newbies. We have a team exploring it – Donna, Maureen and Joyce.
15. Marketing Coordinator (Erin)
	1. BSC pins update: We voted that the small pins be given to newbies, and anyone who needs a big one will have to pay $17.00 for it. Donna and Moe will donate $100 and will decide where they want their donation to go.
	2. Brochure update: printed and delivered. They look great!
	3. Other: Michele will send one-page information sheet to Erin. Donna will send New Member form to Michele and Erin.
16. Other topics
	1. Job Descriptions – Show Team, Web Team – new (to be written); Costume Committee was posted on our website
	2. Other – for next month’s Management Team meeting, Lois will rearrange the Agenda sections
17. Next Meeting: Monday, December 12, 2022