Management Team Meeting Notes 12-12-2022 (Start at 7:00 PM)

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

1. Secretary (Susan M)
	1. Review of prior MT Meeting Notes – No corrections or clarifications needed
	2. Correspondence – Show ‘n’ Share Micro Contest, and SAT and SED Upgrades.
2. Marketing Coordinator (Erin)
	1. Marketing efforts: Show ‘n’ Share Micro Contestsally
		1. SAI contest: Erin will submit HolidayPalooza information for a chance to win $1,000.
	2. Other
		1. Pictures of the vendor and choral photos were collected from Ralph, the photographer. They were posted on Facebook and Instagram.
		2. The HolidayPalooza video was created by Laura and posted on Facebook.
		3. Erin will be moving the videos from MyGooglePhotos to YouTube for more space. They will be made private.
		4. Erin has been updating and organizing Snapfish photos. Directions are on our website on how to access.
		5. Erin advertised that we were at The Anchor on social media. The pictures were posted on Facebook/Instagram.
3. Membership Coordinator (Michele)
	1. Prospective members: Suzy Caro will audition Tuesday. She seemed to really enjoy HolidayPalooza. Another person is interested in joining. She saw us on Meetup.
	2. Ignite the Sound campaign. Lois will resend to Michele, and then Michele will work on it.
	3. Other: Everyone could talk to people when we’re out and about. Engage people in conversations about joining.
4. Financial Coordinator (Joyce)
	1. Reports review – Financial Report, Category Transaction, Other: Joyce will have these by the end of the week.
5. Music Topics (Wendy)
	1. Coaching updates: Wendy spoke to the Merrimack Valley chorus reps. It was suggested that we join with two other local choruses (Merrimack Valley and Northern Voices a Cappella) and be coached by Deke Sharon the week after competition (May 25th). They would charge general admission which would help to recoup financially. It would cost the chorus about $700.00. We discussed the pros and cons. Wendy thought it would be good to get the choruses together. Wendy would like a decision in the next few days. Joyce recommends we find out all the extra money needed before we decide, which includes the price of the music. We voted on waiting to see how many chorus members can attend in Andover.
	ADDENDUM: Lois asked the chorus. It looks like a good majority of our Chorus is “in” for it. Carol, Sally and Wendy are looking at music options now. Wendy is hoping this won’t take long. (We’ve abandoned the strict barbershop-style music search and are back to looking at more contemporary music options in order to attract new and possibly younger members).
	2. Wendy’s calendar: Wendy doesn’t know what dates she’ll be out after the New Year. She will update us. We will return to rehearsal January 3rd. She is waiting for Harriet to nail down a coaching date. Lori Snipper-Nastasy (Harriet’s sister) is doing the choreography for TACOL.
6. Performance Coordinators (Donna)
	1. Upcoming performances: February 10th at 3:00-3:15 at the Waterstone Independent Living Facility in Lexington. Donna is trying to get a performance for March. Maureen is trying to get another gig in Lynnfield in May.
	2. Costume updates: The Costume Committee is meeting at Tonya’s on January 7th. They will review and organize our current inventory and discuss getting a new costume.
	3. Choreography plans: Harriet’s sister, Lori Snipper, will be helping with choreography for our upcoming contest. We need to check our visual library (available on our website) and then add to them so our members can see them, and we would put them on the website.
	4. Kate will ask Janice to check with Jasmine about using the ballet studio to work on choreography on a weekend day or a Tuesday night.
7. Team Coordinator Reports (Lois)
	1. Chorus Activities: Kate reminded us of the holiday party on December 20th.
	2. Facilities: Janice spoke with Jasmine after HolidayPalooza, and It looks like we won’t have to give up our Tuesdays next year at KOC. Kate will ask Ginny and Janice to follow up to confirm.
	3. Standing Committees
		1. Nominating: Kay has asked her team to review the job descriptions for the open positions, and start talking with people to run for those positions. Election to be held in April 2023.
		2. Standing Rules / Bylaws – review feedback from Becky King and make any needed adjustments. We will table this discussion until Becky King and Donna have had a chance to discuss why the verbiage being questioned was included. Maureen will follow up with Becky if that conversation doesn’t happen in the next week or two.
	4. Website:
		1. Donna had a Zoom meeting with Tina. They are looking into the cost of another user-friendly and potentially less expensive website. If we keep the current website, we will change the theme. They’ve made improvements to our website’s public page.
		2. Messages that come through the website: Donna is contemplating getting a spam-blocking app as we get a lot of spam.
	5. SAI/Region 1 updates: We submitted our votes in in November, and the ones who we voted for won.
	6. Show Updates (from Janice). Actual vs. projected income was about $2,000 less than what we projected. We discussed having next year’s show at a more central location with more foot traffic or having it earlier in the day.
	7. **Show Report** –
		1. Janice has asked her teams to give their thoughts on what went well, how to improve, etc. She will have a Zoom meeting after the holidays to discuss.
		2. Janice also asked the vendors their opinions, how to improve, whether they’d do it again, etc. She has responses from about 2/3 so far, and responses have been very positive, and they’ve offered some good ideas as well
		3. FINAL FINANCIAL figures: Income:

Vendor Rental…………………….$1000
Sponsor……………………………$2700
Food…………………………………$241
Raffle……………………………..…$289
Donations………………………..…$265
Venmo………………………………$156

**Total Income: $4651**Expenses:
Hall Rental………….....................…$330
Flyers…………………………….……$15
Yard Signs……………………..……$215.20
Table cloths…………………………..$7.43
Poster Board……………………..…..$47.96
Paper Goods…………………………$28.67
Drinks…………………………………$31.83
Music Licenses………………………$45
Sound equipment ………………….$140
**Total Expenses: $861.09**
Sandwich board, patch advertising, and most decorations were donated by BSC members. The program was donated by Brookline Print Center.

**Net income: $3789.91**

1. Other topics
	1. Retreat Weekend: The Knights of Columbus rehearsal hall is reserved. We need a volunteer to organize the retreat, including the hotel for the coach, transportation to and from the airport, lunch, and dinner. Will we reserve a restaurant? Any activity during the retreat? Erin would like to mentor someone learn the whole coaching weekend scheduling.
	2. People on stools: Should we ask them to stay to the side of the risers or include them with the choreo? Most of the people on stools are able to stand for short periods.
2. Next Meeting: Monday, January 16, 2023