Management Team Meeting Minutes 1-16-2023

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

1. Secretary (Susan M)
	1. Review of prior MT Meeting notes – minutes accepted
	2. Correspondence –
		1. SAI is promoting the Louisville International Convention Oct. 30 – Nov 4, 2023
		2. Region 1 sent out their menu for Newport, RI
2. Show Recap/Comments – Janice presented her report

a. Overall review of HolidayPalooza:

- Very pleased with HolidayPalooza

- Made lots of right choices

- Chorus participation was positive

- Fun and festive

- Proposed budget mostly a “guestemate”

- Made money! Net = $3789.91

- A very good first time eﬀort with lots of potential to expand/improve our fundraising goals

b. Feedback - what worked, what to tweak Vendors were asked in an email for their opinions:

- What they liked about HolidayPalooza

- What they didn’t like

- Whether they would participate again

c. Vendors feedback: approximately 75% responded and they were overwhelmingly positive. All but one said they
 would participate again. Here’s the breakdown of their responses:

d. Positives: in order of number of mentions

- music!

- Friendly chorus

- Organized - good communication

- Hall - liked the easy load in/ parking etc.

- Day before setup

- Variety of crafters

e. Suggestions: in order of mentions

- More advertising

- Earlier hours

- Food options - coﬀee, non-sweet options, organize lunch order for vendors

- Organize bathroom breaks

- Measure/assign space

- Name vague

f. Chorus: key members were asked for their opinions Janice - vendors:

- too many for hall space

- need to limit vendor displays to open up hall

- need to standardize space(s)

- perhaps oﬀer 2 options/prices for space Kay - Refreshments:

- did receive requests for coﬀee, salty snacks

- better signage Ralph - photography:

- need to adjust layout for audience space

- decorations to cover visual distractions

- lighting for better photos

g. Conclusions:

- Hall venue worked well - cheap & convenient

- Saturday, 1st weekend in December was a good date

- Hours need to be adjusted.

- Adding Venmo was very beneficial

- Hall layout needs to be evaluated to maximize vendors and performance space

- Advertising options need to be expanded and begun earlier, including KOC calendar, link to
 Alexander’s, reach out to ballet & karate schools

- Funds generated by refreshments, donations & raﬄes were as expected. Any changes, additions to

 these fundraising eﬀorts, though still worthwhile, are not likely to significantly increase these totals.

* Sponsorships, however, was one area where we have not achieved its potential. Increasing sponsorships should be a primary fundraising goal

h. Suggested changes:

* Event hours need to be earlier both to attract more shoppers and to appeal to BSC’s friends and
 family. A possible itinerary:

Friday load-in: 2 hours (3-5pm or 4-6pm)

Saturday: 9am - 11am: set up

11am - 4pm - event hours

4pm - 5pm - cleanup

- Venmo donation should be added to our website for year-round fundraising

- To address the hall space issues, we need to find someone in the chorus who has layout/design talents to

 measure & plan the space.

- Advertising in general (& adding the Lexington Times and local tv access) will begin earlier

- Some food options will be added (coﬀee, chips, popcorn)

- The sponsorship program should be expanded to include less expensive options ($25 & $50 donations)

- Chorus members need to be encouraged strongly to bring in more sponsorships. Having more cost-

 friendly options should make it less intimidating.

- Expand entertainment - bell choirs, a cappella groups from local schools, POMS groups

- Add more interactive event(s) to HolidayPalooza. These activities would generate some income
 (participation fee) and bring in more people. Possibilities:

gingerbread house decorating musical trivia

bingo

scavenger hunt (for kids) cookie decorating (for kids)

1. Music Topics (Wendy)
	1. February Coaching Weekend – Erin reviewed what needs to be done regarding coordination of the coach for our February 25-26 coaching with Vickie Maybury. Janice is coordinating these activities.
	2. Coaching updates – no additional coaches planned yet
	3. Wendy’s calendar – 2023
		1. January 20-22 - Winter Regional Weekend
		2. January 31 - Wendy Away
		3. February 10th - Performance at The Waterstone in Lexington
		4. February 14 – Wendy away (pending)
		5. February 25-26 Coaching weekend with Vickie Maybury
		6. March 14 – Wendy away (pending)
		7. March 28 – Wendy Away (pending)
		8. May 19-21 – Regional Competition Weekend
		9. May 23 – No rehearsal
		10. May 25th (Thursday evening) Tri-chorus MASTERCLASS with Deke Sharon
		11. September 22-24 – Regional Colors of Harmony weekend with Ryan Heller

 2024

* + 1. February 17-18 (Very Tentative Date) - Coaching weekend with Di Porsch
		2. May 9-12 – Regional Competition
		3. Discussion
	1. Discussion regarding additional riser section – Technically, the risers can hold 40 people, but it is close. Even with 30 people, we should be able to fit. Removing the riser stools might be the best option for fitting everyone in over the next few months. Those sitting on the risers will have to sit on chairs next to the risers. A subcommittee will research this topic and whether we would need another rehearsal space for example if storage would be an issue at KOC.
1. Financial Coordinator (Joyce)
	1. Reports review – Financial Report, Category Transaction,
	2. We’re in good financial position after HolidayPalooza. We can cover the upcoming coaching.
2. Membership Coordinator (Michele)
	1. Prospective members – Katelyn passed her audition. Lisa seems excited about the chorus. Another woman named Rachel is interested. Stephanie is also interested. Michele will reach out to those who are interested. We talked about encouraging chorus members to come consistently.
	2. Show ‘n’ Share Micro Contest – we submitted the material. (Addendum: We did not win; Harborlites Chorus won the drawing.)
	3. Ignite the Sound survey - submitted
	4. LOA communication process – We will announce at rehearsal that if you’re going on a Leave of Absence, you should let the Secretary (currently Susan Milliken) know. The Secretary will send it on to the Management Team, who can then announce the person is on LOA to the chorus. We should ask the person going on LOA if we can share the reason for their LOA with the chorus.
	5. Other
		1. Michele has been very busy and would like someone to help reach out to chorus members. In the past, it was a section leader who would reach out.
		2. Michele is putting the music for guests in 3-ring binders and alphabetizing them.
3. Marketing Coordinator (Erin) – Erin will be resigning from the chorus.
	1. Marketing efforts – Erin presented a flyer she designed. Since Erin will be leaving the chorus, she organized a list of jobs and recommended chorus members who might be able to do that. She presented templates. The Marketing team needs a lot of help. Susan volunteered to post on Facebook and Instagram and to take pictures at rehearsal. (Addendum 1: Laura said she would help take pictures as well.) (Addendum 2: Tina said she would be interested in posting on Facebook and Instagram. Lois will approach creating a Marketing Team similar to what was done for the Costume Team.)
	2. Other – Erin wants to make sure Kate gets a ride to and from rehearsal.
4. Performance Coordinators (Donna, Maureen)
	1. Upcoming performances –
		1. Waterstone concert February 10th it’s at 3:30 instead of 3:15
		2. Donna ordered some personalized candy to give away as well as some other great ideas for getting more chorus members.
	2. Costume updates – Maureen and Tonia got together. Tonia sent out a spreadsheet of our inventory. She got more durable and easy-to-open bins. The Costume Team will meet on January 27th on Zoom. Tonia will reach out to SaraKate who is on LOA whether she wants her assigned responsibilities assigned to someone else while she is on LOA.
	3. Choreography plans – we have videos for TACOL and Witchcraft which are on the website. The goal is to have people practice their choreo at home. The choreographer from Greater Nassau can come up and work with us on choreo. The video for TACOL will be on BSC’s new YouTube channel.
5. Team Coordinator Reports (Lois and Kate)
	1. Chorus Activities – Gail asked if she should be planning activities after dinner at retreat. Donna suggested to volunteer with Maureen and Janice. It might be fun to have a karaoke machine. Ginny might have one to borrow. Donna will let Gail know she doesn’t have anything to do for retreat.
	2. Facilities – We sometimes lose the ballroom for the Lions Club. We lose it about 3-4 times a year. Kate will ask Ginny to ask Jasmine how often and a schedule of when we will need the ballet studio for rehearsal. Michele wondered about the Karate studio for rehearsal. Michele will reach out to the karate teacher.
	3. Standing Committees
		1. Nominating – Kay and her team have been asking people to run for the positions up for election and those currently on the MT it they would like to run again. Lois asked Erin for recommendations on who would be good to fill the Marketing position.
		2. Standing Rules / Bylaws – review feedback from Becky King and make any needed adjustments: Since Lois will not be at Regional, Maureen will attend the Team Leader meeting and speak with Becky about our Standing Rules then. Also, Deb Richards is taking over the role of Region 1 Standing Rules reviewed.
	4. Website Team updates (Donna)
		1. Communications area – no important emails received.
		2. Web form notifications - Tina will be taking over the website, so we will decide on that when she takes over.
		3. Former Member notification process – we need to let chorus know they need to go on the website under communications to get information from the former member list. A week after a member resigns, they will be moved to the Former Member section.
	5. SAI/Region 1 updates – no further updates
6. Other topics – Meeting was ended when Wendy had to leave to participate in her band rehearsal.
7. Next Meeting: Monday, February 20, 2023