Management Team Meeting 2-20-2023 (Start at 6:45 PM)

Attendees: Susan Milliken, Donna Doherty, Maureen Dalton, Joyce Nishinaga, Wendy Pachter, Michele Bokun, Tina Lim, Lois Jensen, Kate Romain

1. Secretary (Susan M)
	1. Review of prior MT Meeting notes (any corrections of clarifications needed?) Minutes have been approved.
	2. Correspondence
		1. We received a message from Michele about the death of Phyllis Tremblay
		2. Choosing potential nominees for the International Board of Directors (2024-2027 term)
		3. Region 1 Town Hall Meeting – Save the date – February 27th and March 13th
		4. New Teaching Resource on the Sweet Adeline’s Region 1 website - 2023 Winter 1-Derland - Common Vocal Issues
		5. There are 4 Regional Management Team positions open for applications this year for Region 1: Marketing Coordinator, Director’s coordinator, Finance Coordinator, Events Coordinator
		6. Show 'n' Share WINNER and NEW Valentines from Adeline’s Micro-Contest – Harborlites Chorus
2. Performance Coordinators (Donna, Maureen)
	1. Upcoming performances – Maureen will contact Lynnfield about doing another Spring performance.
	2. Costume updates – The next meeting is March 24th to identify costume resources (where might we get them) and new rules. Tonia is looking into getting new makeup to have everyone look alike. Will we be wearing the gold costumes this year? Wendy said we will be using the gold costume for competition.
	3. Choreography updates: The TACOL choreo sheet is now up on the website. Donna has to fix the dashboard so that more people can see the choreo.
	4. Michele asked if we are planning on having a Friends and Family night (dress rehearsal) performance? Donna will investigate for May 9th.
3. Financial Coordinator (Joyce):
	1. Reports review – Financial Report, Category Transaction, Other: Finances are good, but if we paid for the risers, we would need some help.
	2. Member Renewals SAI email: 3 members are one-month late, 1 member is 2 months late.
4. Music Topics (Wendy)
	1. February Coaching Weekend (Coach Coordinator – Janice; Food – Laura, Gail). Everything is taken care of. Janice will greet Vickie Maybury at the hotel. Laura and Tina are taking care of the food. Wendy is bringing a cake and a big coffee urn. We will ask Jasmine if we can get into KOC to set up the risers on Friday night. We will just have a few tables set up, 3 rectangle tables and a few for eating. We talked about getting a microphone for the quartets to perform. Michele has an amp that a microphone can be plugged into.
	2. Coaching updates: Wendy wanted Harriet and one other for coaching, but they’re having difficulty coordinating times. Wendy will forward Vickie’s coaching charge to Joyce.
	3. Wendy’s calendar – February 25-26 – Coaching Weekend, March 14th and the 28th – both dates are pending that Wendy might be away. July 4 – no rehearsal that week. Wendy will be at a Bass Music Camp July 24-28.
	4. Additional riser research – The extra riser is $2,840 including shipping charge of $750. We will probably need to fundraise for this. Michele asked Ginny and Janice to follow up on the storage of a new riser section. We may need pay a little extra per month for their inconvenience of moving the riser when they have an event. We also may need a dolly to move those fourth riser steps.
5. Membership Coordinator (Michele)
	1. Prospective Members – Katelyn McCarthy passed her audition but will not be joining BSC. Lisa who came a few times is on hold. Rachel is coming back and needs vocal placement.
	2. Michele cleaned out the Membership emails on the BSC website.
	3. Michele needs help from Donna regarding Meetup.
	4. Michele does need help contacting people who are on leave, maybe have a specific person to do that. Joyce recommended we let new members know that they have to pay the $100 right away as well as staring the membership dues. Michele will let new members know.
	5. Wendy needs to know of any people who will be absent from rehearsal/coaching sessions.
	6. Michele will put together a list of what she needs help with for Membership (like Erin did for Marketing).
	7. Kate asked if we could have a small bin so that Membership information can be stored there. Wendy offered to bring a rolling case with membership materials to rehearsal every week.
	8. Michele will send us notes from the Regional Membership meeting she participated in.
	9. COVID policy/testing requirements: We talked about establishing a testing/masking/vaccination policy. Michele recommended we send out another survey. For Saturday, Michele recommends we test on Friday before the coaching weekend. She will write up a blurb for Susan to send to the chorus. If any of us have extra tests, bring in on Tuesday so others can test.
6. Marketing Coordinator (Tina)
	1. Review of Job Description – remove Fundraising items. Everyone agrees.
	2. Marketing needs: Tina will coordinate all the pictures that need to be posted on social media. Please send all pictures to Tina.
	3. Tonia has joined the Marketing Team to help Donna with advertising. (Lexington Mavens – you can post once a month on there).
	4. Michele will contact Monika about transferring the box of Marketing materials Erin had brought in.
	5. Donna is checking with Lex Media about publicity.
	6. Susan will write copy to accompany pictures for Tags and Swipes. Next deadline is June 1.
7. Team Coordinator Reports (Lois)
	1. Chorus Activities (Kate to get updates from Gail Grossman) - No events other than retreat.
	2. Facilities (Kate to get updates from Ginny Devlin/Janice Mottolo) – No updates.
	3. Standing Committees
		1. Nominating – Marian was the treasurer in the past, but she didn’t want to commit to it. Maybe Joyce and Marian can share duties. Kay is checking with Donna to see if she will run again for Performance Coordinator. Michele will run again as Membership Coordinator. Marketing will be open next year and hopefully Tina will take that position.
		2. Standing Rules / Bylaws – Maureen will include the SAI recommended Eligibility language in the next versions of our Bylaws and Standing Rules, plus any changes based on feedback from Deb Richards (new Region 1 Rules Chair).
	4. Website Team updates (Donna)
		1. Communications area – any new emails – no emails other than advertisements.
	5. SAI/Region 1 updates – see Contest 2023 section below
8. Other topics
	1. Contest 2023
		1. Discuss cost of All Events for members (Tabled for now)
		2. Marian – will coordinate hotel and all events registration and has already sent information out to the members.
		3. Tove – will coordinate photo orders. Donna will come up with a picture pose for the chorus.
		4. Need list of competing members and their SAI IDs – Lois needs a list of competing members and the BSC Chorus ID. Joyce already provided the member IDs.
		5. Lois – online registration (need payment/Joyce, song order/Wendy) – March 21st is the deadline for online registration. Marian wants all registrations in by March 18th. All rooms have to be booked online by April 11th.
		6. Contest Information Package – Donna will find a package from a prior year so Lois can put it together.
		7. Our songs are cleared to perform.
		8. Maureen will send out the menus for the Saturday night dinner options. Donna offered Moe’s help if needed as she’s worked on this in the past.
	2. Show 2023 Update – Janice will be the Team Coordinator for the show. We checked Lexington Depot and it is a smaller space than KOC, plus they’re going through renovations and will be closed through the Fall of 2024.
	3. Marge Bennett Angel Award – Recommendations for getting this award are welcome, if anyone knows of someone.
9. Next Meeting: Monday, March 20, 2023