MANAGEMENT TEAM MEETING NOTES 3-20-2023

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

1. Secretary (Susan)
	1. Review of prior MT Meeting notes - no corrections or clarifications needed. Approved.
	2. Correspondence
		1. Regional Assessment Increase,
		2. Region 1 Contest information emails
2. Music Topics (Wendy)
	1. Coaching updates
		1. 4/11/2023 – Karen Sweeters
		2. 5/25/2023 – Deke Sharon (Tri-Chorus in Andover)
		3. 9/8-9/2023 – Vickie Maybury will be coaching HOTS, so we may be able to hire her around those dates
		4. 2/10-11/2024 – Vickie Maybury
		5. 2/22-23/2025 – Vickie Maybury
	2. Calendar (Donna will update significant dates in BSC website calendar)

2023

* + 1. 3/28 – Wendy at GNC
		2. 4/18 – Annual Elections for Management Team
		3. 4/25 - Dance studio (Lion’s using large hall)
		4. 4/27 – Rehearsal with Tri-Chorus in Andover
		5. 5/9 – Friends & Family (F&F) Night
		6. 5/19-21 – Region 1 Contest Weekend
		7. 5/23 – No rehearsal
		8. 7/24-28 – Wendy away at Music Camp
		9. 9/22-24 – Fall Regional Weekend
		10. 10/30-11/4 – SAI Contest in Louisville, KY
		11. 11/14 – need to determine if in Dance studio, or move rehearsal (Lions using large hall)
		12. 12/26 – no rehearsal

 2024

* + 1. 1/2 – no rehearsal
		2. 5/10-12 – Region 1 Contest Weekend
		3. 10/28-11/2 – Kansas City, MO
	1. Additional riser research – Michele reported on conversation Janice had with Jasmine:
		1. Currently there is no place to store a fifth riser section. How we’re storing them now is working; we have to make sure any stools, totes, equipment, etc. are stored **within** the risers.
		2. We discuss asking Vocal Revolution if we could use their riser storage trailer, but there are issues with that approach.
		3. We should have room for about 10 more people at this point.
		4. We can keep our eyes open for another possible rehearsal space
	2. Other
1. Contest 2023 (All)
	1. Marian – has a good handle on hotel and All Events registration
	2. Tove – is handling photo orders
	3. Lois – has list of competing members and their SAI IDs ready for members to sign
	4. Lois – online registration completed
	5. F&F Night – 5/9 (Wendy will talk with Janice about location of risers)
	6. Friday night rehearsal – Maureen will check availability of a space for 1.5 hours
	7. Saturday night dinner
		1. Maureen has reserved our room at Sheraton
		2. Waiting to hear whether buffet or plated dinners will be offered
		3. **UPDATE**: Choruses were contacted by the Contest Chair Patti Lavernoich and asked NOT to contact the Sheraton yet about group dinners. The information for banquets will included in the 2nd Contest Packet, which will be mailed within the next couple of weeks.
	8. Contest Information Package – Lois has a draft prepared; waiting for updates from committee chairs
2. Financial Coordinator (Joyce)
	1. Reports review – Financial Report, Category Transaction, Other – lots of renewals occur in May
	2. Region 1 Assessment Increase (effective 5/1/2023) – going from $54 to $65 per year.
		1. BSC total annual dues will go from $379 to $390
		2. Joyce will draft an email to be sent to the BSC members
		3. Lois will send Maureen and updated Addendum C for the Standing Rules
	3. Increase in BSC chapter dues was discussed. At this time, we will NOT increase our chapter dues. We will encourage our members to pursue performances, fundraisers, and increase in membership.
3. Membership Coordinator (Michele)
	1. Prospective members
		1. Rachel – Wendy voice placed her in Lead
		2. Future guests: Amy, and Lizzy (Tina’s friend)
	2. COVID policy / testing requirements
		1. We will still require vaccination
		2. Masks will now be optional as we have been in Green now for awhile
		3. We’ll keep N95 masks on hand in case anyone wants to use one (Michele)
		4. We’ll encourage testing before participating in any extended event (like all-day coaching)
		5. Michele will draft a message to go to the chorus
		6. We’ll need to change the message on social media (Donna, Tina)
	3. Wendy will bring her rolling case with membership materials for Michele
	4. Guest Music Folders
		1. Michele reported that the alphabetized music in the Guest folders isn’t working well as it is too cumbersome to handle.
		2. Michele will ask folks that get to rehearsal early (like Lynn) to pull out the evening’s music for our guests.
	5. Michele suggested having a “Christmas in July” type Guest Night in June or July
	6. Michele also suggested potential performances
		1. Arlington Town Day (Erin involved last year)
		2. Lexington Discovery Day
		3. Arlington Memorial Day
4. Marketing Coordinator (Tina)
	1. Marketing needs
		1. Marketing Team meeting was held 3/9
		2. More pics and videos are needed
		3. Brainstorming session will be held about what to post on social media
		4. Quality audio clips of chorus performing repertoire needed for videos
			1. Wendy will check with arrangers regarding copyright rules and permissions to share on social media
			2. Tina will research legality of using short snippets
			3. Wendy will do the recordings and quality control them
			4. Michele suggested recording with condenser mics hooked directly into amps to improve recorded sound quality.
	2. New BSC Member Badges - Approved
		1. Laura designed new front and back
		2. Lynn Forrest offered to fund new badges both for current and future members
		3. Laura offered to supply badge holders for current members
	3. Tina will follow up with Monika about preparing a flyer for Friends &Family Night
	4. LexMedia – Donna is waiting to hear back from them on how we can use them to market ourselves
5. Performance Coordinators (Donna, Maureen)
	1. Upcoming/Potential performances
		1. Lynnfield – will not be hiring us this year
		2. Arlington Catholic Group – Donna invited them to hear us at our 5/9 F&F Night
		3. Anchor in Boston – will follow up for this year
		4. PorchFest in Arlington (June) – will look into
		5. Waterstone Senior Living in Lexington
			1. Potential event during holidays
			2. May schedule Tuesday rehearsal there; could be a future rehearsal space
		6. Will forward F&F flyer to various community groups
	2. Costume updates
		1. Meeting scheduled for 3/24
		2. Will discuss costume companies and other resources for new costumes
	3. Choreography updates – will be simplifying TACOL choreography
6. Team Coordinator Reports (Lois)
	1. Chorus Activities (Kate) – nothing currently planned
	2. Facilities (Kate)
		1. KOC will be getting a new code-entry lock system with remote access (for Jasmine) this summer. We will be given our own code. This should help us avoid access issues like we had Retreat weekend.
		2. Jasmin will be away 10/22 (getting married!)
		3. Janice tentatively scheduled 12/2 at KOC for Holiday Palooza, with extra set up time on 12/1. She also discussed changing time periods, but hasn’t finalized yet.
	3. Standing Committees
		1. Nominating
			1. Kay and her team have contacted various people to run for available positions
			2. Further discussion is needed with Marian regarding running for Financial Coordinator
		2. Standing Rules / Bylaws
			1. Awaiting review feedback from Debra Richard to make any needed adjustments
			2. Adding gender-related language recommended by SAI
			3. Lois will send Maureen updated Addendum C reflecting increased Region 1 assessment
	4. Website Team updates (Donna)
		1. Communications area – MT members should check periodically for any new emails
		2. Donna and Tina will continue cleanup and revamp of the BSC site after contest
		3. Wendy asked that Members Blogs buttons should be moved up higher
	5. SAI/Region 1 updates – mainly contest-related
	6. Retreat KOC access/contracted times – new coded lock system will help; contracted times should include set up and clean up time
	7. Holiday Palooza 2023 – 12/2/2023 reserved with KOC
	8. Annual Elections will be held on 4/18
7. Next Meeting: Monday, April 17, 2023