MANAGEMENT TEAM MEETING NOTES 4-17-2023

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

1. Secretary (Susan M
	1. Review of prior MT Meeting notes - no corrections or clarifications needed
	2. Correspondence:
		1. Applications for Sweet Adeline’s International Music Education are available
		2. Requests for Angel Award Nominees
		3. Rules for accepting new members have changed, giving individual choruses more freedom to choose. These will be incorporated in our Standing Rules.
2. Contest 2023 (All)
	1. Friends & Family Night – 5/9
		1. Marketing efforts: Friends and Family Night time change has been made.
		2. Facilities – Kate will ask Janice to check with KOC to see if they will put up risers and chairs for us.
		3. Refreshments – Gail will coordinate. We will ask members to bring in baked goods or pastries and we will ask for $1 donations. Can Wilson Farms donate food? If needed, Maureen has a Costco membership where we can get chocolate chip cookies. Lois will contact Gail and Janice about the food, and Laura about water.
		4. Costumes for new members: Lois will send out instructions for all items we need for contest. New members will most likely need the HUE leggings and makeup. Makeup that we are out of will be shared by those who have it.
		5. Makeup – Kate felt we should wear our own foundation as well as eyebrow liner. Joyce felt using the 2019 makeup would look best. It needs to be consistent. For now, we will leave makeup as it already is except for the foundation and we’ll only use three of the eye shadow colors (#1, #2 and #4; not #3). If you need a shade of foundation closer to your own skin tone, you should buy the same Avon brand. Nails should not have any color with either nothing or clear polish on them. They can have a French manicure.
		6. Emcees/speakers: Donna reached out to a couple people to do the emceeing.
	2. List of competing members and their SAI IDs (25). Is there enough time for any new members to be ready for the contest? Michele will ask Sally Jeffery if there is a deadline for new members to be able to compete.
	3. Housing update: everyone currently competing has a room. We’ll encourage our prospective members to come to the Saturday contest and join us for Sat night dinner.
	4. We will need a few people to do makeup checks, help with hair and eyelashes. Lois will ask the chorus for volunteers.
	5. Friday rehearsal space update: King Edward Suite on the 3rd floor from 7:30 – 9:00 PM (cost is $200)
	6. Saturday night dinner update: Dinner Buffet at $42.19 per person. Cost may be less depending on our tax-exempt status. We will have our own room, but it will be a community buffet, not our own buffet. Dinner is optional.
3. Performance Coordinators (Donna, Maureen)
	1. Upcoming performances: Memorial Day May 29th in Arlington. No other scheduled, but we’re in touch with The Anchor. Town of Arlington is interested and is sending someone to our Friends & Family Night.
	2. Need audio recording of Star-Spangled Banner to send to Red Sox. Recordings we do have aren’t best quality. Wendy will make better recording at rehearsal. Lois will check with Donna if there is a deadline to submit a recording.
	3. Choreography updates: TACOL choreography sheet sent out.
	4. The Costume committee will be meeting after contest.
4. Music (Wendy)
	1. Calendar updates: 5/2 The Derry Aires Quartet will perform for us.

**Calendar 2023**April 18th - Annual Elections
April 25 - Dance Studio Rehearsal starting at 7:30 PM
April 27 - Tri chorus Rehearsal (may be canceled; Wendy is checking)
May 9 - Friends and Family
May 19-21- Regional Competition Weekend
May 23 - No Rehearsal
May 25th (Thursday evening) Tri-chorus MASTERCLASS with Deke Sharon (Wendy will send out information)

\* May 29 – Memorial Day Performance
\*June 6 – Wendy Away
\*June 27 – Wendy Away
July 4th - No Rehearsal
July 24 - 28 - Wendy Away
\*August 22 – Wendy Away
September 22-24 - Regional Colors of Harmony weekend with Ryan Heller
\*October 31 – Wendy away (International comp.)
December 2nd - Holiday Palooza
December 26 - No rehearsal

* 1. Fundraising: We should plan for something this summer. Lois will announce the need for a fundraising chairperson at rehearsal. Michele recommended doing a Zazzle promotion; have a table with all the products you can purchase. We can put that on a program, which would include information on how to get to Zazzle.
	2. Additional riser research – purchase of dolly. We would need a fold-up dolly so it can be stored. Joyce will bring a foldup dolly to see if that would work.
	3. Other: We may not have the extra rehearsal on April 27 for the Deke Sharon coaching.
1. Membership Coordinator (Michele)
	1. Prospective members: currently we have Rachel, Bonnie, and Lizzie.
	2. Wendy brought up not having breaks in the weeks up to the contest. Michele mentioned that breaks are great for socializing and keeping prospective members and current members happy.
	3. We need to encourage all members to say they’re coming to rehearsals on Meetup and then comment about their experiences. After contest we’ll do a tutorial on using Meetup.
	4. Michele started the list of Membership activities that she could use help with. We will seek volunteers after contest.
2. Marketing Coordinator (Tina)
	1. Marketing needs. Tina will ask Susan and Monika about designing a program booklet which could be used for Friends & Family Night,
	2. Use of audio clips for Marketing purposes/copyright issues. Wendy can identify a good recording and see where we can use it. We’ll perform Witchcraft with the choreo and film that.
	3. We are set with Friends and Family Night Marketing other than the program.
3. Financial Coordinator (Joyce)
	1. Reports review – Financial Report, Category Transaction, Other. We basically broke even for the fiscal year, so we need to ramp up fundraising.
	2. New Management Team: We should have installation of ~~officers~~ the Management Team members on June 13th (Lois will explore a Star Trek theme) We’ll make the administrative change before that on the website.
	3. We’ll schedule Member Appreciation Night for June 13 as well.
4. Team Coordinator Reports (Lois)
	1. Chorus Activities: No updates
	2. Facilities: New point of contact; Jasmine is being replaced by Courtney. Kate will reach out to Janice.
	3. Standing Committees
		1. Nominating
		2. Standing Rules / Bylaws updates (Chapter Member Admittance changes from SAI; Deb Richard feedback)
			1. Maureen will incorporate these changes plus new Regional Assessment in the next version.
			2. There are new criteria about accepting membership and what needs to be done.
	4. Website Team updates: We are starting to look at using a different platform for the website.
	5. SAI/Region 1 updates – SAI “Fun” Video request: Tina will video us doing Witchcraft with choreo at April 25 rehearsal.
	6. Holiday Palooza 2023 – no updates
5. Next Meeting: Monday, May 15, 2023 – We will keep this date.