Management Team Meeting Notes 5-15-2023

Present: Michele Bokun, Maureen Dalton, Lois Jensen, Marian McDermott, Susan Milliken, Joyce Nishinaga, Wendy Pachter.

Not present: Donna Doherty, Tina Lim, Kate Romaine

1. Secretary (Susan M)
   1. Review of prior MT Meeting notes – no questions or clarifications
   2. Correspondence, including any LOA Requests
      1. LOA request from Kate Romain was verbal; needs to be in writing per our Standing Rules. LOA requests were received from Donna Doherty on May 1st and Tina Lim on May 6th.
      2. Request from SAI headquarters – looking for videos for all aspects of regional competition.
      3. Postponement of Deke Sharon Master Class
      4. 2023 Sweet Adeline’s International Convention & Competition in Louisville, KY is October 30thru Nov 4
      5. Donna wants to send a message to SAI to wish us luck. It was approved.
2. Contest 2023 (All)
   1. List of competing members and their SAI IDs (originally 25). Janice will not be competing. Ruth is up in the air. No Tina, Kate, Donna, Suzy, or Patti. The number of competing members on stage will be either 21 or 22 (if Ruth competes).
   2. The number of dinners and hotel rooms are up in the air as several people are backing out of the competition.
3. Financial Coordinator (Joyce)
   1. Reports review – Financial Report, Category Transaction, Other
   2. Welcome to Marian! Marian will now come to the Management Team Meeting.
   3. Regional Dues have now increased as of May 1st.
4. Team Coordinator Reports (Lois)
   1. Chorus Activities No updates.
   2. Facilities No updates.
   3. Standing Committees
      1. Nominating – Kay and her committee conducted Management Team Annual Elections at our April 13 rehearsal.
      2. Standing Rules / Bylaws - reviewed updates: Ready to go to chorus, with feedback due to Maureen by May 24.
      3. Contracts and documents
5. The updated Director's Contract and Member's Contract for the 2023-2024 year. Please review and send any change suggestions (copy all MT members) to Lois by Friday, May 26. That will give us time for back-and-forth communication if there are any suggestions.
6. Annual Regional Evaluation for the 2022-2023 year. Please send Lois any feedback you have on these sample questions by Friday, June 16. We can also discuss any of the questions at our June Management Team meeting.
   1. Website Team updates (Donna, Tina). No updates
   2. Fundraising plan – No updates yet. Zoom meeting will be conducted by Lois in June with those interested in brainstorming ideas.
   3. Holiday Palooza 2023 – No updates yet
   4. Historian – Erin turned over materials to Michele. Michele needs to coordinate with Monika.
   5. Management Team Installation (June 13) – theme picked, and Jill will be the emcee. Everyone will be assigned characters related to the theme.
   6. Membership Appreciation (June 13)
      1. Star Performer information distributed May 3.
         1. Gail will be in touch with the Committee Chairs and ask them to prepare appreciation comments for their teams. She’ll also coordinate light refreshments, and will have a Sign-Up sheet for us at May 16 rehearsal.
   7. Other – thinking about having a pool party sometime this summer, either at Laura’s or Wendy’s.
7. Membership Coordinator (Michele)
   1. Prospective members – Haven’t heard back from Liz. Bonnie will be out for a couple of weeks. Rachel is stepping back to take voice lessons. Holly is from Lexington and is interested. We hope to get some exposure this summer to gather some names.
   2. Progress on jobs list – Michele will work on it after contest.
8. Music (Wendy)
   1. Coaching updates –Merrimack Valley is trying to organize still having Deke on 11/19/23, and they’re thinking of coordinating it with their holiday show and having a cappella groups join. We haven’t paid them yet, but the terms have changed. Having it close to HolidayPalooza is not ideal for us. We voted to back out of the proposal. We still can participate in Deke coaching in a different form. We can come up with other ideas.
   2. Immediately following the contest, the choruses learning Don’t Stop are going to perform it on the steps at Springfield and introduce it as a regional song.
   3. Calendar – 11/14 rehearsal will be in the dance studio. No rehearsal after contest (May 23).
   4. Additional riser research. No additional research.
9. Marketing Coordinator
   1. Marketing needs: Tags & Swipes are due May 31 – will include Regional Competition, Vicky Maybury, Waterstone Performance, Karen Sweeters. Susan will ask Laura for photos and Susan will write up blurbs for each.
10. Performance Coordinators (Donna, Maureen)
    1. Upcoming performances
       1. Memorial Day May 29th.
       2. Arlington Town Day this year is September 23rd which falls on the Fall Regional Weekend, so we will not be able to do that this year.
       3. Fran Doherty from a Catholic Women’s organization is interested in hiring us for a program.
       4. Donna contacted the Anchor, and they will be considering scheduling us for other events.
       5. Lexington Porch Party (Sept 30) – Michele needs to follow up with them.
       6. It’s unclear if we’ll be hired for the Veteran’s Day Performance on 11/11/23 in Arlington; we should contact the new director.
       7. Maureen mentioned Arbor Assisted Living in Stoneham November 3rd, 2 pm. We need to find out how many would be interested. Wendy will check at rehearsal on May 16.
       8. Should we contact Waterstone, Waltham Senior Center, or Lighting Up Lexington? (Maureen will contact them again).
       9. Michele knows people at Youville and they might be interested in hiring us.
    2. Need audio recording of Star-Spangled Banner to send to Red Sox. Donna will submit the recording.
    3. Costume and Makeup updates –
       1. After contest, Lois will ask Tonia about recommendations for a new costume.
       2. Donna had been assigned the role of consulting with the Director and Visual Team Coordinator to determine the costume for a chorus performance, and informing the chorus about what they must wear for performances. Lois will check with Donna and the Costume Team about who will do this while Donna is on leave.
       3. Makeup: the committee will decide on new makeup once a new costume is determined.
11. Next Meeting: Monday, June 19, 2023

Future Zoom Meetings Tentative Schedule:

2023: Jul 17, Aug 14, Sep 11, Oct 16, Nov 13, Dec 11

2024: Jan 15, Feb 12, Mar 11, Apr 15, May 20