Management Team Meeting Notes 6-19-2023

Attendees: Michele Bokun, Maureen Dalton, Lois Jensen, Marian McDermott, Susan Milliken, Wendy Pachter

Absent: Tina Lim, Kate Romain

1. Secretary (Susan M)
	1. Review of prior MT Meeting notes (any corrections or clarifications needed?) The minutes were accepted as is.
	2. Correspondence,
		1. Any LOA Requests – No requests
		2. Ignite the Sound 2023-2024
		3. Part 4 Frenzy in Florence, MA. Tag singing event on July 29, 2023; cost is $10.
		4. Overtone Visionaries Report is out, a report of donors.
2. Performance Coordinator (Maureen)
	1. Upcoming performances (March 6, 2024, 7:00 PM – Catholic Women’s Organization of Arlington for $350)
	2. Star-Spangled Banner recording to send to Red Sox: We need to re-record it and will do so at the next rehearsal on 6/20/23, even though it’s late in the year for the Red Sox.
	3. Potential Performances:
		1. Maureen wrote to the Waterstone and the Waltham Senior Center but hasn’t heard from either yet.
		2. Donna wrote to Anthem (The Anchor) but hasn’t heard anything back yet.
		3. On Thursday nights in Natick, there are artists and vendors and they invited us to sing whenever we’d like. Wendy will poll the chorus on 6/20 regarding interest on when we can do this.
		4. Michele wrote to Youville Place in Lexington and hasn’t heard anything back yet. Michele will write again.
		5. Michele also mentioned Brookhaven, a senior living place in Lexington. She will investigate contacting them. Michele will get Maureen the name of the Activities Director there.
	4. Costume and Makeup updates:
		1. Costume Committee Zoom meeting held on June 10
		2. Tonia will be moving so it’s needed to pass along the 6+ costume bins she had. She brought these to rehearsal on June 13 and gave them to Maureen, Joyce, Janice, SaraKate, and Ginny (who took two)
		3. Costume inventory was updated and will be available online on our BSC site.
		4. Joyce will take over as Chair of the Costume Committee. Sam Gonzalez has also joined the Costume Committee.
		5. Recommendation was made to sell the gold tunics.
		6. Discussed replacing the red sequin jackets (which are becoming worn) with an inexpensive sparkly poncho-type shawl like Bari’d Treasure wore in their last contest. We do have several red jackets in our costume bins (some used, some new). Those who have worn jackets should check if they can exchange them.
		7. Next meeting on July 24 will focus on new contest costume direction. Committee members should share their thoughts on color scheme, style, and cost range with each other before that meeting.
		8. Costume Committee roles and responsibilities were reviewed, and some reassignments were made.
		9. Makeup was not discussed as it will be decided once a new costume is chosen.
3. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Other: The balance has gone down a bit.
	2. There are now only two members that are a month late.
	3. Bob Miles, our accountant, will be working on the audit and doing our taxes.
	4. Marian will check with the bank tomorrow regarding why Wendy is unable to use her chorus credit card to purchase learning tracks.
4. Membership Coordinator (Michele)
	1. Prospective members: Michele was in contact with a previous Sweet Adeline tenor (Michelle) and she is interested in joining the chorus. Judy is too busy to join. Bonnie will be coming back. Lizzy will come back in the Fall. Michele will follow up with two others who expressed interest on MeetUp. Next year we need to discuss the timing of admitting new people when it’s close to contest.
	2. Progress on jobs list: Membership – Michele wants to form a Membership Committee. See Membership tasks below. Susan Milliken offered to check in with guests after first visit.
	3. Membership tasks
		1. GUESTS
			1. Getting initial info to guests before first visit: location, tips on finding, need for vax card, answering questions.
			2. Printing new music
			3. Organizing membership music folders
			4. Pulling out music for guests when they are visit / reorganizing it when they finish for the night (or by the next rehearsal)
			5. Collecting guest information when they arrive
			6. Answering questions for guests
			7. Organizing small groups to assist guests with auditioning.
			8. Checking in with guest after first visit – how did it go? Any questions?
			9. Communicating with guests who have visited, then stopped, that we might want to bring back.
			10. Organizing vote-in, finding Big Sister
			11. Updating MeetUp when we are not having rehearsals
			12. Cleaning up MeetUp with people who never joined, cleaning up Membership@Bostonskylinechorus.org with old emails.
		2. NEW MEMBERS:
			1. Ensuring they know how and to whom to pay dues
			2. Orienting them regarding chorus policies and duties (standing rules, Chorus Contract), whom to notify if they are going to miss a rehearsal
			3. LOA policy
			4. Passing music policy
			5. Joining a committee
			6. Riser Placement
			7. Helping them navigate the website – how to get music, sign up for events, find documents
			8. Educating them about Regional and Contest
			9. Checking in with Big Sisters, making sure they are checking in with their new member little sisters.
		3. EXISTING MEMBERS
			1. Checking in with people if they have been out sick
5. Music (Wendy)
	1. Coaching updates: Updates in calendar below
	2. Calendar

2023

\*June 6 – Wendy Away
\*June 27 – Wendy Away
 July 4th - No Rehearsal
\*July 25 - 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

2024

January 2nd - No rehearsal
February 10 - 11 - Vickie Maybury Coaching Weekend
March 6 - Catholic Women’s Club performance, 1 hr.
April 13 – Di Porsch Coaching
May 9-12 - Regional Competition

2025

February 22 - 23 - Vickie Maybury

1. Marketing Coordinator (Tina)
	1. Marketing needs. Tina will be getting back into Marketing activities now that she’s back from LOA. Laura has been doing a great job posting videos and photos to Facebook.
	2. Candid PR Shots– Lois received a flash drive with candid shots of the chorus during our contest performance. She will ask Donna and Tina if she has an idea of what we would use them for and should they go to Tina for Marketing.
	3. We need to ask people if they want their picture taken, especially in candid photos.
	4. The Snapfish account we had before was Erin’s private account. Do we have our own BSC account now?
2. Team Coordinator Reports (Lois)
	1. Chorus Activities
		1. Summer Activities: Pool party – we can do a pool party at Wendy’s (August 5th or 6th at 3 PM)
	2. Facilities
		1. Wendy has concerns about how the tables are set up on rehearsal night. We need to ask Courtney if we can move them around and return them. Lois will ask Janice/Ginny about speaking with Courtney.
		2. We will not use the 4th riser in the summertime unless needed.
		3. Air conditioning system needs to be addressed. Lois will ask Janice/Ginny to check with Courtney.
	3. Standing Committees
		1. Nominating – no activity until later this year
		2. Standing Rules / Bylaws – APPROVED! Next review in 2026
	4. Website Team updates (Tina): No updates
	5. Fundraising brainstorming Zoom session scheduled Jun 25
		1. Should we sell the white tablecloths? Wendy washed and folded them all (24). We will ask the chorus and the Fundraising Committee to see if anyone would sell the tablecloths on eBay, Facebook Marketplace, or Craig’s List.
		2. Should we sell the gold tunic costumes? We won’t sell them until we purchase new costumes. We need more discussion as people purchased them.
	6. Holiday Palooza 2023
		1. Michele and Laura are interested in joining the HolidayPalooza team; more people are needed.
		2. Originally, we were planning on two teams, one for fundraising and one for planning, but since a lot has already been put in place, one team will be able to cover both areas.
		3. Janice will ask Kay to oversee refreshments, and Gail to handle the decorations again.
		4. Janice will set up a meeting soon.
		5. Janice will send a “save the date” email to those vendors from last year who were a good fit for our event and expressed interest.
	7. Historian – Erin turned over materials to Michele. Michele will pass the bin on to Monika.
	8. Wendy would like to have some BSC business cards. Lois will ask Monika to check her Marketing bin of materials.
	9. Annual Regional Evaluation 2022-2023 Survey – We reviewed the questions and provided input. Michele will help answer the Membership questions.
	10. BSC Banner: Lois asked if we should pursue getting a new banner. We agreed we will postpone getting a new banner for now since we don’t know the location of the next contest and if there would be a place to hang it. Until then we can use the vertical 38”x85” roll-up banner that is attached to a stand if needed.
3. Next Meeting: Monday, July 17, 2023

Future Zoom Meetings Tentative Schedule:

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

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