Management Team Meeting Notes 7-16-2023

Present: Maureen Dalton, Lois Jensen, Tina Lim, Marian McDermott, Susan Milliken, Wendy Pachter, Kate Romain

Absent: Michele Bokun

1. Secretary (Susan M)
	1. Review of prior MT Meeting notes. No corrections or clarifications needed.
	2. Correspondence
		1. Any LOA Requests - Ginny D; Suzy C until mid-September
		2. 4 the Love of Quartets Micro Contest
		3. April 2023 Pitch Pipe was distributed by SAI via email.
2. Membership Coordinator (Michele)
	1. Prospective members update: Voice-placed Diane French, Carol Barbarosa, and another will be voice-placed when she next attends rehearsal.
	2. New team members to help with jobs list.
	3. Pins – we will give small ½” pins to new members, but the larger 1” pins will be $17.00. Monika will bring them all to rehearsal on 7/17 to give to Michele. Donna and Moe have offered to donate towards the costs of these pins.
3. Music (Wendy)
	1. Coaching updates: See Calendar below.
	2. Calendar:

2023

July 24 - 28 - Wendy away (Bass Camp)

August 22 – Wendy away (GNC)

September 12 - Wendy away (with Jon to Madrid)

September 22-24 - Regional Colors of Harmony weekend with Ryan Heller. We’ll sing Don’t Stop.

September 26 - Possible coaching Corrina Garriock

October 31 – Wendy away (International competition with GNC)

December 2nd - Holiday Palooza

December 26 - No rehearsal

2024

January 2nd - No rehearsal

February 10-11 - Vickie Maybury Retreat Weekend

April 13 – Diane Porsch

May 9-12 - Regional Competition

2025

February 22-23 - Vickie Maybury

* 1. New music
1. Learning tracks have been purchased for Why We Sing, but sheet music cannot be located by SAI.
2. New Holiday song (Chestnuts Roasting) will be coming out – The Christmas Song is part of a “buy one get one free.” Wendy hasn’t determined the other arrangement yet.
3. Marketing Coordinator (Tina)
	1. Marketing needs: Tina will discuss it at the next Marketing meeting.
	2. Video postings on Facebook, etc. Laura has been posting on Facebook and Tina has been reposting on Instagram.
	3. Next meeting: Tina sent out an email regarding a time to have the next meeting.
	4. Monika has two boxes of marketing material.
	5. We have about 425 business cards remaining of the 500 ordered by Erin. Tina offered to hold onto the business cards for now unless someone else wanted to hold onto them.
4. Performance Coordinator (Maureen)
	1. Upcoming performances:
		1. December 15 - Waltham Senior Center
		2. March 2024 - Arlington Catholic Women’s Group
		3. Maureen contacted Waterstone, Donna contacted Brookhaven in Lexington, but Michele has a person to contact there, which is better than contacting Brookhaven directly.
		4. Donna has been talking to the Anchor about a performance in December.
5. Maureen will put together something that members can distribute regarding getting performances as we all have to be proactive about getting performances. Natick Nights is still a possibility (on Thursdays).
6. We did not get an audio recording of the Star-Spangled Banner to send to the Red Sox. We will try to record this week or the next week at rehearsal.
7. Costume and Makeup updates: Joyce is the new team leader. Next meeting on 7/24; Joyce will have to find another way to have a Zoom meeting as Wendy will be away.
8. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Other:
		1. There is $824 in checking, $19,000 in Savings and a $20 balance in Venmo, making it about $18,000 in our accounts so far between the two accounts; some of it is earmarked for coaching. There are 4 members that are 1 month late, and 2 members are 2 months late, but those have been paid but not recorded yet.
		2. Venmo has a balance as we must leave some money in the account due to fees.
		3. The audit has been completed and Bob has sent a draft with corrections to the Federal and State Tax returns. They just need to be signed by Joyce and Lois at rehearsal tomorrow night.
		4. Marian will let Lois know when Donna and Moe’s donation comes in. The Management Team will then discuss how to apply it.
9. Team Coordinator Reports (Lois)
	1. Chorus Activities (Kate to get updates from Gail Grossman)
		1. Pool Party will be August 5th with a rain date of August 6th at Wendy’s home.
	2. Facilities (Kate to get updates from Janice Mottolo)
		1. Multiple tables and chairs are being left around after events making it difficult for us to put up the risers; Janice suggested either to come early and set up the risers (enlist people to set up the risers), or not put up the risers at all or not use the fourth riser at all. This summer we decided to not use the 4th riser.
		2. We’re all set to use KOC hall for our April 13, 2024, coaching with Diane Porsch.
	3. Standing Committees
		1. Nominating – no activity until later this year
		2. Standing Rules: next review in 2026; tabled until update needed. Bylaws: Maureen updated the bylaws, but changes are now needed. Maureen will let the chorus know that we will be making changes to the bylaws to adopt SAI’s Management Team Bylaws, per recommendation by Deb Richard. There will be no need to vote.
	4. Website Team updates (Tina) – Marian will renew the Groupanizer website license for another year. Tina will need to discuss with Donna getting a new platform for the website.
	5. Fundraising activities
		1. Poll sent out July 6; 19 ideas included in poll.
		2. Top five responses due by 7/11. Lois went over the popular choices. 15 people answered the questions. We will bring the questions in at rehearsal to get more responses.
		3. Janice is compiling a list of costume pieces (chorus and/or quartet) that are no longer used as a potential fund-raising activity.
	6. Holiday Palooza 2023 – Janice sent a report to Lois which will be sent as a separate document along with these meeting notes. A suggestion was made that we have a children’s chorus. Wendy will investigate that.
	7. Historian – Monika now has the box of materials.
	8. BSC Business Cards – Monika had them with the Marketing materials and gave them to Lois last week. Lois will distribute 5 business cards to each member who hasn’t already received some.
	9. Annual Regional Evaluation 2022-2023 Survey
		1. Michele provided input for Membership-related questions.
		2. Survey due July 31; Lois entered our responses online on July 13, and received confirmation from Becky King that our responses were received.
	10. We ordered a BSC tote bag for Tonia. We can give it to Tonia at her last rehearsal. Lois has a card for chorus members to sign. We will ask chorus members for donations for the gift bag.
10. Next Meeting: Monday, Aug 14, 2023

Future Zoom Meetings Tentative Schedule:

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

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