Management Team Meeting Minutes 8-14-2023

Present: Michele Bokun, Lois Jensen, Susan Milliken, Wendy Pachter, Kate Romain

Not present: Maureen Dalton, Tina Lim, Marian McDermott

1. Secretary (Susan M)
	1. Review of prior MT Meeting notes: No corrections or clarifications needed.
	2. Correspondence
		1. Any new LOA Requests: Lois will be out from September 5th through at least the 26th. I haven’t heard from Janice – is she taking an LOA? I don’t have anything updated for Kate.
		2. Correspondence from Sweet Adeline Intl
			1. “Membership Matters” newsletter was sent out.
			2. SAI Membership Briefing was sent out.
2. Membership Coordinator (Michele)
	1. Prospective members update: Carol and Diane are close to passing their song. Three more people from Meetup are interested but we need to see if they show up.
	2. Tablets for music for guests to use. Michele was able to set up a Samsung tablet that Tina provided. We need a few more tablets like that. Should we purchase some used tablets? That way, we can leave the music folders if needed attached to the risers for guests.
	3. Revisit COVID Policy: Should we require vaccinations or just safe behavior? If you’re exposed to COVID or don’t feel well, you should not come to chorus. Michele will research Covid vaccinations and immunity. She will also write up a new policy approach and run it by the Management Team for feedback before distributing to the chorus.
	4. New team members to help with jobs list: Sam and Jill would like to be part of Membership, but they’re away right now.
	5. Attendance and LOA: We need to let people know if they’re not coming in one week to rehearsal to notify Wendy, Gail, and their section leader and not just through Messenger. Michele will write up the notification process regarding missing rehearsals, and also for requesting LOAs. This will be distributed in September when attendance picks up after summer vacations.
3. Performance Coordinator (Maureen)
	1. Upcoming performances - Waltham Senior Center, December 15, 2023
	2. Get an audio recording of Star-Spangled Banner to send to Red Sox - awaiting Wendy’s approval of current recordings. The recording will be done when attendance improves in September.
	3. Costume and Makeup updates (meeting held on 7/24) - Costume Committee met via Zoom on 7/24. We discussed options for contest costume and costumes for sing outs, etc. Joyce brought samples to rehearsal for committee members to try on. Final recommendations to be presented to the Team shortly. Make-up and jewelry to be discussed after costumes are decided.
	4. Maureen has approached Anthem (Anchor), Brookhaven, Waterstone, and Woburn Senior Center, but haven’t heard back yet.
4. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Other – 3 people are 2 months late, 1 person 1 month late.
5. Marketing Coordinator (Tina): Lois will share the report with us from their July 17th meeting.
	1. **BSC Marketing Team roles as of July 2023**
		1. Tina: coordinator, website, social media (Instagram)
		2. Laura: photo/video, social media (Facebook), advertising (while Donna on LOA)
		3. Monika: graphic design, historian (keeper of marketing materials)
		4. Susan: Tags & Swipes
		5. Donna: currently on LOA
	2. **Tags & Swipes** - Susan M.
		1. Should come out in September.
		2. Next article: January 2024
		3. Photos: Laura and Snapfish
	3. **Advertising & Press Releases to local papers** **/ Patch** - Donna
		1. Donna’s backup is Laura (Donna sent Laura the info)
		2. Plan to hold a brainstorm about how to move forward.
		3. Next item to advertise: Holidaypalooza
			1. Advertise on cable? On Google?
	4. **Marketing Materials** - Monika
		1. The materials are all now with Monika.
		2. Monika to work on a printable - something to attract new members.
			1. Add QR code.
		3. Holidaypalooza - Laura working on stickers to reuse last year’s sign.
			1. Flyer - Susan (on Holidaypalooza team, Laura is too) will work on it
			2. Invite Janice to next marketing meeting?
	5. **Social Media posting** - Tina
		1. Who’s posting to our social channels?
			1. Facebook: Tina, Donna, Wendy
			2. Instagram: Tina
			3. MeetUp: Donna (to discuss more later)
		2. Plan to hold brainstorming meetings. Ask the rest of the chorus to participate and contribute ideas (make announcements at practices)
			1. Music education materials - Sam? (Tina will check in)
		3. Videos - Laura
	6. **Photography & Videography** - Laura (backup is Gail)
		1. At each monthly Marketing meeting, we will go over each upcoming event to make sure one of us (Susan, Tina, Laura, Gail) will be in attendance to take photos. Then make sure they upload to Snapfish so everyone can access the photos.
		2. Tina send link to Snapfish to team
	7. **Products**
		1. Donna’s little bag of candy - little giveaways for performances or visitors
	8. Items for Tina to ask Management.
		1. Commercial for local media - Donna is writing to them (Lex Media)
		2. Inviting past members, etc.
	9. HolidayPalooza: Janice is stepping back from HolidayPalooza. Michele will take over the chairmanship and Laura is interested in stepping up for parts of the job. There’s a new person at KOC who we will be dealing with.
	10. Wendy is interested in having a children’s chorus for HolidayPalooza. We need to find children who are interested. Michele will help find out how to get children. Wendy would have a rehearsal and teach them a song or two that they can perform.
6. Music (Wendy)

a. **Coaching updates/Calendar:**

\*August 22 – Wendy Away (Renee P)

\*September 12 - Wendy away

September 22-24 - Regional Colors of Harmony weekend with Ryan Heller

\*October 3 - Wendy Away (Renee P)

\*\*October 17th - GNC? Don’t know yet.

\*October 31 – Wendy away (International comp.)

December 2nd - Holiday Palooza December 26 - No rehearsal

**2024**

January 2nd - No rehearsal February 9 - 10 - Vickie Maybury May 9-12 - Regional Competition

**2025**

February 21 - 22 - Vickie Maybury

* + 1. We lost the coaching session with Corinna Garriock in September.
		2. Monday, October 2nd we can have rehearsal and Wendy will ask about Monday, October 16th.
	1. Region 1 Chorus Buddy Visits (entitled to two per year)? Lois will send Wendy a form to apply.
	2. Pool Party: 15 have signed up. We will have the pool party on Sunday, 9/27, 1-4 PM at Wendy’s house.
	3. We will record the Star-Spangled Banner in September when rehearsal attendance is better.
1. Team Coordinator Reports (Lois)
	1. Chorus Activities (Kate to get updates from Gail Grossman): no updates other than the upcoming Pool Party.
	2. Facilities (Kate to get updates from Janice Mottolo; need update on reserving KOC April 13, 2024): no updates.
	3. Standing Committees
		1. Nominating – no activity until later this year
		2. Standing Rules / Bylaws – next review in 2026; tabled until update needed.
	4. Website Team updates (Tina): no updates
	5. Fundraising activities
		1. Review top responses (in order of popularity)
			1. Restaurants are the most popular – we need volunteers people to contact restaurants in our area.
			2. Contact Senior Councils on Aging, assisted living facilities, etc. The Performance Team could use help in contacting various facilities.
			3. Wilson Farm – Lois will ask Janice if she would check; it might only apply to school groups.
			4. Garage sale - We will ask the chorus for folks who live on a busy street.
			5. Singing/Virtual audio telegrams – good idea, but it might be a lot of work – we will ask Laura if she could coordinate that. We could also advertise this on our website – Lois will ask the chorus Tuesday evening.
			6. Singing Valentines (could be part of the previous suggestion)
		2. Determine what ideas we will work on and how.
	6. BSC Business Cards – Five given to every member; Tina has the rest (approximately 250)
	7. Annual Regional Evaluation 2022-2023 Survey Update. It was taken care of by Lois and Becky received it
2. Next Meeting: Monday, Sep 18, 2023; changed from Sept 11

Future Zoom Meetings Tentative Schedule:

2023: Oct 16, Nov 13, Dec 11

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