Management Team Meeting Minutes 9-18-2023

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

Absent: Maureen Dalton, Tina Lim, Kate Romain

1. Secretary
	1. No changes to the MT Meeting notes.
	2. Correspondence
		1. No new LOA Requests
		2. From Sweet Adeline’s – reminder to register for Louisville, KY
		3. From Regional – Colors of Harmony 2023 with Ryan Heller during Regional Weekend in Marlborough as well as Regional Weekend for all regional members

2. Financial Coordinator (Marian)

1. Reports review – Financial Report, Category Transaction: Balance in checking is $974 plus the Angel Reserve, plus $18,500 in Money Market, with a net of $17,000. We have $750 in uncleared checks.
2. SAI Dues increase effective May 1, 2024

i. Addendum C revised by Marian. Maureen will review and add to BSC Standing Rules.

1. No need to vote on this change; we can just inform the chorus and update the version on our website.
2. Michele will update the New Member Welcome Letter to reflect an approximate monthly cost of $35.00.
3. Love Gifts for Region 1 Champions
4. $25 for Quartets (VOCE, Saffron, Illuminate), and $50 for Choruses (HOTS, Millenium Magic)
5. Marian will cut the checks and put them in cards to give out at the Fall Regional Weekend.
6. Cost of 1/2 inch and 1-inch BSC pins, and how to apply any donation(s) to the cost.
7. ½ inch pins cost was $245; Marian mailed Erin Blanchfield check as it was never cashed last year. These pins are free to new members.
8. 1-inch pins cost was $344 with $100 discount Erin had obtained; these will cost BSC members $17.

iii. If any donations come in to offset these costs, we will make a note on the related donation record.

3. Music (Wendy)

1. Coaching updates/Wendy’s Calendar - Calendar (Updated September 2023)

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

\*October 3 - Wendy Away (Renee P)

October 10 - Coaching, Gina Kaiser

\*October 16 - Monday Rehearsal? (pending availability of KOC Hall)

\*October 23 - Monday Rehearsal? (pending availability of KOC Hall)

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

(Pending) November 11th - Veteran’s Day (Arlington AM performance)?

\*November 14 - KOC Hall unavailable (need to check if Dance Studio is available)

December 2nd - Holiday Palooza

December 18th - Holiday performance, Woburn Sr Center (confirmed)

December 26 - No rehearsal

2024

January 2nd - No rehearsal

February 10-11 - Vickie Maybury

April 13 - Coaching with Di Porsch, 9:00 - 5:00

May 9-12 - Regional Competition

2025

February 22 - 23 - Vickie Maybury

* + 1. Nov 11 - potential Arlington performance in the morning
		2. Dec 15 – need to check with Gail about a potential Waltham Senior Center performance.
1. Region 1 Chorus Buddy Visits
2. First scheduled Oct 10, 2023, with Gina Kaiser (Visual Performance)
3. A second visit would be available up through April 30, 2024 (possibly with Gina again).

4. Marketing Coordinator (Tina)

1. Marketing needs
2. When seasons change, advertising on Facebook, Meetup, Instagram, etc. should be changed to stand out and attract new interest.

ii. Donna suggested little giveaways (like candy) for performances and visitors.

1. Recap of Sept 4 meeting
2. Next Tags & Swipes article will come out in Jan 2024. Susan M will put together an article for BSC using pictures taken by Marketing Team members.
3. Next item is to advertise is Holiday Palooza
4. Monika is working on a printable flyer to attract new members and will include BSC QR code.
5. Brainstorming meetings will be held with chorus to participate in contributing ideas.
6. Reach out to past members and invite them to sing some of our Holiday songs with us at Holiday Palooza

5. Performance Coordinator (Maureen)

1. Upcoming performances – no updates other than what is already planned.
2. Star Spangled Banner audio recording – Wendy has a good recording from the last rehearsal that we may be able to use.
3. Costume Updates
4. Last Costume Committee meeting was on Jul 24. Now that summer vacations are over, Joyce will schedule another meeting depending on Wendy’s availability.
5. Contest Costume
	* + 1. Will be “color-scheme” strategy where we choose a color scheme and then chorus members get their own personal outfit that fits the color scheme.
			2. A review process will be set up to ensure we get the appropriate contest look.
6. Non-Contest Costume

1. Will pursue a more uniform look using a standard “one-size fits all” top which can be worn with members’ own black tops and pants.

2. Color of top to be decided but narrowed down to three possibilities.

* + - 1. Cost expected to be about $30-$35.

6. Membership Coordinator (Michele)

1. Prospective members update
2. Carol Barbarossa and Dianne French were voted in as members.
3. Michele is still corresponding with Jenny (potential tenor or lead) and Michelle Ritter (had experience as a tenor in Sweet Adeline chorus)
4. Michele would like to find a way to make our Meetup page “pop” more to attract potential members.

iv. Michele suggested simplifying our audition procedure and shortening the time it takes to become a member.

1. Revisit COVID Policy
	* 1. COVID numbers are up so Michele will have Susan M send out a note about wearing masks at the Sept 19 rehearsal if members want.
		2. Michele to write up a recap and send it to MT for review before sending it to Membership.
2. Are we all set with tablets with music for guests to use? Susan M and Lois will both bring in devices that may be able to be used.
3. New team members to help with jobs list – Michele will work on that in the next quarter.
4. Latest SAI Micro Contest
	* 1. Michele suggested a “Virtual Meetup Event” to attract new members and get some chorus members to attend as well.
		2. This could be an event that we could enter the latest SAI Micro contest (for attracting new members)
5. Holiday Palooza 2023 (Michele)

 a. Sponsorships/Donations - Susan M can put the business form and donation receipt forms on our BSC website.

 b. Marketing – Michele will follow up with Donna regarding publicizing in the Lexington Times

 c. Raffle Baskets – Peg will organize the raffle baskets.

 d. KOC Hall – Janice is meeting with Courtney Sept 20 to complete the contract and submit the deposits Marian made out

 e. Costume – will be “travel” themed – Hawaiian shirts or bold florals with black pants, sunglasses. Can be worn over BSC spirit wear (which we can wear during the day).

 f. Other Entertainment

 i. Jon’s quartet

 ii. Susan Kapur’s quartet (if active)

 iii Children’s choir could perform holiday songs they are working on (Wendy to contact them)

 g. Suggestion was made to book a “dining to donate” event to feed vendors and chorus members if they want. Nick’s Place in Arlington allows a Saturday booking, and we could be a percentage back. We could also hand out the donate flyers to shoppers if they want to order something.

 h. Need some way of identifying entrance to KOC driveway. Michele has a sandwich board that might be used.

 i. Show Budget will be needed by mid-October.

1. Team Coordinator Reports

 a. Chorus Activities – Halloween Party will be held at end of Oct 31 rehearsal; Gail will coordinate.

 b. Facilities – Janice is meeting with Courtney on Sept 20 to finalize Holiday Palooza contract as well as upcoming coaching dates in 2024 (Feb 10-11 and Apr 13)

 c. Standing Committees

 i. Nominating – no activity until later this year

 ii. Standing Rules – Addendum C will be updated to reflect new SAI dues, and posted on BSC website.

1. Website Team updates – can a “Donate” button be added to our public BSC website? Lois will check with Joyce if she had looked into that.
2. Fall Regional – Lois will ask someone who is attending to sit in on the Team Coordinator’s meeting at noon.
3. Fundraising Activities – Lois started looking into the suggested restaurants that have a donation program; Tax ID is needed to set up accounts, and then dates will need to be picked.
4. Next Meeting: Monday, Oct 16, 2023 (May switch to Sunday, Oct 15 if we move rehearsal to Oct 16)

Future Zoom Meetings Tentative Schedule:

2023: Nov 13, Dec 11

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