Management Team Meeting Notes 10-15-2023

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. No corrections or clarifications needed.
	2. Correspondence:
		1. Notice from SAI to cast your vote for three new members for the 2024-2027 International Board of Directors
		2. The winner of the 2023 Ignite the Sound Micro-Contest is the Baton Rouge Chorus
		3. The Pitch Pipe has been sent via email.
		4. We received a thank you card from the VOCE Quartet
		5. We received a thank you card for the love gift to Illuminate.
2. Membership Coordinator (Michele)
	1. Prospective members update: We are still working with Jenny. Kim wasn’t interested in joining a competition chorus, and she wants to work on her own singing right now. Lizzy Paget is on the back burner. A woman who recently moved to Lexington wrote Michele and is interested, so Michele invited her to a rehearsal. Bonnie is interested in learning more about singing so she will possibly come to a rehearsal. Michelle Ritter (Sam’s friend) will hopefully return.
	2. Are more tablets with music needed for guests to use? Michele will check Susan’s device. Joyce can bring her device as well (it has to be used with Wi-Fi.) If they work out, no more tablets are needed.
	3. New team members to help with jobs list: Michele will ask Jill, Suzy and Sam to welcome new members.
	4. Michele attended a good Membership meeting at the Fall Regional Weekend, and will review the materials shared to see what we can use.
	5. Wendy suggested changing the pictures on our Meetup site periodically to keep attracting interest. Michele will follow up on that.
3. Holiday Palooza 2023 (Michele)
	1. Updates:
		1. We have 11 vendors at the moment. We’re still looking for more.
		2. Wendy is interested in having a used clothing sale at HolidayPalooza. We will have to see how many vendors we get first.
		3. Michele recommended singing for a half hour, having a 45-minute break, then singing for another half hours. It was approved.
		4. Janice is talking to Wilson’s Farms about sweets. They will probably also do cider donuts. There was a request for salty/savory snacks and coffee. We will be asking Alexander’s about delivering food to the hall for both vendors and chorus members. Michele will ask if we’ll have access to the ovens at the KOC hall to see if we can keep pizzas warm.
		5. Baskets: Spa basket, Movie Night, Costume Jewelry by Wendy, Trader Joe’s, and Lottery Board
		6. Lois will see if we can get HolidayPalooza mentioned on the Regional website.
		7. Parking: we need to encourage chorus members to park across the street or at various close sites as we have fewer parking spots this year.
	2. Michele distributed the 2023 Show Budget to the Management Team members prior to this meeting. We need more participation from chorus members to bring in ads and sponsors.
	3. Susan will ask if printing of show program flyer can be free again in exchange for free ad.
	4. We should also make the tri-fold Marketing brochure available at our BSC table the day of the show.
	5. We can sell the bags, but probably not the umbrellas this year.
	6. Kate reported via email that she had reposted the HolidayPalooza vendor post on Oct 14, and received a little more interest.
	7. Lois will check how to advertise our show on the Region 1 website.
	8. Lois will ensure Janice has the latest forms and instructions for obtaining the Certificate of Liability Insurance, and the ASCAP/BMI Permission License Request.

1. Marketing Coordinator (Tina)
	1. Marketing needs: no updates
	2. HolidayPalooza marketing: no updates
2. Music (Wendy)
	1. Coaching updates/Wendy’s Calendar

October 16 - Monday Rehearsal

October 23 - Monday Rehearsal

October 31 - Tuesday- Wendy away (International competition)

November 11th - Saturday- Veteran’s Day Performance (Arlington 11:00am)

\*November 14 - KOC Hall unavailable

December 2nd - Holiday Palooza

December 15 - Holiday Performance, Waltham Sr Center

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

December 26 - No rehearsal

**2024**

January 2nd - No rehearsal

February 10-11 - Vickie Maybury, 9:00am - 4:00pm

April 13 - Di Porsch 9:00am - 4:00pm

May 9-12 - Regional Competition

**2025**

February 22-23 - Vickie Maybury

* 1. We agreed to request another Regional Faculty visit in March 2024 with Gina Kaiser again, and possibly get Karen Sweeters as well.
	2. Lois will ask for a volunteer to coordinate Travel and Food for Vickie Maybury at next year’s Retreat weekend.
1. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Other: Checking is up to $1600. The Uncleared transactions as of 10/14/2023 report reflect uncashed checks, which do not show up in the Category Transaction Reports.
	2. At the Fall Regional weekend, Venmo was mentioned to regional treasurers; one chorus bought a phone so that they’d have the Venmo account under one fixed phone number, and the phone would just be passed along to each successive financial coordinator vs. having the Venmo account linked to a personal phone number and having to change the linked phone number when the Financial Coordinator changes.
2. Performance Coordinator (Maureen)
3. Upcoming performances: Veterans Day, Woburn Senior Center, and the Waltham Senior Center. Maureen is having trouble getting a time to sing from Woburn. Maureen will try to nail down a time.
4. Costume and Makeup updates: We’re not doing anything right now for performances until after the holidays. For contest, we’re looking at a royal blue top and black leggings. Joyce is going to work on creating a pallet of shades for the royal blue tops. Shoes will be the regular chorus capezio-style shoes, which can be flat or have a small heel.
5. Team Coordinator Reports
	1. Chorus Activities. Gail is coordinating a Halloween celebration at our Oct 31st rehearsal.
	2. Facilities: Wendy is waiting to hear from Courtney to see if the Dance Studio is available Nov 14 since the KOC Hall is not available that night.
	3. Standing Committees (Maureen)
		1. Nominating – no activity until later this year
		2. Standing Rules / Bylaws – Updated Addendum C has been loaded to the BSC website.
	4. Website Team updates: No updates
	5. Fundraising activities - review activity on top responses (Lois):
		1. Peg is looking at American Flatbread, in Somerville, a flatbread and bowling company for fundraising.
		2. The latestIgnite the Sound campaign suggested choruses get together in costume and have Watch Parties for SAI International contests in Louisville. It’s a chance to win $1,000. If we do this it would be on Saturday, Nov 4, we would need a host, we need to pay for the webcast ($25), and we need to find a place to do it. Lois will announce it to the chorus at the next rehearsal to see how many members are interested.
6. Next Meeting: Monday, Nov 13, 2023

Future Zoom Meetings Tentative Schedule:

2023: Dec 11

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