**Management Team Meeting Minutes 7-15-2024**

Attendees: Michele Bokun, Lois Jensen, Susan Milliken, Laura Murray, Wendy Pachter

Absent: Marian McDermott, Mehala Vaidhyanathan

1. Secretary
	1. Prior MT Meeting notes – no updates
		1. Current: Carol Barbarossa, Jill Connor, Donna Doherty, Dianne French, Susan Kapur
		2. LOA Requests: Sam Gonzalez 7/9 - 8/14
	2. Correspondence
		1. The last Tags & Swipes was distributed.
		2. July 2024 edition of the Pitch Pipe was distributed.
		3. 2024 Colors of Harmony & Visual Leaders Seminar will be on Sept. 20-22 in Marlborough
2. Music (Wendy)
	1. Coaching updates/Wendy’s Calendar: no coaching updates

August – Regional Event “Ed=You-va-Cation”, Keene, NY

August 17 - Laura’s Pool Party and Potluck

August 19 - MMT Meeting

September 10 - Wendy away

September 17 - Wendy Away

September 20 - 22- Regional Weekend

September 23 – MMT Meeting

October 1 - Britt-Helene Coaching

October 21 - MMT Meeting

November 18 - MMT Meeting

December 16 - MMT Meeting

**2025**

January 20 - MMT Meeting

February 17 - MMT Meeting

February 28 – March 2 - Vickie Mayberry, Retreat

March 7 - MMT Meeting

April 5 or 6 - Pending - Di Porsch - 1 day coaching (waiting to see if we can share expenses with MVC and NVA)

April 21 - MMT Meeting

May 8 - 11 - Regional Contest

May 19 - MMT Meeting

**2026**

February 6 - 8 - Vickie Mayberry, Retreat

* 1. Adapting riser assist bars with wood shims – Wendy needs to use thicker shims to see how many shims would work for our risers. The assist bars are not that sturdy, so we will have to have them tested out before they can be used.
	2. Livestreaming rehearsals – Jenny was given the go ahead to set this up; Laura has asked to learn how as well so she can be a backup. Jenny will wait until she can meet with Laura to start.
	3. Offsite Retreat Research (Michele and Mehala) – Camp Ramah in Norwood, MA is an option. Per person for the weekend (regular bunk bed room) including food (no linens) would come to approximately $130 lodging for two nights + $100 food per person for weekend. Using a guest house would cost $150 more (split by the number of people staying in it) and that would include linens. We need more volunteers to help with retreat research. Michele will continue looking into this (for example the Boxboro Regency Hotel we’ve used in the past).
1. Performance Coordinator (Mehala)
	1. Upcoming performances – There are no new performances yet. Mehala will reach out to potential venues next week to see if there are any new opportunities awaiting us.
	2. Costume and Makeup updates - The Costume Team ordered 32 red sequined scarf/shawls (no fringes) as they are one size fits all and close with a pin. They cost $20.00 on Amazon. We will be asked to donate our red sequined jackets and gold costumes so BSC can resell them.
	3. Mehala has performance update rights on our BSC website and will apply the training once we get a new performance that has to be added.
	4. Mehala said she would investigate grants. Though a lot of deadlines have passed for this year, she will continue to look for grant opportunities for the remainder of 2024 and then in 2025.
2. Membership Coordinator (Michele)
3. Prospective members update: We had some interest, but it fell through for various reasons. Michele removed non-responders from Meetup. We will continue to keep past members on there. We need to encourage members to mark themselves as “attending” on Meetup
4. Updated COVID Policy was posted on our BSC website on July 6 and sent out to the BSC membership.
5. Marketing (Laura)

a. HolidayPalooza topics

* + 1. Marketing met with Janice regarding the HolidayPalooza. We will stick with the current yard signs and just change the date.
		2. Purchase of new sandwich board: Wendy will offer to give Janice the sandwich board she already has. In the past, we placed a sandwich board in Depot Square in Lexington. Michele will send a picture of her board to Janice to see if she would like that one. It would be helpful if we could secure whatever boards we use to the ground or to a tree.
		3. Michele suggested having a balloon arch at HolidayPalooza.
		4. Janice had offered to check into cost of a multi-purpose sandwich board with changeable letters and numbers.
		5. Laura will work on a flyer for Assisted Living / Senior Living facilities to bus residents to our show.
		6. Lois will ask for volunteer at rehearsal tomorrow night to contact Brookhaven at Lexington about a performance opportunity and busing residents to our HolidayPalooza.
	1. Eventbrite – Platform that allows digital event invitations to be sent. We could use it for HolidayPalooza. Michele suggested having people sign up and say they’re going to HolidayPalooza and get a free raffle ticket, and let the vendors know we have X amount of people already coming. Cost to use this platform is $10 per event.
1. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction: BSC Checking account: $694.70, less Angel Reserve -$1957.50. Venmo Account total: $20.36; BSC Money Market: $23,026.76. Total at Citizens Bank: $21,784.32. Total of 29 members; one month late – 1; two months late – 2; more than two months late - 2
	2. Annual audit update – Audit completed in June and certification form sent by email and USPS to SAI before the 7/15/24 deadline. Bob Miles is now in the process of preparing the tax filings for the IRS and the state DOR - both on-line submissions (due in Sept). Lois and Marian will be notified when drafted filings are ready for review and ultimately approval.
	3. Committee Budgets 2024-2025 update – Marketing, Social Media, Music, and Chorus Activities committees expect some expenses. Lois will review budget information already shared by Marian, and will gather estimates for Social Media, Music, and Chorus Activities).
2. Team Coordinator Reports
	1. Chorus Activities
		1. Summer Pool Party/Party – scheduled August 17 at Laura’s
		2. Tag Party with Tagmaster Manoj Padki – he will not be available on August 17
	2. Facilities: No updates
	3. Standing Committees
		1. Nominating – chair for 2024-2025 year: No activity until SAI elections this Fall.
		2. Standing Rules / Bylaws – chair for 2024-2025 year. Appendices B and C dues amounts were revised
	4. Website Team updates (Laura)
		1. Groupanizer update of public site. License renewal is due by Aug 10.
		2. We’re still working on the website. By the end of August, the new website should be upgraded. The Management Team was polled via email regarding which renewal term to go with, and there was a unanimous decision by the Management Team to renew Groupanizer for one year.
		3. Meetup – update on plan to flush current members and start over with current members. Michele has started this process. See Membership 4.a.
	5. Fundraising activities
		1. Vendor table at Fall Regional – We decided not to rent a vendor table.
		2. Ellie – jewelry from Red Painted Nails, Osterville, going out of business (Sept 10)
		3. Discuss selling or giving away linen tablecloths (currently stored by Wendy, Peg, and Lois). Maybe we could get a volunteer to post it on eBay. Laura suggested advertising it on the Region 1 website. Laura can put it up on the SAI Reg 1 website, but she needs pictures and descriptions. They will bring it to rehearsal to photograph it on one of the tables. Would KOC be interested in buying them or could we give it to them in exchange for a free hall rental for rehearsal? Lois will ask Janice if she could talk to KOC about this first before we advertise.
	6. Regional Management Team Survey responses – submitted online on June 29
	7. Contracts (Director’s and Member’s) – finalized, signed, distributed to BSC membership, and uploaded to BSC site.
3. Next Meeting: Monday, August 19, 2024

 Future Zoom Meetings Tentative Schedule: Sep 23, Oct 21, Nov 18, Dec 16, Jan 20, Feb 17, Mar 7, Apr 21, May 19