**Management Team Meeting Minutes 9-23-2024**

Invitees: Lois Jensen, Marian McDermott, Susan Milliken, Laura Murray, Wendy Pachter, Mehala Vaidhyanathan, Jil Connor filling in for Michele Bokun
Not present: Michele Bokun

1. Secretary (Susan M)
	1. Prior MT Meeting notes – no updates
	2. Currently on LOA: Donna Doherty, Susan Kapur
	3. LOA Requests – No new LOAs
	4. Correspondence
		1. Mission Retention 2024: They would like us to create a satisfaction survey about what our chorus is doing now and how we can improve
		2. Region 1 Fall Event correspondence
		3. News about SAI partnering with Grouper for those 65+ years old, and how you can be reimbursed for staying active socially. Grouper is a leading social fitness movement that encourages people to stay healthy and connected by supporting member activities.

i. Watch the Live SAI Competition on SAI’s webcast from Kansas City.

* + 1. Region 1 Long Range Calendar will be shared with BSC
1. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Other: Total BSC funds available at Citizens Bank **$21,606.69**: $1,635.80 checking (less Angel Fund of $1,957.50) including Venmo balance of #0 and Money Market of $21,928.39. Members: 28; members one month late: 2. All Venmo transactions have been settled and are out of the account.
	2. Angel Fund – we discussed the guidelines. We’re getting Angel Fund requests, so Lois and Marian came up with guidelines that were sent out to the chorus. Marian will update the Edith Whitney Angel Fund Request Form.
2. Performance Coordinator (Mehala)
	1. Upcoming performances – any new or potential? Reaching out to past performance contacts?
		1. Veterans Day November 11th performance in Arlington.
		2. The Anchor would love us back for the Tree Lighting, date pending.
		3. Reached out to Waltham, Woburn, Brookhaven, Newbury Court – Mehala is waiting to hear back from them.
	2. Costume and Makeup updates (get updates from Joyce).
		1. The new costumes are in. Joyce is planning to distribute them when we use them – in October. Joyce will let everyone know the cost.
		2. We got a nibble on the red sequin jackets. They offered $450 plus shipping. This price was approved by the Management Team.
	3. Updating website performance information / training status: Mehala has figured out how to work the website.
	4. Grants research update (for example, Dana Home Foundation). Nothing yet. Mehala will hopefully get to that for January 2025 to make sure everything is in by the deadline. Wendy will send Mehala information regarding grant from town of Wayland.
3. Music (Wendy)
	1. Coaching updates/Wendy’s Calendar.

October 1 - Britt-Helene Bonnedahl Coaching

October 21 - MMT Meeting

October 29 - Halloween Rehearsal

November 18 - MMT Meeting

December 7 - BSC HolidayPalooza

December 16 - MMT Meeting

2025

January 20 - MMT Meeting

February 17 - MMT Meeting

March 1-2 - 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 NVC)

April 21 - MMT Meeting

May 8 - 11th - Regional Contest

May 19 - MMT Meeting

2026

February 7-8 - Vickie Mayberry, Retreat

* 1. Coaching rate for Britt-Helene is $100/hour. She asks that we not pay by check; use something like Zelle instead. We will also pay for one night of her hotel room and her dinner.
	2. Adapting riser assist bars with wood shims – did any of the different sizes work? Wendy is trying different wood block sizes.
	3. Livestreaming rehearsals – feedback on how it’s going. This is going well, but it needs to be louder
	4. Offsite Retreat Research (Michele and Mehala). There’s a possibility of having a retreat in Natick. We just need to see if we could get the risers upstairs. Lois checked with KOC to see if the hall is available coaching weekend, and it is available. We talked about doing a doodle poll on how many people would be interested in staying overnight.

**UPDATE: Management Team decided to have our 2025 Retreat at the Knights of Columbus (March 1-2). Janice is working on a contract with Courtney and KOC.**

1. Marketing (Laura)
	1. Marketing report

HolidayPalooza

1.   Advertising

     a.  Submitted commercial/ flyer to seven online vendors/craft sites twice.

     b.  Submitted flyer to events calendar on Lexington.gov site

     c.  Submitted flyer to Lex Media.

     d.  Called and sent email to Lori@ Lexington Times. Have not heard back from them yet. Will keep

 trying.

2.  T-Shirts

     a. Laura will bring examples of the shirts/sized to rehearsal. Everyone who would like to purchase a

          The T-shirt should give Laura the size and style of design they want.

 b. Cost will not be known until all the sizes are known. Discount applied will depend on how many we

 bought.

 c. We’ll need to pay the price that is determined plus tax. Laura has free shipping.

     3.  Social Media

      a.  Continue making and posting videos to Instagram, Facebook and TikTok

4.  Future Business

     a.  Canvas Downtown Lexington and other nearby towns with flyers. Possible date: Saturday 11/2/2024.

5. Laura will order rubber bracelets for HolidayPalooza. This will enable us to count the number of attendees.

* 1. HolidayPalooza topics (including sandwich board update?)
		1. Wendy wanted information that describes more in detail about what’s at HolidayPalooza on the website. Janice doesn’t want to post that on the website just yet.
	2. Follow up potential Marketing targets
		1. Lexington Times – Neither Michele nor Laura have heard from them
		2. Lex Media ad (Laura, Wendy to coordinate)
		3. Russell’s Garden Center” Ladies Night Out” in late November (Wendy to follow up)
		4. FOLMADS (Michele) – more information to come
	3. World Singing Day – video-recording We Are the World/Imagine mashup on Oct 8
1. Membership Coordinator
	1. Prospective members update – Meetup still seems to be best way to recruit new members.
	2. Membership growth opportunities – no ideas at present
	3. Communication regarding elimination of Big Sister program – Michele made an information sheet that goes out to new members regarding big sister program as well as other general chorus information. Communication will be sent to BSC members about the discontinuation of the Big Sister program.

 d, Maureen Dalton, Dianne French and Carol Barbarossa have resigned from the chorus effective 8/31/2024.

1. Team Coordinator Reports
	1. Chorus Activities
		1. Lois will ask Gail to provide light refreshments and come up with an activity on October 9 for Halloween.
	2. Facilities: No updates
	3. Standing Committees
		1. Nominating – Kay is chair for 2024-2025 year. SAI Elections are scheduled for Oct 15.
		2. Standing Rules / Bylaws – need chair for 2024-2025 year to replace Maureen.
	4. Website Team updates (Laura)
		1. Groupanizer update of public site. Donna is still working on getting things up on the public website.
		2. Meetup: The subscription cost went up from about $105 to $190 for 6 months. We are in agreement to continue the Meetup subscription. Need an update on plan to flush current members and start over with current members.
	5. Fundraising activities
		1. Jewelry from Red Painted Nails, Osterville – $150 donation from sale at the Sep 10 rehearsal
		2. Tablecloths were sold by Molly Elliott for $120
		3. Company Matching Donations programs
			1. Christine Magnan brought up that Manulife will match donations to BSC. Marian registered us with them.
			2. Susan Milliken mentioned that other companies through Benevity will also match donations.
			3. We’ll ask the chorus for similar programs at companies they work at.
		4. At Regional, Royal River (Host Chorus) had a garage sale. We talked about having it at someone’s property fairly soon, and/or at the HolidayPalooza, (but nothing that would conflict with crafts being sold by the vendors).
	6. Reminder to check BSC Website Communications emails
2. Next Meeting: Monday, October 21, 2024 Future Zoom Meetings Tentative Schedule: Nov 18, Dec 16, Jan 20, Feb 17, Mar 7, Apr 21, May 19