**Management Team Meeting Minutes 10-21-2024**

Attendees: Michele Bokun, Lois Jensen, Marian McDermott, Susan Milliken, Laura Murray, Wendy Pachter, Mehala Vaidhyanathan

1. Secretary (Susan M)
	1. Prior MT Meeting notes – no updates
	2. Susan Kapur resigned from the chorus effective 10/31
	3. Currently on LOA: Donna Doherty
	4. LOA Requests – No new LOA requests
	5. Correspondence
		1. The DEI Council (Diversity, Equity, and Inclusion) at SAI is looking for people to fill three positions.
		2. Mission Retention: October Challenge: Host a webcast watch party during the Sweet Adelines International Convention & Competition.
		3. The Pitch Pipe has arrived.
		4. SAI distributed the 2023-2024 Membership Briefing
		5. The Whole Note was distributed.
		6. Download the Convention App if you’re planning on going to the SAI Convention in Kansas City.
2. Music (Wendy)
	1. Coaching updates/Wendy’s Calendar – Wendy will be away Christmas week. No rehearsal on Dec 24th and Jan 1st.

October 29 - Halloween Rehearsal

November 11 - Veteran's Day Performance

December 7 - BSC HolidayPalooza

December 10 - Holiday party

December 24 - No Rehearsal

2025

January 1 - No Rehearsal

Feb. 28th - March 2nd - Vickie Mayberry, Retreat

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

May 8 - 11th - Regional Contest

2026

February 6-8 - Vickie Mayberry, Retreat

MMT Zoom Meetings 6:45pm

11/18/2024, 12/16/2024, 1/20/2025, 2/17/2025, 3/17/2025, 4/21/2025, 5/19/2025

* 1. Adapting riser assist bars with wood shims – Wendy used blocks, but it’s still tilting on the risers. Wendy is going to try something new on the front riser. Laura also has an idea to try.
	2. Retreat Planning – Lois needs to organize help for the retreat.
	3. Mission Statement – Sam will help with the Mission Statement. She is going to talk to the chorus about goals
1. Performance Coordinator (Mehala)
	1. Upcoming performances –Mehala called several places and left messages. No one has returned her calls. Laura will reach out to Dianne French for a possible performance at the Woburn Senior Center.
	2. Costume and Makeup updates
		1. Old costumes (red sequin jackets and gold/black tunics) have not yet been sold. Joyce lowered the price on both items and put them on the general FB marketplace, but still no takers.
		2. New red scarves are ready for distribution to the chorus @ $19.00 each. Joyce can start that process before the end of October if desired, but since we don't have any performances that would require a festive costume scheduled soon, it might make better sense to hold off until November or perhaps even after the Holiday Palooza. The MT approved starting the distribution of the new red scarves now.
		3. We still have 11 BSC pins (1" rhinestone) in inventory. They are $17 each if anyone wants to buy one.
	3. Other: Updating website performance information / training status.
		1. Veteran’s Day – Wendy doesn’t know if there’s going to be a fourth song, so Mehala will put it up as tentative on the website.
		2. It was recommended we sing either the Mashup or “The Climb” as a fourth song.
	4. Grants research update? (for example, Dana Home Foundation) Mehala hasn’t investigated this yet. Wendy sent Mehala Wayland information.
2. Holiday Palooza 2024 (Michele)
	1. We have all but two slots left for vendors.
	2. Michele created a template letter which Susan sent out for Family & Friends donations.
	3. Everyone has signed up for a holiday costume.
	4. We gave Soundbites the song, Don’t Stop. They are a modern *a cappella* group and our special guest. Soundbites suggested doing one of their songs with them. This will be optional for BSC members who want to participate. Michele will check with Soundbite regarding what they need for sound.
	5. Michele will identify a person for every season to talk between songs.
	6. Janice put together the budget based on last year.
	7. Susan will have the program printed from last year’s printer and will come up with a deadline for all submissions.
	8. Wendy will bring a microphone and amplifier.
	9. A rehearsal date in November will be picked to try out our holiday outfits.
3. Marketing (Laura)
	1. HolidayPalooza
		* 1. Vendor ads will be coming off social media at the end of October.
			2. HolidayPalooza ads will be put on multiple sites the first of November including Facebook, Things to do in the Boston area, Lexington MA websites
			3. HolidayPalooza flyers are already posted: Boston Meetup (Donna), Instagram, Region 1, and Lex Media
			4. Lexington Living (due Nov 5): Laura sent a flyer; not sure if it will get posted
			5. Lexington Times: No response from them
			6. Working on Future Barbershoppers and Critter Chorus sections; deadline needed for submissions.
			7. Hazel made an Eventbrite listing for HolidayPalooza.

1) She asked if we can reroute the URL on our flyers to go there but the flyers were already printed with the old QR code. Any new postings online or marketing materials will be rerouted to our Eventbrite posting.

2) The MT approved setting up a Donation button. This will collect some small fees which has been set to be covered by the donor. Marian will provide our non-profit Tax-Exempt information and bank account so that Donations can be deposited directly to our bank account.

3) Anyone who registers through Eventbrite will receive a free basket raffle ticket.

4) We don’t have a “general” BSC email address so for now Hazel will be the contact person and forward any questions to Janice.

* + - 1. Laura will order rubber band bracelets for HolidayPalooza.
			2. Various Patch sites will also be updated with flyer information; Laura will send out verbiage to use.
	1. Social media
		1. TikTok (we hit >1,000 followers!), Facebook, YouTube and Instagram
		2. World Singing Day video was submitted
	2. T-Shirts for HolidayPalooza - still working on this. Deadline to order: Nov 22
	3. Laura recommended putting a post on the Region 1 website and Facebook page with Wendy wishing our SAI competitors good luck.
	4. Follow up potential Marketing targets needed:
		1. Russell’s Garden Center” Ladies Night Out” in late November (Wendy)
		2. FOLMADS (Michele)
1. Membership Coordinator (Michele)
2. Prospective members update – Michele reached out to 7 or 8 people who expressed interest on Meetup, but nobody replied. There was a new person yesterday on Meetup. Wendy decided that our current Uptune, How Many Hearts Have You Broken, will be our new audition song after the Holiday Palooza.
3. Membership growth opportunities – using a postcard to invite people to come to a rehearsal (the Dance studio girls, etc.) We need something to hand out at all performances. Laura will work on this after the Holiday Palooza. Meanwhile, Michele and Laura will bring in some of the trifold brochures to hand out.
4. Communication regarding elimination of Big Sister program was sent out on August 25.
5. Michele will clean up Meetup to include just current members (and BB) and will contact those being removed to suggest alternatives. We need to stress to the chorus to respond when asked for feedback.
6. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Other: Total BSC funds available at Citizens Bank $19,718.58: $1,868.48 checking (less Angel Fund of $1,863.67) less $1525 uncleared transactions, plus a Venmo balance of $10.20 and Money Market of $21,228.57. Members: 28; members one month late: 1.
	2. Marian updated the Angel Fund request form and is on the website.
	3. One of our members asked if it’s possible to pause her dues payment until she gets a new job. She’d offered to pay all the dues plus interest back. The MT decided there will be no pause per the Standing Rules; also an anonymous donor has offered to cover her dues.
	4. Marian will determine who can replace Susan Kapur as Dues Collector.
7. Team Coordinator Reports
	1. Chorus Activities
		1. Halloween party on Oct 29, theme to represent one of our songs
		2. Holiday party in December (Secret Santa, potluck, membership-centered activities) – We will plan for December 10th.
		3. Lunch get-together some weekend was suggested. We could survey chorus for restaurant suggestions but will table until Membership Team has met to determine some focused activities.
		4. SAI October Challenge – Watch Party of Quartet Finals Webcast at Mehala’s on Friday, Nov 1
	2. Facilities
		1. The new rehearsal rate for 2025 will be $100 per Tuesday.
		2. Janice booked HolidayPalooza for the same rate as last year - $300 for the entire event (Friday set up and Saturday).
		3. Janice has also booked our retreat for next year. It will cost $400 for Saturday and another $100 for Sunday morning.
		4. Janice will have Courtney draw up contracts in the next week or two, but we are booked.
	3. Standing Committees
		1. Nominating – Kay is chair for 2024-2025 year. SAI Elections were conducted Oct 15.
		2. Standing Rules / Bylaws – need chair for 2024-2025 year to replace Maureen. Lois will check if anyone would be interested.
	4. Website Team updates (Laura)
		1. Groupanizer update of public site. None of the upcoming performances are on the members-only website. Laura and Lois will ask Jenny Jimenez if she’s interested in learning how to do those updates.
	5. Goal Setting Session – Sam Gonzalez will lead this activity at rehearsal on 10/22.
	6. Suggestions from Jenny regarding Use of BSC Members Facebook Group and BSC Gals Messenger Group – MT will read it over and let Lois know what Guidelines to share with chorus.
8. Next Meeting: Monday, November 18, 2024

Future Zoom Meetings Tentative Schedule: Dec 16, Jan 20, Feb 17, Mar 17, Apr 21, May 19