**Management Team Meeting Minutes 12-16-2024 (Start at 6:45 PM)**

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

Absent: Susan Milliken

1. Secretary (Lois for Susan M who is on LOA)
	1. Prior MT Meeting notes – no updates needed
	2. Currently on LOA: Donna Doherty, Susan Milliken (Dec 11 – Jan 14). Requested: Lois Jensen (Jan 13 – Feb 18)
	3. Resignations / LOA Requests – none
	4. Correspondence
		1. The November Whole Note was distributed.
		2. The November 2024 issue of [*The Overtone Visionaries Report*](https://8raaussab.cc.rs6.net/tn.jsp?f=001z7tVg94Y42GjnhZU1BiulNGF-ExltcsQlt5NX0_Iaq9mk1LZU2pDSd5gifDKHWWjD5sNtezi-S98Toq2ls1iRt0C7pKzbGaeUXS0MXx0-gW-m6ZLFd49aG8MQPgWK-xoNmcd2dXtYXOljZ56l01PWZa1NzkbLhM_3DRFJ_TAIa5ee6pI1rO7Vw==&c=fDZdpavVYPlFOffDMcYFGMA6t2uyHhna_juoteDv5Vtnls_YAfsM-g==&ch=naVu_zf7DsMGd2VBuCXPiLUste86xzewQaUaxpM1jywTamVHtDxrmQ==) was distributed
		3. The November 2024 issue of the Quartet Note (An SAI newsletter) was distributed
		4. Winter Whatchamacallit & Young Singers in Harmony Program, 9:00am, Sat, Feb 1 2025 at Springfield College
		5. MISSION: RETENTION December Challenge: This month’s mission, should you choose to accept it, is for your chorus to sing in your community.
2. Holiday Palooza 2024 (Michele, Marian) – Janice will give a full report at our January meeting
	1. Preliminary numbers and feedback
		1. Michele reported we made about same amount of money as last year’s Holiday Palooza (which was about $6,000)
		2. We had about the same number of people attending (estimate about 75 plus all the vendors)
		3. Raffle items made less than $200, which is less than last year’s raffle income
		4. Positive feedback regarding the music and show format
		5. Video created and played throughout the day on the monitor near the raffle table received great comments.
	2. Recommendations and suggestions
		1. Lottery ticket raffle made more money than the individual baskets. Recommend limiting to lottery ticker raffle and just three baskets for next year’s raffle.
		2. Michele will ask Molly if she can sell Wendy’s items like the leather purses she is donating.
		3. Discussed need for louder amplification for chorus and emcee. Determined this is not needed.
		4. Janice was asking vendors for their feedback and will report on that at our January meeting.
		5. Michele will see Rachel (our emcee) later this month and will give her a small gift of thanks
	3. Discuss show in 2025
		1. Agreed we should have a similar format for next year, with craft vendors and musical entertainment.
		2. Lois will check with Janice to see if she’s interested in chairing again.
3. Marketing (Laura)
	1. HolidayPalooza
		1. Posted on 18 different Facebook accounts.
		2. LexMedia-don’t know if they aired the poster?
		3. WBZ TV4- Sent an email with info about the event.
		4. Town of Lexington news- they didn’t mention it in November issue
		5. Chorus members distributed flyers
		6. Passed out 82 bracelets including the vendors (28) + non-vendors (54) out of 100
	2. Upcoming Design Tasks
		1. New business cards. Laura will look for any remaining business cards and give them to Wendy.
		2. Post cards
		3. Membership flyer (working with Michele)
		4. Make a manageable colorful yard sign to put at KOC driveway entrance, possibly a “feather” flag (Laura sent Management Team examples). Laura will check on costs and work with Marian on designing/ordering one.
	3. Social Media
		1. Facebook, Instagram, TikTok and BlueSky.
4. Music (Wendy)
	1. Coaching updates/Wendy’s Calendar updated December 2024

2024

December 17 – Deadline for first recordings of HMH

December 24 - No Rehearsal

2025

January 1 - No Rehearsal

January 7 – Rehearsals resume

January 15 – Soundbites Show

January 28 – Possible Coaching (pending with Karen Sweeters – would need to move date)

February 17 – Newbury Court Senior Living, Concord

Feb. 28 – March 2 – Vickie Maybury, Retreat

April 5 or 6 – Cancelled - 1 day coaching with Diane Porsch. Will see if we can get Karen Sweeters instead.

May 8 - 11th - Regional Contest

Sept 23 – Wendy will ask Diane Porsch if she can coach us at a Tuesday rehearsal (Sept 26-28 is NAR1 Fall Regional Weekend)

2026

February 6-8 - Vickie Mayberry, Retreat

Management Team Zoom Meetings 6:45pm
1/20/2025, 2/17/2025, 3/17/2025, 4/21/2025, 5/19/2025

Upcoming Music Staff Meetings
1/16/2025, 2/20/2025, 4/3/2025, 5/15/2025

* 1. Adapting riser assist bars –
		1. Laura plans to get various wood samples. If this doesn’t work out, we will drop this effort. Concerns that if a solution is found for attaching the assist bars to the risers, they (1) may not be weight bearing, and (2) it wouldn’t be transferable to other risers (like at contest).
		2. Michele will reach out to Suzy to ask what would help her stay on the risers more.
	2. Retreat planning (coordinators have been assigned) – Wendy will check with Vickie regarding travel arrangements, hotel (Embassy Suites?), quartet coaching, and lunch preference (Thai or American) on Saturday.
	3. SAI Liability insurance covers non-members; If member is injured, personal medical insurance should cover Do we need to communicate this to the membership?
		1. Michele shared this information with the riser set up/take down crew.
		2. Determined this is not an issue we need to bring up with the chorus. Other choruses have not made this an issue.
1. Performance Coordinator (Mehala)
	1. Upcoming performances – Mehala will poll chorus for availability, and put signup sheets out
		1. Jan 25 with Soundbites at First Parish Church in Lexington.
		2. Feb 17 at Newbury Court in Concord. Mehala will check if another date is available as this is school vacation week.
	2. Costume and Makeup updates (from Joyce)
		1. Red scarves are still for sale as not everyone has purchased one yet
		2. Twelve of the red sequin jackets have been sold to Maple Hill Farms (for $9.60 each plus shipping)
2. Membership Coordinator (Michele)
3. Prospective members update – Michele reached out to Alyssa Jewell; we’ll see if she returns Dec 17
4. Membership growth opportunities – Membership Team discussed ideas on how to get to know each other better (like the BSC Bingo played on Dec 10 at our Holiday Party).
5. Meetup – Michele is deleting events and reposting with more vibrant graphics. She’s also deleted members no longer active.
6. Financial Coordinator (Marian)
	1. Reports review – Financial Report, Category Transaction, Uncleared Transactions. Total BSC funds available at Citizens Bank $21,666.88: $2,059.79 checking (less Angel Fund of $1,863.67) less $1634.02 uncleared transactions, plus a Venmo balance of $375.86 and Money Market of $22,728.92. Members: 27; members one month
	2. Donation made by Christine Magnan was matched by American Online Giving Foundation (checks are sent by Benevity).
7. Team Coordinator Reports
	1. Chorus Activities – nothing new until Retreat Weekend
	2. Facilities – Lois will ask Janice to check with KOC regarding April 5 or 6 (coaching is tentative on either of those dates).
	3. Standing Committees
		1. Nominating – (Chair: Kay). In January nominations will be sought for Financial, Marketing, and Membership Coordinators. To help, Michele will be contacting members who may be interested in Marketing.
		2. Standing Rules / Bylaws – (Chair: Christine) – no activity yet
	4. Website Team updates:
		1. Lois will ask Jenny to take down the Holiday Palooza information on our website.
		2. Lois will ask Lynn to unattach the Boston Skyline Chorus group from her Friends list so we stop getting what she posts on Facebook.
	5. Fundraising activities
		1. Grants research update – Mehala will start looking into this topic. On November 18, Wendy sent a link to Management Team members of a list of companies that offer grants or donate to 5013c organizations.
		2. After Jan 1, Laura will try to sell sound system she is storing and donate the money to the chorus. We haven’t used it since our first Holiday Palooza, it’s cumbersome, and takes up quite a bit of storage space.
		3. Potential Yard sale/Flea market next summer
			1. Potential locations: KOC, church parking lot, Farmer’s Market, or Grafton Flea Market (indoor/outdoor).
			2. Could sell used items in good condition, or BSC items we have for sale.
			3. We’ll bring this up to the chorus in January and form a team if we decide to pursue.
	6. BSC Team Leader Email included a request from VocaMotion to rent our risers twice next year to help them prepare for their BHS contests in April and July. Michele will contact Michelle Cunningham and offer them for $75 rent for each use.
	7. SAI Challenges found at https://sweetadelines.com/mission-retention (Dec – Sing, Sing, Sing!). Laura cropped one of the pictures taken at our Dec 15 performance for the Woburn Multicultural Event. Lois will submit it to SAI for the December Mission Retention Challenge.
	8. Announcements at Rehearsal – will rotate among MT members while Lois is on LOA in Florida (Rehearsals from Jan 14 through Feb 18). Lois will send out a potential schedule.
8. Next Meeting: Monday, Jan 20, 2025. Future Zoom Meetings 2025 Schedule: Feb 17, Mar 17, Apr 21, May 19