**Management Team Meeting Minutes 3-17-2025**

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

1. Secretary
   1. Prior MT Meeting notes – no updates needed
   2. Currently on LOA: Donna Doherty; Suzy Caro (LOA through (TBD), Kay Martin (LOA started Feb 3), Tove Hellerud (LOA started Feb 12)
   3. Resignations / LOA Requests – no new resignations or LOA Requests
   4. Correspondence
      1. The February Quarter Note has been distributed
      2. The Whole Note has been distributed
      3. For all of SAI - Choosing potential nominees for the International Board of Directors (2026-2029 term)
      4. The In Honor of program is back. March...a month to honor the special Sweet Adelines in your life!
      5. Mission Retention Challenge: MARCH CHALLENGE: How many members does your chorus need to recruit each year to keep your membership levels steady?
      6. Ring Chords in Columbus: Grab your “passport” and participate in two sessions of lively tabletop discussions on topics such as breathing, performance anxiety, vocal & visual characterization and more!
2. Membership Coordinator (Michele)
3. Google Drive demo (Sam Gonzalez) will be scheduled at our April 21 MT meeting. Michele indicated you have to have a gmail account in order to be able to edit documents stored on the Google Drive.
4. Member Spotlight – new initiative: One member would interview another member offline. The Membership Team will pair the members.  Interviews would happen either before or after rehearsal or during break, or people can set up a separate time.  The “spotlight” will be presented during Announcements, and occasionally we can set aside time at a break or event.
5. Prospective members update: Michele hasn’t heard from Sari on whether she will come back. A couple of other people have expressed interest in attending a rehearsal. Audrey has not responded to Michele’s last email yet.
6. Membership growth opportunities:
   1. Trying to recruit prior Liberty Bell and BSC members is a good idea. We could invite previous members and some other people to learn a few songs and sing with us at HolidayPalooza.
   2. Also, possibly sing at Wilson Farms in the early Fall. Mehala will follow up with Janice.
   3. Laura recommended organizing SummerPalooza earlier and advertising it appropriately.
   4. Other ideas are to sing/advertise at the Natick and/or Lexington Farmer’s Markets.
7. Meetup – More cleanup is needed; Michele will get to it when she can. When Laura tried to access Meetup she encountered fee requests. Laura will delete her profile and set up a new one.
8. Financial Coordinator (Marian)
   1. Financial Report, Category Transaction, Uncleared Transactions. Total BSC funds available at Citizens Bank $16,038.28 including BSC Checking of: $899.14, less $470.00 uncleared transactions; a Money Market balance of $15,609.14, less Angel Fund of $1,863.67, and escrow (SAI per capita & regular assessment) $3,896.67; plus a Venmo balance of 0.00 Members: 28; one (non-competing) member 1 month late.
   2. Discuss SAI Dues for Barbara Braxten (10-year SAI Dues expires 5/1/2025): It was voted that we can continue to pay $62.50 for her SAI dues. Marian will contact BB and confirm she wants to stay listed as a BSC member.
   3. Discuss revising BSC portion of dues for future 50+ (50 years and above) members, and possibly grandfathering Lynn. The Management Team agreed to continue to charge the applicate SAI and full BSC membership dues for active members who have been members for 50+ years and haven’t been grandfathered in to the SAI 50+ year dues waiver (which was eliminated in 2018). The Region at this time waives the Regional Assessment for 50+ members.
9. Music (Wendy)
   1. Wendy’s Calendar

2025

April 22 – Management Team Elections

April 27 – Newberry Court Senior Living

April 29 – Friends and Family Night

May 8 - 11th - Regional Contest

May 20 – Management Team Installation

June 28 – Fundraising Event

July 22 – Wendy away

August 2-3 – Regional “ED-You (va)Cation and 4 Part Frenzy

Sept 26-28 – Colors of Harmony Weekend – Nikki Blackmer

Oct. 20-25 – International Convention (Columbus, OH)

December 13 – HolidayPalooza

2026

February 6-8 - Vickie Maybury**,** Retreat

May 7-10 – Regional Contest

October 26-31 – International Convention (Columbus, OH)

2027

February 26-28 – Vickie Maybury Retreat

April 29-May 2 – Regional Contest

Management Team Zoom Meetings 6:45pm

4/21/2025, 5/19/2025

Upcoming Music Staff Meetings

4/3/2025, 5/15/2025, 6/26/2025

* 1. Retreat feedback and follow through: It’s too long a day on Saturday. Maybe we can shorten it for future retreats, maybe watch videos of international level choruses for inspiration before the dinner break. Riser placement activity went very well. The food worked fairly well. Next year we may ask people to order online themselves and indicate a pickup time to simplify things. The coffee and snacks were excellent.
  2. Contest topics
     1. Family & Friends (Apr 20), Bari’d Treasure is competing, Encanto is not competing. Wendy will ask another quartet if they would like to perform that night.
     2. Schedule – can be determined once the Region sends out the next Competition Info email, which should be next week
     3. Saturday Dinner – Lois will ask someone to coordinate
     4. Photos – Lois will ask someone to coordinate
     5. Competition Information Booklet for Chorus Members – Lois has distributed the initial draft for updates
  3. Coaching Updates
     1. Wendy has not heard from Steve Tramak. If he’s not available on a Tuesday, we could try coaching on a different night.
     2. The MT approved having coaching with Kathleen Hansen and sharing expenses with Merrimack Valley Chorus in March 2026.

1. Performance Coordinator
   1. Upcoming performances
      1. We have been invited by the Town of Arlington to sing May 26th for Memorial Day – 4 songs. “Who are the Brave” is a song they suggested we sing (TBD), along with the National Anthem Star-Spangled Banner, Let Freedom Ring, and American the Beautiful. We can use another song from our repertoire for the fourth song.
      2. Mehala has been reaching out to the senior communities
      3. Will reach out to the Catholic Women’s group
      4. Newberry Court: Susan will send Mehala an electronic version of our BSC tri-fold brochure as they would like a blurb about the chorus.
   2. Costume and Makeup updates:
      1. Change in shoes – Renee Porzel sent out information re. the change in costume requirements. SAI is not so strict now regarding the types of shoes that can be worn for contest, allowing the wearing of more comfortable shoes. Changes may be documented in the Visual Communication Judging category updates.
      2. Our newbies, Risa and Christine have purchased the BSC selected contest makeup for this year. They were also given the color swatches and guidelines for purchasing their own contest costumes (tunic top, leggings, shoes). Joyce is waiting to hear if newbie Linda is competing, as she will also need to acquire the makeup and costume.
      3. Joyce will survey the chorus in early April to see if anyone needs makeup supplies, and order more if needed. Note: We are down to one pair of earrings left. If we need to order more, we may not be able to get a perfect match to what we already have. We could reach out to recent members who are not competing to borrow their earrings if needed.
   3. Grants research update: Hazel and Christine are interested in getting grants for the chorus.
2. Marketing (Laura)
   1. Request to approve new postcard expense: The MT approved $100 for 500 cards to be printed on both sides. We can decide at a later time to get envelopes at an extra cost. Laura is seeing if she can get just 50 envelopes to have on hand if needed
   2. Laura repurposed our large colorful BSC sign board for $25. It is now being posted at the street entrance to KOC. The prior version of the sign was broken last year.
3. Team Coordinator Reports
   1. Chorus Activities:
      1. Gail will check with the chorus about getting together for lunch (maybe on a Saturday) or dinner (maybe before rehearsal).  She’ll ask at rehearsal for some time in April for or May.
      2. Gail will coordinate snacks to accompany the theme (to be determined) for our Management Team Installation on May 20.
      3. Gail will also coordinate food and decorations for our Membership Appreciation event (date and place to be determined by the Management Team). Special SAI Anniversaries will be recognized then (for example Lynn – 50 years, Ruth – 60 years).
      4. Member Appreciation – Will be held during a Pool Party at Wendy’s. Wendy will check on a potential date.
   2. Facilities:
      1. The KOC rehearsal room has been very cluttered lately. Courtney apologized as there were many events taking place at KOC. Michele recommended requesting a discount if the room is not set up for us. Marian will check the contract. If this situation gets worse and we gain another half dozen or so active singing members, we may want to start looking for a new rehearsal space.
      2. The room has been booked for HolidayPalooza for December 13th and the day before for setup.
   3. Standing Committees
      1. Nominating – (Committee: Ruth, Ginny, Ellie)
         1. Financial, Marketing, and Membership Coordinators are up for election.
         2. Dates: BSC Management Team Election (April 22) and Installation (May 20)
      2. Standing Rules / Bylaws – (Chair: Christine) – Addendum C will be revised to reflect the change from $60.00 to $62.50 for SAI Annual Dues for Youth (25 and under) and Legacy (50 years and above) members.
   4. Website Team updates:
      1. Jenny will research adding Affiliate Program links to our website.
   5. Fundraising activities
      1. Sell sound system update. Laura will wait until the summer to do this.
      2. Yard sale next summer update – we can call it by a different name.
      3. Laura is working on a summer fundraising event with Janice. Laura sent a flyer to Janice to send out to everyone. Janice has reserved KOC for this event on June 28 and contacted vendors regarding interest. Three vendors have responded positively so far. Vendor tables would be located on the perimeter tables, and chorus members would have tables to sell items in the center of the hall. Laura recommended we go with Janice’s idea this year and see if it works. Wendy would like a more publicly populated venue. Susan recommended Arlington Center. Wendy will investigate outdoor venues and getting a permit.
      4. Riser rental to VocaMotion – no response from them, so we can drop this
   6. Reminder to check BSC Website Communications emails – Lois will cleanup those that require no action and can be deleted.
   7. SAI Challenges found at https://sweetadelines.com/mission-retention
      1. Mar – Easy as 1,2,3 (recruiting new members): Understand the number of members you need to recruit each year so that your membership levels are steady. Michele will follow up and submit our entry.
      2. Apr – Beyond the Risers: Come for the singing, stay for the friendship!
   8. Next MT meeting topics: April – Google Drive demo by Sam Gonzalez. May – review Director and Members Contracts for any updates needed.
4. Next Meeting: Monday, Apr 21, 2025. Future Zoom Meetings 2025 Schedule: May 19 (Retiring and New MT Members)