**Management Team Meeting Minutes 5-22-2025**

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

1. Secretary
   1. Prior MT Meeting notes – no updates
   2. Currently on LOA: Donna Doherty
   3. Resignations / LOA Requests: Wendy requested an LOA for the month of October.
   4. Correspondence
      1. Jurassic Chords Quartet Retreat – August 1-2, Tulsa OK. For quartets or anyone interested in barbershop.
      2. We received the results of the 2025 Sponsorship and Ad campaign. Region 1 raised about $10,000 this year.
      3. May Mission Retention: Create an exit survey and send it to your past members.
      4. Sign-up to sing in the Family Chorus in Columbus, OH, October 25th
      5. We received the link to view the photos from Competition. You and others can order it online this year.
      6. The May 2025 Quarter Note was distributed.
      7. The Overtones Visionary Report was distributed.
   5. Google Drive - Lois and Hazel will grant access to MT members, and ensure folders and docs are organized.
2. Performance Coordinator
   1. Costume and Makeup updates
      1. Joyce is in discussions with another musical group who is interested in buying about a dozen of our old red sequin jackets. She hopes to close this deal within the next week, hopefully bringing in +/- $125.
      2. Joyce plans to sell the rest of the red sequin jacket at the SummerPalooza on June 28.
      3. Based on the expected attendance for the June 21 Wilson Farm "Strawberry Festival" performance, the Costume Committee has decided to have the singers wear their own solid colored red or pink T-shirt with white pants, white shoes and the BSC pink/multi-colored triangular scarf and 2025 medal. See attached pictures.
      4. Since there is no performance planned for the June 28 SummerPalooza, there is no Costume Committee requirement for that event.
      5. Costumes for future performances will be guided by recommendations from the new Branding Team to be led by   
         Sam Gonzalez.
   2. Upcoming performances –
      1. Mehala has been researching Porchfest. We won’t be able to do Lexington this year as it’s on a regional weekend.
      2. On October 11th, Porchfest is in Woburn. Mehala will look into this.
      3. Arlington Town Day on September 21st is a good potential performance. It costs $80 to rent a booth, and we would need to provide a tent. Laura volunteered her tent that she uses for pool parties**.**
      4. Wilson Farm – We will do a set at 1:00 and a set at 2:00 pm.
   3. Grants research update: Susan will send out a link to various grants.
3. Music (Wendy)
   1. Coaching updates/Wendy’s Calendar

2025

May 26 – Arlington Memorial Day performance

June 3 – Wendy away. Might be June 10th instead (pending workers finishing a job at my house)

June 21 – Wilson Farm performance

June 28 – Summer Palooza Vendor Fair and Yard Sale

July 22 – Wendy away

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

September 7th (Sunday) - Vickie Maybury Coaching

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

October 7 – Wendy away

October 14 – Wendy away

October 21 – Wendy away

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

December 13 – Holiday Palooza

2026

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

March 2 or 9 – Kathleen Hansen coaching

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

Upcoming Management Team Zoom Meetings 6:45pm

5/22/2025; second Thursdays going forward for 2025-2026 term

Upcoming Music Staff Meetings  
6/26/2025, 8/28/2025, 10/9/2025 (conflicts with MT meeting)

* 1. Other
     1. Vickie Maybury will be here Sunday, September 7th. Wendy and Vickie will work out a schedule. Wendy will check ifVickie would be available Saturday night for quartet coaching.
     2. Wendy asked if we could have a coaching coordinator. Lois will ask one of the newer members.
  2. Contest wrap-up:
     1. Wendy thought we should have visualization exercises and BSC spirit activities at contest weekend.
  3. Review Director’s and Member’s Contracts: Wendy approved the Director’s contract. Lois will send Susan something to email out to everyone. For the Member’s contract, Hazel recommended we put in a statement saying that if you miss rehearsal, you are responsible for up to date with the livestream. Chorus members should review both contracts; we will have a signoff sheet along with copies of the contracts at rehearsal (starting in June).
  4. Other:
     1. Wendy is working with SAI and is now helping to train new directors (cohorts).
     2. Plan for next three pieces of new music will include two weeks to learn, third week off paper, fourth week record.
     3. Wendy mentioned taking an LOA for the month of October.
     4. Wendy said that Sam would be great for helping the MT with creating action plans to achieve chorus goals. Wendy will write up a statement about what she envisions for Sam to cover. UPDATE: Joint meeting with Management, Music, and Visual Teams will be set up for this session. Lois will poll teams to find a good date for most or teams’ members.

1. Financial Coordinator (Marian)
   1. Financial Report, Category Transaction, Uncleared Transactions. Total BSC funds available at Citizens Bank $14,799.53, including BSC Checking at Citizens Bank: $1,143.12, less $300.00 uncleared transactions, and Money Market of $19,56983, less Angel Fund of $1,863.67, less escrow (SAI per capita and regular assessment) $3,524.75, less escrow (BSC dues) of $225.00, plus a Venmo balance of $0. Members: 28. All dues are up to date.
      1. Marian figured out an estimated budget and realized we will have a shortfall of $8,687.40 this year, with some additional income and expense information needed. We looked at how we could cut expenses, i.e., space at Regional Contest, coaching, and renting a less expensive place to rehearse. We need more members. Need to raise chapter dues which were last raised in 2014.

**b**. Dues increase proposal: We talked about raising BSC dues $10+/month to a total dues of $45/month. We will talk about it next month and bring it up at our next rehearsal.

1. Membership Coordinator (Michele/Hazel)
2. Prospective members update
   1. Tanya submitted her initial payment and SAI dues - Paperwork to be processed and sent to SAI
   2. Audrey Reilly is still expressing interest. She was given How Many Hearts as her audition song. Next possible visit, according to latest email is June 3rd
   3. Two people on MeetUp who replied / interacted: Judy and Alicia. Both have been invited to the May 27th rehearsal.
3. Member Spotlight: No progress. Now that contest is over and Hazel is transitioning in, we can revive this!
4. Membership growth opportunities
   1. Make sure to hand out new Marketing materials at the June 21st Wilson Farms sing-out, with Summer Palooza flyers
   2. Have the same materials available for Summer Palooza (postcards, etc.) Laura and Hazel will coordinate availability of marketing materials.
   3. Alumni chorus for HolidayPalooza - can tie into exit interview? Maybe some departees would be interested in coming back if they get a chance to sing with us again? Hazel will add this into the exit interview document.
   4. Dianne French (and Carol)? Laura will talk to Ellie about getting them to come back.
   5. Lynn Forrest's idea - getting college awareness. Suggestion from a few years ago: try to talk to acapella groups — maybe graduating members are looking for a new group? Nearby colleges: Tufts, Brandeis, Bentley, BU, BC, Emerson, Wellesley.
5. Meetup - Michele did try to send out a few items, but not sure if they worked.
6. Marketing (Laura)
   1. Summer Palooza updates
      1. Public flyer, social media, local websites, LexMedia submission. **(**Hazel will send a description to Laura).
      2. 16 vendors, flag for the street, refreshments, hot dog sales.
      3. Wendy and Linda will send out an email regarding Garage Sale items; chorus members should let them know what items they plan on bringing.
      4. Current Summer Palooza flyer is on Facebook
      5. Michele will check with Scott regarding suggestions on how to advertise in Lexington.
      6. Laura will check into Facebook Mavens.
      7. Laura is still looking into some kind of flag sign.
   2. SAI Article (Whole Note) Submission: Susan and Laura will submit the article.
7. Team Coordinator Reports
   1. Chorus Activities
      1. Hazel will reach out to Gail regarding ideas for chorus events.
   2. Facilities –Lois will check with Janice if KOC is available for Vickie Maybury coaching on September 7.
   3. Standing Committees – no activity yet for Nominating and Standing Rules/Bylaws
   4. Re-Branding – new effort headed by Sam Gonzalez (Laura, Hazel, Janice, and Wendy should participate, plus whoever else Sam would like on the team),
   5. Website Team support updates:
      1. Media Communication Guidelines Update for Facebook**.** Public page (Boston Skyline Chorus): Use for public relations, marketing, promotions of chorus events, chorus activity updates. Only Site Administrators can post here (Laura, Wendy, Donna). Erin Blanchfield originally set this up; we need to find out if anyone else has access, and how to manage access to post here.
      2. We would like Jenny to become involved in support. For example, Membership info on our website (Public and Private) needs to change to Hazel’s info. Hazel should also get rights to Email communications.
      3. Jenny, Laura, and Hazel will research how to streamline the posting of our livestreamed rehearsals.
   6. Fundraising activities
      1. Laura - Sell sound system this summer
      2. Yard sale next summer update – team to be formed, will investigate outdoor venues
   7. BSC Website Communications –
      1. Hazel will ask Jenny if she would be interested in working on the back end of the website.
      2. Hazel recommended putting our YouTube channel on the BSC Google Drive.
   8. SAI Challenges found at https://sweetadelines.com/mission-retention
      1. May- Exit Interview survey. Hazel has completed it. Lois and Marian got the names of people who have resigned.
      2. Jun – You’re a Shining Star (member award night)
      3. Jul – Celebrate Good Times – Come On (celebrate SAI’s 80th anniversary)
8. Topics for Next Month
   1. Membership Types at our Chapter level – Associate, Youth
   2. Review Star Performer eligibility requirements
   3. Financial – Dues increase
   4. Annual Regional Evaluation
9. Next Meeting: Jun 12 Future Zoom Meetings 2025-2026 Schedule: Jul 10, Aug 14, Sep 11, Oct 19. Nov 13, Dec 11, Jan 9. Feb 12, Mar 12. Apr 9, May14