**Management Team Meeting Minutes 6-12-2025**

Invitees: 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: None
   4. Correspondence:
      1. Video 1 from SAI about THRIVE, a two-year pilot program designed to help chapters grow and flourish through administrative and financial support.
      2. Video 2 from SAI about how to reach young singers through the new Youth Chorus Affiliate Pilot Program and how we're offering new directors the resources they need to succeed through our New Director Cohort Pilot Program.
      3. A message from SAI regarding the Rebrand Survey Update
      4. Notice about Region 1 Town Hall, Monday June 23, 2025, about Project Outreach and THRIVE.
      5. New event notification: Ed-You-(va)Cation and Four Part Frenzy
      6. Mission Retention: This month’s challenge is to host a Member Award Night! Celebrate your fellow singers by presenting each chorus member with an award or certificate that highlights something unique and wonderful about them.
   5. Google Drive – Regional Annual Evaluation form to be updated by MT members by June 30.
2. Membership Coordinator (Hazel)
3. Prospective members update: Mich (audition again 6/17); Audrey (wants to audition 6/17); several to reach out to from Meetup
4. Member Spotlight: Hazel will follow up with Michele regarding plans and next steps.
5. Membership growth opportunities - [Region 1 Membership Meeting Mon. Jun 9th](https://drive.google.com/drive/folders/1c8iz6LXpsEO2WAZuZC4Okf7dZxsWpxQH?usp=drive_link) - Hazel to review notes and recording
6. Meetup - clean up updates: Michele changed account name to Boston Skyline Chorus, using our new gmail (Hazel to takeover)
7. Discuss new Membership category for BSC (other than Associate Member). Lois asked Hazel to discuss the need for a new category that might encourage some potential candidates to join. For example, some choruses have a Chapter Member category where the member cannot compete and they pay only Chapter Dues, not SAI or Regional Dues. It will be discussed more at a meeting with Wendy, Marian**,** and the Membership Team.
8. Google folder is set up for sharing on BSC Members site - easy to access, docs, photos, etc. – Hazel requested approval to move forward with copying all the files from the website. Neither Lois nor Wendy are in favor as far as security, redundancy, organization, and functionality. Mehala thought we should have our core documents on the website. Lois will contact Donna regarding the archiving and cleaning up the website.
9. YouTube channel is set up - Owned in same account as Boston Skyline Chorus google/gmail.
10. Members Only Playlist: Hazel added some choreo videos, Jenny working on adding select live videos from FB and making a warmup tool, Visual team needs to transfer other previous choreo videos
11. Public Playlist: to showcase ourselves, Hazel added official 2025 contest video (Laura will transfer what was on her personal account)
12. Former Member Survey - 16 responses, mixed opinions, generally the worst feedback from people who don’t want to compete, 5 follow-ups requested, 5 may be interested in Holiday Palooza, alumni song
13. [Chorus Driven Survey](https://forms.gle/Ug3pjZacqq6C9qPt5) - created by Sam. Getting a sense of what people can offer (food, help with risers, etc.). The MT will decide after we look at it.
14. Digital Photos - Hazel will add to a shareable google folder and Members FB
15. Hazel asked if the chorus could wear Pride colors next week. Hazel will send out an email regarding wearing pride colors next week.
16. Music (Wendy)
    1. BSC Calendar updated June 12, 2025

**2025**

June 17 - Wendy in NY

June 21 - Wilson Farm

June 22 – Joint Leadership Meeting with Management, Music, and Visual Teams (7:00 PM, led by Sam)

June 28 - Summer Garage Sale and Vendor Fair

\*\*\*July 1,8 15 29 OR August 11 18, or 25 -Possible Karen Sweeters Coaching (at a rehearsal) Wendy: will do a Doodle Poll

July 22 - Wendy away at Music Camp

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

September 7 (Sunday) - Vickie Maybury Coaching

\*\*\*September 20 - Arlington Town Day

September 26-28 Colours of Harmony weekend (Nikki Blackmer)

TBD: I am in the process of adjusting some of the dates below. (GNC keeps changing some of their dates)

October 7 – Wendy gone

October 14 – Wendy gone

October 21 – Wendy gone

October 20-25 – Wendy at International Convention (Columbus, OH)

December 13 - Holiday Palooza

**2026**

February 6-8 - Vickie Maybury, Retreat

March 2 OR 9 - Kathleen Hansen coaching (still pending) Wendy to check on special food and environmental requirements.

\*\*Looking for a date in April 2026 for Karen Sweeters to coach us.

October 26-31 - International Convention (Columbus OH)

**2027**

February 26 28- Vickie Maybury Retreat

April 29 - May 2 - Regional Contest

Upcoming MMT Meetings 6:45pm

2025: 7/10, 8/14, 9/11, 10/19, 11/13 12/11

2026: 1/8, 2/12, 3/12, 4/9, 5/14

Upcoming Music Staff Meetings at 7:00pm

2025 Schedule: 6/26, 8/7, 9/18 (pending), 10/30, 12/4

* 1. Review updated Director’s and Member’s Contracts: Lois read the additions to the Members contract. No changes to the Director’s contract. Wendy would like everyone to sign the contracts at a rehearsal on a sign-up sheet. Lois will send out an email to chorus members with updated Contracts and request to signatures confirming they’ve read them, especially the Members Contract.

1. Performance Coordinator (Mehala)
   1. Costume and Makeup updates:
      1. Joyce sold an additional 9 red sequin jackets to the same horseback riding group we sold a dozen to last fall. They bought several from the "fair" condition stack, net income to BSC: $70
      2. We are in the process of selling another 10 red sequin jackets to Voices of Hope; expected income to BSC: $115
      3. Will attempt to sell the remaining 14 red sequin jackets at the SummerPalooza on 6/28; potential income $110 +/-
      4. Changed the costume for the 6/21 performance at Wilson Farm to better match the venue (casual)
   2. Waiting for guidelines from the new Branding team for future new costume decisions
   3. Upcoming performances – contacted organizations we’re sung at before like:
      1. Woburn
      2. Waterstone at Lexington
      3. Catholic Women of Arlington
      4. Woburn Porchfest – did not return phone call
   4. Grants research update: Lois and Mehala will make an announcement at rehearsal to see if anyone else is interested in do grants.
2. Marketing (Laura)

**a.** SummerPalooza - We have 16 vendors

* + 1. Flyers are made and are being distributed to local areas. Will be taking the rest of the flyers the week of event hand them out at a supermarket. Hazel posted in Lexington Observer and Patch. Lois posted in Worcester’s Patch.
    2. Social Media postings include: Facebook, TikTok, Instagram, Bluesky Social, Waltham, Lexington, Bedford and Woburn Facebook. Laura sent it to LexMedia Wendy recommended making an enthusiastic video advertising the SummerPalooza.
    3. Will also be sending information to WBZ Channel 4. Laura called today and needs to submit information about who we are.
    4. Feather Flag. Laura ordered pre-made signs from Amazon for the entrance/circle. $80.00 for 4 pre-made signs. 2 Craft Fair and 2 Yard Sale signs.

b. Wilson Farm - Will bring Summer Palooza Flyers and Chorus P/R

c. Laura and Susan submitted an article for the next Whole Note.

1. Financial Coordinator (Marian)
   1. Reports review – Financial Report, Category Transaction, Other
      1. Financial Report, Category Transaction, Uncleared Transactions. Total BSC funds available at Citizens Bank $13,733.31, including BSC Checking at Citizens Bank: $1,458.84, less $973.93 uncleared transactions, and Money Market of $18,670, less Angel Fund of $1,565.35, less escrow (SAI per capita and regular assessment) $3,667.25, less escrow (BSC dues) of $225.00, and a Venmo balance of $0. Members: 28. All dues are up to date.
   2. Determine any Chorus dues increase (FYI only 1 out of 16 former members reported leaving in part for financial reasons).
      1. We agreed to raise the dues $10.41 a month to a total now of $45.00 a month instead of $34.59 a month. This covers SAI, Regional, and Chapter Dues.
      2. This will be effective on July 1st.
      3. There will be no discount for paying upfront.
      4. Marian will send a notice to each member who paid up front for their respective year what they owe now for the July increase to the end of their current membership year.
      5. The dues increase will be announced at our June 17 rehearsal.
   3. We still need to bring in more money:
      1. We used to do an ad book in the past, but we don’t do it anymore.
      2. Laura or Jenny will make a donation button on the public website and on Facebook. Also, we need to get lots of sponsors on our website for HolidayPalooza. Lois will ask Janice to join us at our July 12 MT meeting to discuss what we can get the chorus members to do to help out with this.
      3. Marian recommended raising our prices for performances.
      4. We will ask that voluntary contributions be made for coaching sessions.
2. Team Coordinator Reports
   1. Chorus Activities
      1. Review Star Performer eligibility requirements. Will table this until next month. Lois will ask Michele if she has any suggestions.
      2. Gail is looking into having a chorus event at a Mini-Golf place ($9/person). She is going to poll the chorus for interest.
   2. Facilities: Not too many problems this month. Marian asked if we could move the risers to the other side of the hall to minimize sound interference from above us. This will be done at the next rehearsal.
   3. Standing Committees
      1. Nominating – (Committee: Ruth, Ginny, Ellie) – No activity until next year
      2. Standing Rules / Bylaws – (Chair: Christine) –Addendum C will be updated to reflect our dues increase.
   4. Website Team support updates: Hazel is working with Jenny
   5. Fundraising activities
      1. Laura to sell sound system this summer, tabled for now
         1. Yard sale next summer update: During this summer a team will be formed to look into outdoor venues for the future
      2. Leftover items from SummerPalooza
         1. Susan suggested selling leftover items at a regular yard sale, possibly at Patti’s house
         2. Mich said that her company might purchase the rest of the items
   6. BSC Website Communications – Jenny requested feedback in an email and is awaiting responses
   7. SAI Challenges found at https://sweetadelines.com/mission-retention
      1. May – Survey Says (exit survey of former members) – was submitted by Hazel
      2. Jun – You’re a Shining Star (member award night) – was submitted by Hazel
      3. Jul – Celebrate Good Times – Come On (celebrate SAI’s 80th anniversary)
   8. Branding Effort – The first meeting has been scheduled for Wednesday, June 18th at 6pm
   9. June 22 – Joint Leadership Meeting with Management, Music, and Visual Teams (7:00 PM, led by Sam)
3. Next Meeting: Jul 10 Future Zoom Meetings 2025-2026 Schedule: Aug 14, Sep 11, Oct 9. Nov 13, Dec 11, Jan 8, Feb 12, Mar 12. Apr 9, May14