

Lady Luck Showtime Chorus Management Team Meeting Minutes
August 15, 2024

In Attendance: Rose Hettinga, Jan Sloan, Carole McSimov, Joy Beth Clarno, Myreta Davis, Marla Mumford, Lorraine Lederer, Anita Treichel, Joanne Ianacone, and Paula Harrop

Guest Member: Marilyn Kujat

I. Discussion led by Lorraine - Team Coordinator

- a. **Consensus** of July 18th minutes was provided
- b. **Paula was welcomed** and appointed to the team to finish Colleen's term.
Lorraine asked Paula to sign acceptance letter.
- c. **Concerns regarding submissions of Leave of Absences**
 - * Members must send a Leave of Absence notice via email, letter, or text, if not in attendance for 3 consecutive weeks (to be in "good standing") dues continue
 - * We need to be made aware of who is in good standing and who is not.
 - * Directors have the discretion of denying members to participate in performances, shows, competition due to poor attendance or poor standing.
 - * Membership team is to send LOA reminder letter to those absent for more than 3 consecutive weeks
- d. **Committee Responsibilities**
 - * Rose would like all those in charge of a committee to write job descriptions with roles and responsibilities
 - * Jan will create front row requirements- attendance, expectations, etc.
- e. **New Competition Rules**
 - * Lorraine sent Mary Rhea's SAI video to all members that explains the new competition rules. It is also located on the RING website. Please watch the video.
 - * Mid-sized chorus- 26-50 members; Large Chorus- 51 and up.
 - * We are now a mid-sized chorus.
- f. **Storage Shed Break-in**
 - * The lock on our storage shed was cut. Joy Beth checked on everything.
 - * The only item taken was one teal competition top.
 - * Myreta ordered a new, sturdier, combination lock, so a key is not required, which will allow easier access for other members to enter
 - * The facility changed their hours and is no longer open 24 hours a day.
- g. **Responses to Lorraine's Messages**
 - * Lorraine would like all members of the management team to acknowledge they received all of her messages- emails, texts, etc.
- h. **Love Gifts**
 - * We overlooked bringing Love Gifts to Summer Sizzler for our Regional Champions
 - * Myreta will send a card and write a check \$50 to Verdugo Hills Chorus and \$25 to Shenanigans and Troubadour Quartets

II. Music Team Report: Jan & Rose

a. Sound System

- * The August 5th meeting with Eric went well and equipment estimates and recommendations were given.
- * The Management Team now needs to decide what we want to order
- * Donna spoke with Brent Graham, but we are waiting to hear back from her.
- * Chrissy looked on Etsy and found mic stand, but it was bought up too quickly

III. Music Team Report: Jan & Rose

a. Coaching

- * Gary B. will be coaching us on 9/9/24; 10/7/24; 11/18/24, and 12/09/24. 2025 dates will be determined later.
- * Our Retreat with Laura Pallas is January 24-25, 2025. Rose will confirm the rehearsal hall location.
- * To be ready for our December Christmas show, directors are considering setting a timeline to be off the music paper.

b. Directors' Contract:

- * The Management Team has approved the directors' contract.
- * Lorraine will send an email notification of the directors' renewal voting date by August 29, 2024.
- * Standing Rules Section 5A, requires a 2/3 vote from the attending chorus members for director's contracts to be renewed.
- * The chorus will vote on September 9, 2024. If you are unable to attend, voting by email, text or written letter will be accepted. Please notify Lorraine.
- * Zoom will be provided during the voting. Votes can be typed in the Chat box.
- * Amanda, Crissy, and Diane (Tellers' Committee) will count the votes.

c. Send Songs to Carole

- * Please send your director approved selected songs to Carole to post on the chorus website, so members know what songs are being sung.

IV. Financial Report: Myreta and Marla

a. Regional Treasurers' Meeting

- * Marla stated that it was well attended, explained how to track finances, and suggested software that can send notices automatically.
- * If we choose to purchase the software, we should buy the non-profit version.
- * The meeting also included money raising projects
 - Charitable Trusts
 - Smart & Final Donations
 - Walmart Round Up- (customers can round up the bill) (We must apply)
 - RaiseRight- Shop online and get up to 20% off. This program replaced Amazon Smile. Anita's sister's chorus uses the plan, but it's a big job. Myreta said it was not user friendly because it asked for bank account numbers and that the chorus unsuccessfully used the program a few years ago.
 - Scrips- used by Rose's sister Prudence's chorus
 - Google Sweeps - free for non-profits; tax records must be kept for 7 years. Check records can be turned into a PDF.

b. Future Regional Treasurers' Meetings

- * To reduce travel costs, they are considering holding quarterly meetings on Zoom.

c. Fundraising

- * Anita will continue collecting donations for Savers since the deadline was moved to September 9, 2024.
- * On September 14, donations will be brought to Savers.
- * Marilyn reported that the Pampered Chef fundraiser date ended August 15th and we've raised over \$800, so far. Way to go members!!

d. Expenses and New Members

- * Myreta suggested we consider purchasing a Quickbook program to make bookkeeping easier, but only if the next Treasurer wants it.
- * Suggestions were made for financial relief plans for new members
- * Verdugo Hills progressively adds on costs (International, Regional, Chorus) for new members over their first 6 months, waiving fees that can be paid later. If the members don't pay in 6 months, the chorus keeps the dues collected.
- * Young Women in Harmony Members (Annabel) chorus's dues are half-price but must be paid to be in good standing. Myreta will send a reminder.

V. Membership - Anita

a. Membership Drive

- * This Fall, September 16th (tentative date), we will start a New Members' Christmas Chorus for our Membership Drive.
- * Joanne and Anita will meet to work on advertising for the membership drive.
- * Joanne's team will work on flyers and Anita's team will post on Social Media- MeetUp, FaceBook, etc.
- * The flyer should include rehearsal times, song titles, performance dates, etc.
- * Anita sent a welcome message to all those who inquired about us on MeetUp.

b. Membership Retention

- * Annabell passed her audition and loves singing barbershop with us.
- * Our guest, Kristin, doesn't prefer the barbershop style and is not returning.
- * Our guest, Alysa Davis, will return in October and can become a member after returning if she so chooses.
- * Stephanie would like to send a "Happy Birthday" song message to guests but is waiting for a Membership Meeting and to be given access on our website.
- * Lorraine would like guests to sign a guest book (created by Anita's team) in addition to the form that Anita has a guest complete.
- * All chorus members must wear their chorus nametag so guests can learn members' names.
- * Guests are to wear a temporary name tag but will be given a LLSC badge once they are a member

c. Regional Membership Meeting

- * Anita will contact those members (Amanda, Kristen, Stacy?) who attended the Membership meeting at Summer Sizzler to get feedback.

d. Buddy System/ Membership Roles

- * Anita is to hold a meeting with the Membership Team to review the Buddy System (explained in July's Minutes) and other roles.
 - Buddies can find Guest's contact information on Groupanizer, coded as candidate (guest), member, or public. If they are coded as public they can be contacted through public@ladyluckshowtimechorus.org.
- * Cynthia will type up a list of responsibilities for the Buddy Role.

e. Regionals Mission Retention Plan (August 1, 2024- July 25, 2025)

- * Morgan, Missy, and Stephanie will head up the program. Carole remind them.

Monthly Challenges

- * August- "Let's Get Down to the Basics"
- * Sept. - "Tell Me What You Want!"
- * Oct. – International Webcast Watch Party
- * Nov. "That's What I Like About You!" compliment members
- * Etc. More information is on our Region's website. There will be 12 grand prize winners; prize money is a \$1000 per winner

VI. PR/Marketing – Joanne

a. Places to Advertise/Perform

- * Joanne will contact Ethel M about our December's annual performance after getting the contact information from Colleen.
- * The Las Vegas Craft Shows has an indoor Holiday Show Nov. 1-3. Dates conflict with International and our directors and other chorus members will be out of town.
- * To perform at Tivoli Village the chorus must have insurance coverage.
- * We only have insurance for our risers and if someone gets hurt on them.
- * Groupanizer User Access is needed by Joanne to update the "About Us" page.
- * Her team would like to post a marketing video along with pictures on the website.
- * They would like Eric, our sound tech, to take pictures and make recordings to be posted on our website and shared when getting future gigs. Eric charges a fee, and we would need to see if he's available.
- * A copy of our last competition video is needed so it can be posted on the website.
- * Marla suggested we have members sign a Media Release Form giving permission to post their pictures and videos.
- * Marilyn reported we may use Community Lutheran's "The Reach" weekly emailed Newsletter to advertise for our shows and Ice Cream Social at no charge.
- * Advertising with Fox5 is on hold until we know more about our performance dates.
- * Fox5 will need the tax-free letter from the chorus and a professional recording.

b. Grant Committee (Kristen)

- * An initial meeting needs to be scheduled to learn about the grant process, view on-line videos, and discuss chorus needs ie. step-risers, sound equipment, ice cream social expenses, etc.

VII. Events: Joy Beth

a. Show Venues

- * We would like to create a professional chorus video to provide to our venues.
- * **Public Libraries** for free shows- Joy Beth contacted the libraries but hasn't heard back and is still waiting to book a show.
- * **Siena Christmas Show**
- * Jan, Rose, and the Music team provided the song order on August 13th, so the Script Committee will schedule a meeting to work on the script using the theme "Where's Your Holiday Spirit?"
- * **Fellowship Hall** at Community Lutheran Church (CLC)
 - * Consensus for Ice Cream Social was given by Management Team
 - * The Ice Cream Social is May 31st 1:00 - 3:00 p.m.
 - * Fellowship Hall will cost \$50 an hour
 - * We will sponsor "Family Promise" and advertise on Fox 5, CLC, "The Reach", and websites, etc.
 - * Ice cream can be purchased in bulk (5 gal.) at Anderson Dairy or Smart & Final; Carole will call to see if ice cream and supplies can be donated
 - * A non-profit letter from the chorus will need to be submitted for products to be donated and include that a portion of proceeds are going to Family Promise because of sponsoring a non-profit.
 - * Submission deadlines Anderson Dairy are usually in Sept. or Oct.
 - * Myreta has the tax-free letter we can provide to companies.
 - * Myreta will send LLSC letterhead to team to create letter.

VIII. Facilities- Rose

- * Family Promise is moving out of the church eventually. Rose will ask for the hutch to be removed from the storage.

IX. Old Business

a. By-laws and Standing Rules

- * By-laws and Standing Rules will be voted on October 14th, allowing time for all members to read them in advance.
- * Revisions are in RED. Rose will fix the old revision dates and page 9 under Nominating Committee B and add "3 people" and that the team coordinator oversees the Tellers' Committee.
- *The Tellers' Committee (Amanda, Chrissy, and Diane) will count the votes.
- *A 10-day notice for voting must be provided to members
- *A majority vote (2/3rds) of those present is what counts, although members not in attendance will be given an opportunity to vote prior by sending a written response via email, text, Zoom, etc.

X. New Business

- * Front Row Auditions dates has not yet been determined, but likely this fall.
- * Marilyn volunteered to set up a suggestion box.
- * The Director of the Silver Statesmen, Gordon Lankenau, has retired and relocated to North Carolina.

XI. Next Meeting: September 12, 2024, at 9:00 a.m. via Zoom (changed from the 19th)

- * Guest members are welcome to attend and time for speaking will be given at the end of the meeting, after agenda matters have been addressed.

XII. Future Dates:

- *August 1st- Start of Mission Retention – "Let's Get Down to Basics" Aug. theme
- *Wed. Sept. 14th, Anita needs volunteers with trucks and larger cars to help bring donations to Saver for weighing.
- *Mon. Sept. 9th. Vote on Director's Contract Renewal
- *Mon. Sept. 16th, "Christmas Chorus" Membership Drive begins
- *Coaching with Gary on 9/9/24; 10/7/24; 11/18/24; 12/09/24
- *Mon. Oct. 14th vote on Standing Rules & By-laws
- * Oct. 28th - Nov. 3rd International Competition
- *Ethel M performance date- December - TBD
- *Sat. Dec. 7th, Group Therapy- Toys for Tots at Siena
- *Sun. Dec. 8th, Christmas Party 3:00 p.m. at Missy's house
- *Tues. Dec. 17th, Christmas Show @ Siena
- *Thurs. Dec. 19th, Group Therapy performs at Mingle Jingle at Siena
- *Mon. Dec. 23rd & 30th - no rehearsals (dark)

2025 Events

- *January 24-25, 2025 - Laura Pallas Chorus Retreat
- *May 20, 2025 - Patriotic Show @ Siena
- *May 31, 2025 – Ice Cream Social 1:00 – 3:00 @ Fellowship Hall

Respectfully submitted by Carole McSimov, Corresponding Secretary on 8/16/24 at 2:00 p.m.