

Management Team Meeting Minutes

May 23, 2024

In Attendance: Rose, Jan, Carole, Joy Beth, Colleen, Myreta, Marla, Lorraine, Joanne, Anita

I. Discussion led by Lorraine - Team Coordinator

a. Consensus of April 18th minutes given

b. Patriotic Show Feedback:

*There was a lot of positive feedback from our guests saying it was one of our best shows! Our music brought people to tears! One guest thought Morgan looked and sounded like a fairy princess. Her solo gave him goosebumps. Our coach, Gary, was very pleased with our sound and because we sang with emotion, we connected with our audience.

*Our directors contributed our success to Gary B.'s coaching - how they should adjust their directing and having the chorus sing with more emotion.

*Thank you to Vicky and Carole for writing the Patriotic script and being our Mcees.

c. Patriotic Show Concerns:

*Unfortunately, the risers did not get taken down after the show by our members. The club was not pleased. Jan and Joy Beth were called to address the issue.

*Myreta suggested a "chore list" for setup and clean-up along with volunteers be established ahead of time by our Event Manager.

*Because our usual Siena contact person is no longer employed at Siena, there was a new representative. This posed new challenges with security, the setup of the sound system, and the club's willingness to sell tickets for a military function.

*Funds need to be raised for a **new sound system**; Marilyn and Joy Beth are checking into cost estimated at about \$900. Fundraisers – Savers, shows, yard sales, etc, were suggested ways to raise the money

*Straps to tie down risers in the truck were purchased for \$16.99 each. A military discount was given for the truck rental. Thank you to Amanda and Mark for letting us borrow theirs in the past.

d. Patriotic Show Thank you's:

Carole will be sending thank you cards to Don Sanborn and his team for driving the truck for our risers, Steve our Veterans' Club coordinator, and Mark for recording the show

e. BUNCO Night - June 6th

*At the June 3rd rehearsal there will be a discussion about what's needed and to get a head count. Lorraine will bring 4 tables, Colleen -1 table, & Jan - 1 table

f. Christmas Party- Dec. 8th

*Missy has confirmed she will host the party at her house

g. Members' Health

*Paula Harrop is having rotator cuff surgery June 7th.

*Jan is having back surgery on August 12th. Rose will direct.

*Quinn needs to submit a leave of absence letter right away or the chorus will send her a notice due to her 60-day absence.

h. Posting Meeting Minutes

*Anita was asked to post Monthly Meeting Minutes. She will show Carole how to post.

II. Directors' Report: Jan & Rose

- * Jan and Rose said the chorus did a great job putting on a fun Patriotic Show.
- * We will start the new ballad "Strangers" in June and will have Donna post it.
- * Rose will be out of town June 26- July for about 3 weeks; Jan will direct.

III. Music Team Report: Jan & Rose

- * Music team will present "Come On and Sing" to chorus
- * "One Voice" solo auditions are on June 3rd
- * The Team would like the chorus to learn "Music That Brings Us Together"
- * Colleen suggested we learn new Christmas music
- * Meg is joining Myreta as a Lead Section Leader since Cynthia switched to tenor. Jan had not been aware of this ahead of time.
- * Music selections for the Christmas show must be shared from our various singing groups.

IV. Financial Report: Myreta and Marla

- * Regional dues have been paid for all members
- * Myreta is out of town, but available to take calls
- * Myreta needs to know if the allotted budget is sufficient or if there needs to be an increase due to particular projects or shows
- * Myreta and Marla will meet by July 15th to go over the audit.
- * They will create a budget and categories (travel, meals, entertainment, etc.) of event expenses for accounting purposes
- * We have approximately \$15,000 in our account.
- * Donna may use chorus credit card to order music
- * The cost to transport risers for the Siena Patriotic Show- \$229
- * Profits earned from the Siena Patriotic Show- \$436
- * Team needs to look over the old budget and let Myreta know if there are any changes.

V. Events: Joy Beth

- * Joy Beth is checking into booking a Christmas Show on Dec. 14th at the Winchester Theater. She'll check into the deposit deadline.
- * It's more affordable to book 1 day at \$200 rather than 2 days.
- * She will check into cost of lighting, sound, and theater manager
- * Dress rehearsals will be held earlier that day; bringing a lunch: TBD
- * Tentative show start time 6:00 p.m.
- * The theater seats about 200 guests.
- * Myreta will assist in talking to Winchester representatives
- * It was suggested we put on a show to support charities like Family Promise or Shade Tree. Rose will check to see if Community Lutheran is available for future shows.

VI. **Membership Report: Anita**

- * Anita proposed that new singers need to be voice placed
- * Anita would like section leaders to assign the new singer to a riser buddy
- * Rose suggested the role and responsibilities of the "Buddy System" need to be written out and communicated. (ie. Buddy must call new person the day after rehearsal, etc.)
- * Marla will take over Membership while Anita is out of town.
- * The roles of members on the Membership Team need to be established and material approved before posting.
 - ie. Morgan- Facebook, Anita- Meet-Up
 - (Stacy or Rhonda if interested) Add New Events on chorus website
- * Jan suggested we have a Membership Drive in the Fall in preparation for the holiday show.

* **Membership Attendance:** Colleen will create an Attendance Sign-In Sheet

- * Members will need to sign in before each rehearsal

VII. **Chorus "New Ideas" Meeting for Committees: Lorraine**

- * hold "idea" meeting open to all chorus members interested in sharing new ideas and to help on committees.
- * Lorraine is determining the meeting date for June
- * Marla offered to host the meeting in her home

VIII. **PR/Marketing: Joanne**

- * Joanne will come up with a price list for our Chorus and Group Therapy shows
- * Joanne suggested the committees get more volunteers by directly ask chorus members to sign up.
- * Flyers for the show, paper and electronic, are needed in advance to advertise the show
- * Cost of materials (paper, etc.) need to be determined

IX. **Costumes:**

- * We are currently paying for \$70 a month storage. It's filled with gold slippers, Christmas sweaters, scarves, black velvet pants, a coffee pot, a drinking jug, etc.
- * Colleen suggested to post pictures of the items we want to sell
- * Items could also be donated to Savers or sold at a Yard Sale by doing a Lady Luck Liquidation Sale that Colleen will organize
- * We are keeping the black velvet pants if there's enough for the chorus. A count of how many members already have them is needed.
- * We are keeping the black and teal tops, purple tops, new red tops with rhinestones, and revamping the purple dresses

X. **Facilities:**

- * We would like Community Lutheran Church to take out corner piece (file cabinet) and reorganize the space where our risers are stored to get more space
- * Rose will check with Dennis at Community Lutheran Church about renting a room for storage.

XI. **Inventory:**

- * Carole will create an Inventory List of where our materials are stored, what we own and what we can use. (Please tell her what you are storing.)
 - Sign/Banner- Vicky's house
 - Computer- Jan's house

XII. Other Business:

- *Summer Rehearsals will be available on Zoom.
- * We will use 4 risers in the summer.
- *Different ways of connecting the visual and audio for Zoom will be tested.
- *Zoom attendance will count towards overall attendance for the summer only.
- *Joy Beth will look into wireless mics and a sound system.
- *Jan will get our new trophy engraved since Myreta will be out of town.

XII. Next Meeting: Thursday June 20, 2024 @ 9:00 a.m.

XI. Future Dates:

- *May 31st 11:00 Mgmt. Meeting-Donna's House
- *June 6th Bunco Night
- *June 9th 3:00-5:00 "Think Tank" Chorus Meeting for all – Marla's House
- *Sat. Dec. 7th, Group Therapy- Toys for Tots
- *Sun. Dec. 8th, Christmas Party 3:00 p.m.
- *Sat, Dec.14th @ Winchester Theater- ***tentative holiday show
- *Tues. Dec. 17th, Christmas Show @ Siena
- *Thurs. Dec. 19th Group Therapy performs at Mingle Jingle
- *Mon. Dec. 23rd & 30th- no rehearsals (dark)