**Management Team Minutes from September 12, 2024**

Present: Lorraine, Rose, Jan, JoyBeth, Myreta, Anita, Marla, Paula, Joanne

Absent: Carole

Guest: Marilyn

1. Team Coordinator-Lorraine
   1. Consensus of minutes from August 15, 2024
   2. Team members and guest were reminded of the confidential nature of the Management Team meetings.
   3. Myreta emailed the Directors’ contract on 9/10/24.
      1. When Directors go to SAI, they take as many educational courses as they can. The All Events Pass for International is paid by the chorus with the understanding that the Directors attend classes.
      2. There was a typo: This contract will renew October 2025.
      3. Joy needed clarification about paying for Afterglow. It was explained that this will happen only when the Directors are meeting with a coach.
      4. Bobette shared, via email, that the contract is renewed by the Team.
      5. Joy suggested sending out the Team approved contract to the chorus.
      6. On September 23 there will be a business meeting with the chorus to share the contract. At 8:30, guests will go out with the Directors so a discussion can ensue.
   4. Leaves of Absences were discussed. Many members, although their dues are current, are not communicating they will be absent for extended periods of time. The Music Team will decide, based on the number of absences, which members will have to pass an audition of chorus music before performing with the chorus.
   5. Dana Freeman has requested a LOA, for now, until October 21, 2024.
2. Directors’ Report-Rose and Jan
   1. Front row auditions will be held in late October. Jan will teach a routine. She will explain requirements: attendance, expectations, etc.
   2. The Directors requested that we do not use Zoom. (Later in the meeting, during guest comments, Marilyn asked that Zoom continue since she may need to isolate for medical reasons.) It was agreed to continue Zoom.
3. Music Team Report- Rose and Jan
   1. The Music Team met September 10. They worked on Oh, Holy Night and a vowel matching exercise, which will be put on Groupanizer.
   2. Rose would like everyone to be off paper for One Voice.
   3. The Directors will discuss when quartets/double quartets, have to audition for the Holiday Show.
4. Financial Report- Myreta and Marla
   1. It was decided, by **CONSENSUS,** that “love gifts” for Regional competing groups will be as follows: $100 for a Chorus; $50 for a Quartet.
   2. Santa Monica will be sent a check.
   3. A check for $50, was sent, in error, to Verdugo Hills. They will be competing next year at International and will receive another check for $50 then.
   4. Myreta would like to order 2-3 portable risers to see if we like them. They can always be returned to Amazon if they don’t work out. They can be used for the Holiday Show. It costs a minimum of $200 to transport our risers. The money to be raised at BUNCO on October 17 will be used to transport out risers.
   5. Ideas for dues for prospective members was discussed. Verdugo Hills has new members pay International $125. The chorus pays the Regional dues. The member has 6 months to pay the dues. Myreta will get further clarification from Laura LaBorde, as this is confusing.
   6. Marla was thanked for taking over Finances and collecting monies while Myreta was on vacation.
   7. We need to find out how much Laura Pallas Singer will charge for our retreat. She will stay at Donna’s.
   8. Myreta and Anita will meet to discuss an alternative to Groupanizer. Myreta wants to know the pros and cons of keeping Groupanizer, whose bill is due in November.
5. Membership Report-Anita
   1. We recently had 2 guests who enjoyed the rehearsal.
   2. Anita was asked to have a sign in book for guests.
   3. Cynthia is working on duties of buddies.
   4. Myreta suggested we welcome guests right away, after warmups.
6. PR/Marketing-Joanne
   1. Joanne has a flyer for the membership drive Christmas Chorus, which she will share at Monday’s rehearsal.
   2. We still do not have a date for Ethel M. Joanne will call and email again.
   3. The Grant Committee, headed by Kristen, still needs to meet. Carole and Meg are on this committee.
   4. Holiday Grams will be delivered on Saturday, December 21. Location TBD. It is hoped that many members will join Group Therapy for this fun, money raising event.
   5. Joanne, Stephanie and Rhonda are adding more detail to our website. They will send videos and stills to Eric to make a video. He will charge $100-$150 to do this.
   6. Marketing has a $500 budget.
   7. There will be a new business card with a QR code so visitors can watch the video.
7. Events- JoyBeth and Paula
   1. The Holiday Show will have 5 scenes. They are trying to avoid white spaces.
   2. The sound system will cost approximately $1646, not including tax. $900 will be from Carole’s donation in honor of her mother. Eric will order it. The Team needs to reach a consensus for this expenditure.
   3. Donna has 3 mics stands we may be able to use, thus saving some money. We have 2 microphones.
   4. The sound system will consist of a sound board, microphones, cables. Some members will be taught how to set up the system, which will be stored in our closet at the rehearsal hall.
   5. Jon Sloan has offered to donate $100 towards the sound system.
   6. There is a show budget of $500. Myreta has PVC pipes and bricks which can be used for scenery.
8. Facilities-Rose
   1. Dennis wants to charge $100/month instead of $50/month for our closet, since we are putting more items in the closet besides our risers. Myreta said $75 would be more reasonable but Rose asked Dennis and he said no. The cabinet needs to be removed from the closet. The increase will depend on when we get the sound system.
   2. When we go overtime (5:30-9:30), we need to pay more.
9. Old Business:
   1. Marilyn was asked about the status of the suggestion box which she volunteered to manage.
   2. BUNCO is October 17. Jan suggested each section make a gift basket for the raffle.
10. New Business:
    1. We will have a chorus Baby Shower for Meg on Saturday, November 23 at 2pm at Donna’s house.
    2. As of September 19, 2024, the Management Team has reached **CONSENSUS** to purchase a sound system and two portable risers. (Refer to SAI Chapter Guide, Section V: Finances, Page E-15, Disbursements.)
11. Next meeting: Thursday, October 17 @9am via Zoom.

Respectfully submitted

Lorraine Lederer, Team Coordinator

September 19, 2024