

LLSC Management Team Meeting Minutes

May 10, 2025

In Attendance: Jan Sloan, Joy Beth Clarno, Carole McSimov, Joanne Ianacone, Aimee Green, Stephanie Edey, Marilyn Kujat, Quin Rivers **Zoom:** Marla Mumford

Absent: Rose Hettinga

Zoom Guest Members: Cathay Shieff, Amanda Guimont

In-person Guests: Shirley Monzo, Kristen Kujat

I. Discussion led by Joy Beth Clarno - Team Coordinator

a. Consensus of April 28, 2025 Election Minutes was provided

b. Welcome

*Joy Beth thanked the team for running for the team and attending this meeting

c. Appointments

*Marilyn Kujat was appointed to the team as Events Coordinator.

*Quin Rivers was appointed to the team as Public Relations (PR).

d. Goals

*To be upfront with the membership about decisions and why they're made

*Use checks and balances

*Follow the standing rules and explain decisions with membership

*Ask chorus to provide feedback about Management Team and Music Team progress on a regular basis (3-4 months) to address and solve problems early so they don't fester and cause bigger issues

II. Directors' Team Report: Jan Sloan & Rose Hettinga

Jan requested approval for directors to attend a tentative Directors' Seminar held August 22-24 in Pismo Beach. The region asked each chorus to pitch in \$100-\$200

*Our directors want to attend the Directors' Seminar instead of Summer Sizzler (July 24-27)

*Before approving, the team requested the specific cost since our current budget pays for directors' Regional, Summer Sizzler, and SAI.

*SAI -All Events Tickets \$270 were paid out of last year's budget by our previous Finance Manager- Myreta Davis.

*Aimee our new Finance Manager is working on adding a category for directors' training in our budget

*Last year, directors' trip fees totaled \$2,800 (\$2,200- tickets, room, meals + \$600 travel) Although Jan agreed to a certain extent that directors are to okay "everything to do with music", the Music Team is to provide input.

*Ad hoc quartets and double quartets (small groups) may be permitted to sing on Chorus events. They are not to sing out in public without having been approved by our directors. Jan would love to see more registered quartets, “more quartets; better chorus”!

III. Music Team Report: Jan Sloan & Marla Mumford

a. Coaching with Gary on May 12

b. The Music Team decided on 2 Contest Songs and 1 Star Song

*“**Oh You Beautiful Doll**”- we will start practicing after Patriotic Show (Contest)

* “**If I had the Last Dream in the World**” (Contest)

*“**Wink and a Smile**” we will start learning after the Patriotic Show (Star)

c. It was suggested that the Music Team only select songs for upcoming events. They do not determine if there should be a show/performance.

*“Shows”- include a full script with a developed storyline, props, movement, etc.

*“Concerts”- simple script; just singing

*“Performances”- gigs; singing to the public; no tickets required;

*Marilyn (Event Coordinator) would like a list of available songs for promoting events from the Music Team/Directors.

*The Management Team requested Music Team meeting minutes be posted on Groupanizer. (Kristen will send the April’s Minutes to Carole to post on the website and shared Google folder.)

*Ask Music Team to include learning tags as part of our vocal development

d. Committee Responsibilities (continuation from prior meetings)

*Rose would like all those in charge of a committee to write job descriptions with roles and responsibilities

IV. Financial Report: Aimee Green and Marla Mumford

a. Position

*Aimee added Finance Manager Job Description to the Management Team Shared Drive

*Aimee and Marla will split the job and separate purchases from dues, etc.

b. Zoom

***The team gave consensus on getting our own Zoom account**

*Our Zoom is under Rose’s personal account, but the chorus pays \$365 annually for it.

*We’d like to set up our own Zoom under the chorus’s gmail account instead. It will cost \$160 annually (a \$205 savings). This account can be used by committee chairs to set up committee meetings.

*The Midyear Plan offers: 30 hours per Zoom meeting, up to 100 people attending, 5 gigabytes, and can be used at weekly chorus rehearsals

*We can “schedule an event” so the Zoom link is the same at each meeting.

*Aimee is working on setting up our new Zoom chorus account.

c. Subscriptions and Cost Saving Items

*It costs \$278 for Meet-Up annually. To determine its benefit, we plan to ask members if they first joined the chorus via Meet-Up.

Groupanizer costs about \$400 a year. It goes through Go-Daddy and has 2 domain names.

*It costs \$236 per year for a P.O. Box. Aimee will monitor its use to see if it's worth having.

*To receive payment for various reasons, we can use a QR code, Venmo, Zelle, or PayPal

*(PayPal must be accessed under "family and friends" since it doesn't take a percentage, rather than under a "business" code that does charge.

*Quin said we should not use "Square" (a credit card swiper) since there's a cost.

*Our P.O. Box is currently used for receiving mail (mostly junk mail), Bank of America bank statements, receiving members payment of dues, registering for i-give and receiving donated funds.

*The P.O. Box looks more professional to fundraising companies.

*Our charter is still registered at the Summerlin Hospital (old rehearsal location) and this needs to be changed to our P.O. Box.

*One option would be to ask Dennis at Community Lutheran Church to let us send our mail there if they plan to raise our monthly storage rent from \$100 to \$150.

*We pay currently \$25 per hour for the rehearsal hall plus \$50 a month for storage.

*Myreta paid 3-4 hours per week to Community Lutheran Church for our rehearsal hall.

d. Income Opportunities

*Bunko and 50/50 Raffle earned the most for the year

*We'd like to receive grants

*Earn income from shows/performances

*Go-Daddy hosts our website and Groupanizer is the interface. We might look at more affordable/user friendly hosts.

V. Membership - Stephanie Edey

a. Groupanizer Website

*We have 37 active members listed in Groupanizer.

*Our website only shows our current members and candidates.

*There is a cost to host the data for active members only.

*Inactive or past members Anita unfortunately cleared out while updating the site.

*Carole has 24 past members' emails because of sending them a Friends and Family Night invitation. She will send the emails to Stephanie to contact and reenter into the site.

c. Chorus Climate

*Our focus should be on retaining members.

*Our public face should be happy and respectful.

*Chorus members should not be witnessing the power struggle between our co-director, Rose, and the Management Team (expressed in texts and group emails sent to all members.)

*Communication must be respectful and not aggressive in nature.

*Aggressive behavior will not be tolerated and that person will be asked to leave the meeting/rehearsal.

*If aggressive behavior doesn't subside, a regional mediator may be asked to mediate. Responses should be limited to "Thank you. We will put it on the next meeting's agenda."

*Rather than multiple team members responding to directors' email, it should follow a "chain of command" If there's something to share, go to your point person, JoyBeth. This will help prevent gossip and promote order.

We need to add a communication section in the Standing Rules. Chorus-wide emails should go through Joy Beth, our Team Coordinator and follow a chain of command.

*We need job descriptions so members can "stay in their own lane" and not overstep unless intentionally working together as designated.

*We want chorus members to trust the Management Team to do their jobs well.

*Poor Patriotic Show ticket sales indicate members may not have faith in the quality of the show.

d. Goals (we will ask for a consensus at the June meeting)

1. Follow a Chain of Command
2. Submit Job Descriptions that include responsibilities and rules
3. Release Standing Rules after Management Team consensus
4. Escalate concerns to Region if necessary

e. Updating Emergency Contact Information

*Contact/Emergency Contact information was updated in Groupanizer by Carole to support Anita who had been out of town.

*The emergency list needs to be placed in our binder and be available at our outings.

*Allergies & medical concerns were not included due to the HIPAA privacy rules.

*Who will update the information to keep it current? The Membership Committee.

f. Retention Ideas- Discussion of prior minutes will be tabled until the next meeting.

*To reduce the initial costs for new members, Anita suggested the first few months chorus dues be waived, so new members can first cover the cost of annual SAI dues (\$125) and costume dues (\$130). Regional dues are prorated at \$16 monthly.

*Marilyn suggested we check with Channelaire and Verdugo Hills about their plan.

*We could also offer a discount if members pay for multiple months.

*Revamp the 2nd page of the Visitor's Form (so it's not as daunting & costly).

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

***Monthly Challenges (As of 5/14/25)Theresa said she turned this over to Stephanie to continue since it falls under Membership)**

May – The goal is to create an Exit Survey and send it to our past members to learn of their chorus experience and why they stepped away.

*Some past candidates left because they couldn't afford membership fees.

*When the Challenges are over, there will be 12 grand prize winners; prize money is \$1000 per winner. Each month, participating chorus's names go into a \$500 drawing.

VI. Marketing/PR – Joanne Ianacone and Quin Rivers

a. **Joanne and Quin had a meeting** to discuss their roles and will determine shared and separate duties.

b. **Joanne plans to meet with Eric** to create our chorus promo video. Joanne, Stephanie, and Carole will first meet to decide on the specifics- wording, pictures, videos, etc.

*We still have a \$500 credit with Eric, who has been extremely helpful with helping us choose the best sound system.

c. **Fundraising Opportunities**

*Joanne found a fundraising program called “i-give” at i-give.com. She registered our chorus and members can register themselves and pick our chorus as their charity. When members shop at Walmart, Macy's etc., these companies will give a small donation.

*Joanne also found Goodsearch.com. The chorus can earn a penny every time a member logs in. We will have to check to see that it will work on multiple search engines.

d. **Quin is looking for** new ways to get exposure. She will pass on new **venues opportunities**, and new ways to receive payment to the appropriate committee chairs.

VII. Events: Marilyn Kujat

a. Summer Sizzler

*Held on July 24-27 in Fresno, CA. (The Amtrak only goes to Bakersfield followed by a bus ride.

*It cost \$214.84 per room per night with double beds.

***The Winners' Circle costs \$80 per ticket.**

b. Performances

*We have a performance for next year (Memorial Day) at National Cemetery in Boulder City.

*We plan to sing 2 songs - “Star Spangled Banner” and “God Bless America.”

c. Ice Cream Social - Marilyn

*It has been rescheduled for Saturday, August 16, 2025 at Community Lutheran Fellowship Hall.

*The event might be renamed to “Nervous Novice” to give small groups, quartets, double quartets, and ad hoc quartets an opportunity to sing to an audience.

*Joy Beth will reach out to Cynthia (Quartet Liaison) to see if she can help coordinate the groups.

*Their freezer won't be fixed in time, but Joanne and Rose offered to store the ice cream.

*Carole was able to reschedule our ice cream pick-up date to Thursday, August 14, 2025 with Anderson Dairy.

*A donation bowl for Family Promise could be set out as our community outreach.

*The Silver Statesmen and Celebrity City Chorus may be asked to join in the fun.

VIII. Facilities- Rose was absent (Aimee spoke on the topic)

*Aimee plans to confer with Dennis at Community Lutheran to handle payment of rent and to renew our contract with the increased amount.

*Rose's name is currently on the LLSC contract with the church.

*Communications with Dennis should include the our Finance Manager and the person who signs the new contract.

*The monthly riser storage fee increased from \$50 to \$100-\$150 since we have more space.

*Family Promise has removed their property from the annex.

*The desk from our storage closet was removed.

IX. Old Business

a. Patriotic Show

*The new team is concerned with the lack of follow-thru and communication from the prior team since riser delivery was not prearranged and volunteers, needed to load/unload them from the stage, were not set up.

*It was unclear who was heading up the Patriotic Show. Because it was being held at Siena, directors said Lorraine was to handle it.

*Clarification should have been provided at the April team meeting before the new team was installed.

*It was questioned if we should proceed with the show since ticket sales are low, transporting risers is costly (approx. \$400 for 2 days), and directors' show fees are \$25 an hour. Due to the expenses, the show may not make a profit.

*To save on cost, it was suggested to not use risers and stand shortest to tallest.

*Our insurance policy covers non-members only for common things and not random things like lifting risers. It doesn't cover chorus members.

b. Installation Banquet

*It's being handled by Take Note Quartet. They ordered pins and materials.

*Myreta, our past Finance Manager, handled the billing and explained it to Aimee.

*It is scheduled on Tuesday May 13, 2025 at 6:30 p.m. at Las Vegas National Golf Course.

c. Standing Rules Committee:

*Revised Standing Rules were distributed to the team to preview. A review meeting will be held on Zoom Wednesday, May 21, 2025 at 7:00 p.m.

*Once team consensus is reached, they will be shared with membership the first part of June and tentatively vote on them by mid-June.

d. Baby Shower

*Annabel's baby shower will be held at Donna Mininger's house on June 21st. Teresa is organizing the event.

e. Reduce New Member Cost

*Voting on this has been tabled until next month. New member expenses for costumes and chapter dues could be deferred so they can focus on paying SAI and Regional dues.

f. Liaison Feedback- Carole and Marilyn

*Our liaisons (Chrissy, Carole, Marla, and Marilyn) would like to be reintroduced at the Installation Banquet and at Rehearsals to remind members that they are available to listen to concerns.

*Members expressed to liaisons that they wished our chorus could have had a suite or party room on the 2nd floor at Region Competition like some of the other choruses.

*Jan explained that Myreta looked into it but having a room was too costly.

*Some members were concerned with our low competition scores and the significant drop.

*Some members do not feel prepared for the Patriotic Show and practice of patriotic songs should have begun immediately after competition instead of spending time on a new song, "Don't Stop Me Now", that is not show ready.

*Our Groupanizer Website calendar needs to be updated with current and future events.

*The whiteboard at rehearsals needs to post up and coming events to help remind members of what's scheduled.

g. Note and Word Worthy Award - Carole

*Congratulations to those members (Joanne, Rosalia, Vicky, Theresa, Frankey, Donna, Lorraine, Diane, Missy and Carole) who were awarded for being "off-paper" for Don't Stop Me Now".

X. New Business

a. Schedule a "Nervous Novice" or "Showcase" on August 16th and use the donated ice cream from Anderson Dairy.

*Ask Costco to donate toppings and paper supplies

*Invite CCC and the Silver Statesmen

*The men want to do community service so we could pass the donation hat for their organization and ours (Family Promise).

b. Joy Beth asked Cynthia to be Quartet Promotion Chair (plan tags, songs, groups)

c. Marla was asked to be Music Team Liaison and report back to Management Team

d. No rehearsal on Memorial Day

XI. Next Meeting:

*June Meeting Date: June 19th @ 7:00 in person at Aimee's house

*Team's Standing Rules Meeting May 21, 2025 @ 7:00 on Zoom. (Quin will create the link unless Aimee has already created our new chorus account.

*The chorus will receive it for review after it's voted on by the team.

*June Meeting Date: June 19th @ 7:00 in person at Aimee's house

XII. Future Dates:

***May 13, 2025 - Installation Banquet (bar 6:00; event starts at 6:30 pm)**

***May 20, 2025 - Patriotic Show @ Siena DART @ 4:45 p.m. on the risers
Quartets 4:00 mic test**

***May 21, 2025 - Standing Rules Meeting for Mgmt. Team @ 7:00 pm on Zoom**

***May 26, 2025 - NO REHEARSAL due to Memorial Day Holiday**

***June 19, 2025 - Management Team Meeting @ 7:00 pm in person at Aimee's house**

***July 24-27, 2025 - Summer Sizzler in Fresno, CA**

***August 16, 2025 - Nervous Novice/Showcase Quartets and small groups; invite fellow choruses**

***September 26-27, 2025 - Coaching with Laura Pallas**

***October 20-25, 2025 - SAI Competition**

***January 30, 31, & Feb. 1 2026- Coaching with Nikki Blackmer**

Respectfully submitted by Carole McSimov, Corresponding Secretary on 5/16/25 at 10:00 p.m.