

Joint Management Team/ Music Team Meeting Minutes

January 20, 2018 at UCPC

10:00 AM-12: 30 PM

Present: Carol S., Carol Ann F., Dody, Gayle, Janice, Jennifer, Joy, Judy, Kanza, Luanne, Michiyo, and Nancy.

Agenda: was approved without amendments.

November 2017 Minutes: approved with the following amendments: change "Squarespace" to just "square", change "prodding" to "encouragement" and change "agenda" to "minutes".

Treasurer Report: was approved. Michiyo stated the \$1080 in income from the singing Christmas cards was not received/entered until January 2018.

Management Team Reports:

- Visual: Carol provided a written report of December 2017 performance costumes. Discontinued costumes are nearly gone. One Carhartt remains to be sold. Remaining red shirts and bathrobes were donated.
- Music: Gayle provided a written report. Music team hasn't formally met since November. Writing team will meet soon to work on script for competition
- Membership: Gayle provided a written report. We have 30 members, 1 prospect, 1 guest, and 2 on-leave. Membership changes were submitted to regional and international and the phone tree revised. Working on new member orientation, member handbook, installation plans and roster. Janice asked if Mary S. would go to competition, as she needs to register soon. Janice will give registration deadline to Gayle and this will be the deadline for Mary to make a decision.
- Production: Nancy provided a written report. The team would like two sets of warlike talkies for performances. She will check with Barb to see if it's not too late to add the cost of these to the GVEA grant application. Gayle expressed desire for tech rehearsals to be only tech rehearsals. Too many are using it to rehearse their music. Nancy expressed desire for it to be a cue-to-cue rehearsal and to stop making last minute changes.
- Communication: Kanza provided a written report. Decision needed regarding how audio tracks are set up on the website. It is currently set up in sections but the team wondered if MMT would prefer it be set up according to song. Carol liked the section set up. Nancy and Michiyo would prefer it by song. Nancy referenced how Pride of Portland website is set up by song. You open the song, then select your section, and then choose downloading word sheets, listening to audio or watching a video of that song. Each item shows the date it was revised/posted. Joy agreed that it would be good to put dates on so we know if sheet music is out of date. Janice said she notes lead section changes but doesn't make notes on other section changes. Recommended compiling all changes each section makes after the February coaching. Recommended section leader (or designated person) be responsible to do this and to send out changes to their section. If a person misses a rehearsal, they could go to this person to find out what changes they missed.

Kanza said the website isn't user friendly. Still need donor info from Dody to update the donor page. Carol H. is willing to take over Facebook page. Mandy will train her. The Facebook group page needs some people removed. Supposed to be private and non-members are in the group. It only cost \$10 to boost the Facebook ad promoting the show, which went to 300-400 people though hard to know who came because of it. Nancy said she could give Kanza a list of donors. Kanza needs the updated roster and would like the original chorus photo for the website. The Photoshop version has heads cut off. We sold 69 Christmas show tickets on the website. Kanza passed a list of all the Sweet Adelines did in 2017. Janice said warlike talkies would have been helpful at the pioneer park event as the Wi-Fi was poor. If one member purchased a hot spot (cost \$50) we could use the Internet to communicate. Gayle asked how the video of our performance at the Northern Hope Center was posted on Facebook. Jennifer said she saw Jim Matherly had posted it so she shared it. Jen said she would post it on her own page.

- Fundraising: Dody was not yet present to report.

## Team Reports for goals in 2018:

- Visual goals are: 1) to make a decision on whether to keep or repurpose the purple tops and mushing apparel; 2) make a decision on make-up to create a unified look. Using up the old colors, especially the blue, would take too long. Blue versus brown is too obvious. Gayle suggested allowing chorus to use it for local gigs (not IFF, Christmas, or competition).
- Finance goal is to continue diligence to stay on top of the funds.
- Membership goals are: 1) to increase membership. 2017 numbers stayed the same (gained some/lost some); 2) to get a new director.
- Music goals are: 1) create performance packages; 2) find new music to learn that lends well to movement; 3) focus on competition and upcoming coaching sessions. Andrea is thinking of going to competition but will need to join first. Bass section is low on numbers. Carol suggested reaching out to past basses and encourage them to come back. If Christine and Mary don't go, there will only be 6 basses. Judy suggested pulling a few from other sections. Gayle said Jen was the only member who can sing bass.
- Communication goals are: 1) improve Facebook; 2) upload donors and logos on website; 3) team continues to function well; 4) take banner down; and 5) put handbook on website.
- Production goals are: 1) increase committee size and 2) have each team member work with two team leaders to best facilitate the needs of the Christmas show. Carol asked if they could change Christmas show meetings from Tuesdays so she can attend. Nancy needs a day that works for the men to come, Mike in particular, since he is GLS president this year.
- Fundraising goals are: 1) Make IFF 2019 bigger and better by: a) hire a professional auctioneer; b) bring examples of auction items to rehearsal that instill in the minds of members that IFF is not a garage sale; c) research HIPOW to gather ideas for tweaking the auction; and d) improve the check-out process. 2) Diversify the 2018 Christmas show by: a) attracting attendees beyond our normal fan base; and b) expand the ad campaign to include more female-specific companies. 3) Increase Christmas show income by increasing ad prices, increasing tickets prices, and reducing printing costs. 4) Get donor list to Kanza to put on website, and, 4) Write a fundraising team job description. Joy said she is a friend with Tim Beck who is a professional auctioneer and willing to do IFF 2019. She will give Dody his contact info.

## Discussion:

- Competition: Joy is looking for photos to send to regional for the Thursday evening social. Janice said they would only pick a few. Gayle said the photos run on a continuous loop. Discussed whether to add the \$1000 earned from Singing Christmas cards to competition 2018 stipends. Michiyo reviewed the savings set aside for competition. \$10,000 is set-aside for 2020. Normally, funds earned at IFF 2019 would have gone toward 2022 competition, but the team thinks it can be changed and used to boost 2020 competition funding. Therefore, we should not worry about 2020 competition funds when we make financial decisions for this year's competition. For 2018, we having separate line items in the budget to cover the cost of coaching and to send the team coordinator and director. We have \$19,000 in savings. (2) Michiyo explained that member stipend; competition coaching, Team Coordinator and Director travel expenses, chorus breakfast, all event tickets, and other competition related expenses needed to be paid out of our savings. The breakfast and event tickets combined will cost about \$3000. Janice estimates 27 going and a \$500 stipend will be \$13,500. Final decision regarding the amount of member stipend will be made later, when we know how many are going for sure, and Michiyo figures out the details for other expenses.

- Carol moved to designate the \$1000 earned from the 2017 Singing Christmas Cards to go towards 2018 Competition stipends. Joy seconded. All were in favor.

Gayle instructed Michiyo to pay the registration fee from general funds. Janice said she needs a deadline to give chorus members to decide on hotel rooms so she can release unneeded rooms.

- Coaching, sectionals and coaching schedule: Joy said the cost for Lea's airline ticket was \$373.70. We will give her \$30 per day for per diem. Normally we budget \$45 per day but she will have breakfast at Carol Ann V. Joy

will talk to Carol Ann about paying her the \$15 per day difference to cover her food costs. Joy's daughter is donating a car for Lea to use both times she comes. Leah is coming on Thursday March 15th at 2:44 pm, as plane tickets were much cheaper that day. She will coach on Thursday night and on Saturday. She will spend Friday sightseeing.

- Friends and Family show: Last year, attendees thought it would be a show and were taken aback at how short it was. Nancy looked at prior years and said they used to call it "short and sweet contest preview." All agreed to stop using the word "show." Carol Ann F. said the library wants us to sing there and she thought their auditorium would be an ideal place to do the preview. Gayle will look at size of stage to make sure risers will fit. We discussed potential dates of Friday April 13<sup>th</sup> at 7:30 with 7:00 warmups. Jen looked online and found the library closes at 6:00 pm. Date and venue will be decided by the production team. Nancy will see if Raven is available on the 13<sup>th</sup>.
- Joy requested to change the date of the MT retreat from June 8-9 to June 15-16. All approved.
- Director Search report: Carol gave a report of what the committee has done thus far, and the recent change of advertising that it will be an apprenticeship. They put out feelers to schools but still need to reach out to churches and make better use of our website, Facebook, and Craigslist. Suggested that Carol share the wording on the ad with all members so all can use word-of-mouth to help recruit. Kanza will talk to Mandie about posting and boosting on Facebook. Joy requested permission to spend up to \$500.00 for advertising. All approved. Michiyo said there is enough in the advertising budget without a budget amendment.
- Grant proposal to Golden Valley for amp and speaker system. Barbara Burch will do the application. Nancy will ask her to add cost of warlike talkies.
- Discussed Joy sending the M.T. meeting agenda to Kanza for the announcements before the meeting. All were in favor of them going into the body of the announcements.
- Discussed putting M.T. meeting minutes into the announcements after they are approved. All agreed that chorus members should have the minutes but not in the announcements. Kanza should include them as a separate attachment when she sends the announcements.
- Discussed not doing a birthday bash in April since we will be at competition and Holly is no longer a member, leaving only Dody. Decided to move the bash to April 19<sup>th</sup> and Nancy will take Holly's spot. We need to remember to sing happy birthday to December members at the Christmas party.
- Discussed rehearsal space potential at Patty's studio. She has offered storage space and rehearsal space for \$80 per month. Need to research to see how much space is available and the availability of parking. Also to wait to see if Patty purchases the building when her lease is up this summer.
- Discussed the evening of March 12<sup>th</sup> as an orientation date for new members. Alternate date was Wednesday afternoon on March 14<sup>th</sup>. Gayle needs several MMT members there.

Meeting was adjourned at 12:30 pm.

Notes respectfully submitted by Judy Dellinger, Secretary.