**Fairbanks Frontier Chorus Management Team**

**Virtual Meeting via Zoom**

**November 10, 2020**

Attendees: Janice Cleworth, Judy Dellinger, Amy Dye, Kanza Keill, Dody Maki, Joy McDougall, Gayle Miller, Jen Shelton and Carol Slater.

Carol called the meeting to order at 5:55 pm

**Agenda:** Agenda was approved.

**Minutes:** Minutes from October 13, 2020 were approved.

**Financial report:** Financial Reports were provided for the month of October 2020. We had a balance of $5369.55 carry-over from September in checking. October income of $1,426.54 and expenses of $800 left a total of $5996.09. Savings has a total of $24,005.58 and the Christine Upton Memorial Fund has $1,814.50 after earning 364.26 from the raffle. The raffle made more than that, but some funds didn’t arrive in the account until November as it can take a week for credit card payments to go into our bank account. We have one CD with $15,000 that Amy would like to put into savings when it rolls over while she researches the best place to put it. Will decide at our next meeting where to put the $15k plus whether to move $10k from savings into a new CD (totaling $25k.) The Competition account has $1,811.50. Club account has $3,107.39 and Costume account has a total of $2,329.02.

Dody requested addition of word “Sales” to the word “raffle” and add a category for donations so there is differentiation between sale of raffle tickets and donations to the CU Memorial fund. Amy said she already has a raffle donation category but only the July raffle had donations, not the October raffle. Dody asked what “transfer” meant. Amy explained that is from when we lowered the dues and the dues that were donated instead of refunded were transferred from account to account. Janice added that the term helps bookkeepers know where the funds came from. Amy will add words so there are “raffle sales,” “raffle donations” and will add a third category called “raffle donation (transfer).” It was noticed that tranfer payments were recorded in Costume account but not in the Checking account. Amy will correct that.

**Team Reports:**

**Fundraising:** Dody provided a written report. She reviewed the outcomes of the July and October Christine Upton Memorial Fund raffles. Dody requested that costs to mail items come out of the fundraising / checking account and not out of the CU Memorial fund. The fundraising team suggested using a different cover photo for the note cards but she wasn’t sure who to ask. Was suggested to ask Mandy or Elizabeth. Dody asked for the website to be updated with donor names, logos and website links and to call both donors and sponsors “supporters” instead. Kanza will ask Mandy to help as the pages need set up for that. Dody said if her team were trained, perhaps they could help keep the pages updated.

**Membership:** Joy provided a written report. Joy recapped the membership statuses. We have 32 members; Mandie, Marilyn, Jessica, Rebecca and Carol H. were on leave. Marilyn’s leave is extended until we meet in person. Joy mailed the check to Abby with a note “do not open until the virtual baby shower on the 12th.” Membership team met and made recommendations for the Christmas party to be discussed later. Amy said she isn’t getting emails from Joy. Joy will check to make sure she has the right email for Amy. Dody asked who was on the membership team. Joy responded: Patricia, Carol Ann F., Michiyo and Judy.

**Music:** Gayle provided a written report. Lea will join us on November 19, 2020 during the rehearsal. Gayle asked if Dody got help on idea to create a virtual chorus Christmas card. Dody said she talked to Erin. They decided it isn’t doable since not all have the technology to sing with a tape while recording and we would need someone to do the mixing. This is a lot of work. Erin will help mix Dody’s quartet. Dody said each quartet could do their own song but she wouldn’t want to sell a card to someone unless she was one of the singers. Janice asked if this fundraiser is even needed? Recipients would need a computer to play their card on. Carol suggested to nix selling cards this year and instead send the recipients an email to let them know we were thinking of them. After discussion, the decision was made to cancel and to:

1. Get the list from Carol Ann V (it is handwritten so can’t be sent via email),
2. Email chorus to ask them to call their purchasers to ask for theirs and their recipients email/mailing address.
3. Send that information to Carol Slater who will put together a master list.
4. Send an email with a photo to those with emails and mail a note with photo to those without emails.

**Communications:** Kanza provided a written report. The photo of our parking lot rehearsal was published in the 10/29 Latitude 65. There was an article about Janelle Celaire producing tapes of her students singing for the Pioneer Home. Theresa Reed, the chorus director at Kanza’s church, is doing a Christmas anthem virtual chorus with the church secretary doing all the mixing. Our state does not have a mandate against singing though they warn against it. Kanza suggested doing caroling outside (chorus or a quartet). Her church is doing that.

**Production:** Jen didn’t have anything to report.

**Visual:** Janice didn’t have anything to report

**Old Business:**

**Christmas Party:** Membership team met to discuss/plan a Christmas party and made the following recommendations for the Management team to decide upon:

* No Christmas party – either in person or in zoom. Zoom couldn’t begin to match the joy of having the party together in person. Instead, those who want to participate can be a Secret Santa from Thanksgiving to Christmas by sending cards and small gifts. Michiyo will draw names and let chorus members know who they drew.
* Send Christmas cards for the Pioneer Home. Send them to Patricia who will deliver or send directly to the Pioneer Home.
* Collect money from the chorus to send to one of three options:
  1. Santa’s Helpers (formerly Santa’s Clearinghouse)
  2. Love INC (for help with housing)
  3. Immaculate Conception Church (for help with Christmas meal service)

MMT discussed and made the following decisions: chose Santa’s Helpers and will donate $300 from the Club account in addition to whatever donations are sent from chorus members. Chorus members to make check out to sweet adelines and send to Amy by Nov 27th who will add them to the $300. Amy will make out a check and Carol will take it personally to Santa’s Helpers on 11/30. Chorus members can open their present from their Secret Santa during a chorus rehearsal on 12/17 and everyone should wear their Christmas sweaters. Joy and Judy will work on the email to the chorus about these decisions.

**New Business:**

Carol reported that the email poll results of our chorus’ vote for International Board election was Sharon Cartwright, Janice McKenna and Julie Starr. She will send our votes to International.

**Other:**

We will continue to have rehearsals in December but only sing Christmas songs (using lead tapes). No rehearsal or announcements during Thanksgiving week. No Management team meeting in December. Skip rehearsals on 12/24 and 12/31. Rehearsals start again on 1/7/21.

**Adjourned:** Carol adjourned the meeting at 8:00 pm.

**Next Meeting:** The next meeting is on January 12, 2021. Joint meeting with the music team will be held later when we know it will be safe to sing together again.

Notes respectfully submitted by Judy Dellinger, Secretary