

## **Fairbanks Frontier Chorus Management Team Meeting August 10, 2021**

Attendees: Janice Cleworth, Judy Dellinger, Amy Dye, Kanza Keill, Dody Maki, Gayle Miller, Jennifer Shelton and Carol Slater

We met via Zoom. Carol called the meeting to order at 6:05 pm.

**Agenda:** Agenda was approved as submitted.

**Minutes:** Minutes from the July 13, 2021 meeting were approved.

**Financial report:** We reviewed the financial report for the month of July, 2021. Income to the Christine Upton Memorial Fund was from masks made and sold by Dody. Amy said the Mac Book laptop is in at IT Works. Tomorrow they will transfer things from the old laptop to the new one and install Office 365. The July financial report has one amendment needed; the income from the Goldpanner performance needs moved from the club fund to the general fund. A percentage needs taken from performances and put into the competition fund. Dody asked why there are cents entered in the CUMF. Amy explained that fees are removed from each dollar sold online. The financial report was approved as amended.

### **Team Reports:**

**Production:** Jen provided a written report. She said the team met to choose ticket colors and line up volunteers. They still need another usher for each day. Tickets were printed and are being handed out. Gayle suggested people put their name and phone number on the backs of the tickets they give out and tell people to call us before the show to make sure it wasn't cancelled. Kristy is putting the program together. Dody was asked to get the program ads turned in by Friday. They are trying to reach Terry for the men's ad and to verify they are going to set up the shell but haven't had luck reaching him. Jen asked who is creating the membership night ad. Judy will email Jen a copy of the ad Joy had sent the membership team. Jen asked if we want to put an ad for singing Christmas cards in the program. The answer was no, it's too early for that. Jen was reminded to include acknowledgement of our volunteers in the program. Jen will let Kristy know we flipped the order of the first two songs and that intermission will be after the Alaska Flag song. Kanza was told the show will be app. 1 hour, 15 minutes but make it an hour and a half for the Newsminer. Dody will find out if Mandy sent Kristy the Christmas program file so she can see how ads are laid out. The team will meet with the Alaska team again on August 19, 2021. It was suggested to invite Kristy to the next meeting. Dody will invite her to the next fundraising team meeting as well.

**Music:** Gayle provided a written report. The writing team met to write the narration for the Alaska Package. Bruce Hanson can't narrate due to a fall causing cracked ribs. Gayle found a replacement. It's been confirmed that Lea can coach us in April instead of January. The music team met to choose Christmas music with two new songs. The list was given to Kanza for the website and was given to the men's chorus.

**Fundraising:** Dody provided a written report. The team secured five program ads for the Alaska show and one for the Christmas show. Four others are pending. Overhead Door was very generous and will have their ad on the back cover. The team plans to play our recording of the chorus at the Midnight Sun Game to businesses who may want us to sing for them.

**Communications:** Kanza provided a written report. Kanza updated our website with the show poster and Christmas music and Erin removed the temporary dues button. Kanza said the Newsminer's new system for Latitude events is time consuming as you must enter each week separately. She entered our weekly practices through 9/2/21 and will enter guest nights and our Alaska show soon. Jen said she saw the Alaska show event on TV and asked why the times say 7:00 and 2:30 as show start time. Need to add the words "doors open" at ... to correct that. Kanza will email them a correction. Kanza asked for help on how to enter events on KUAC. Carol suggested calling KUAC. Kanza will ask section leaders to check learning tracks on our website to tell her which to leave or delete. Kanza will call Gary Black about doing the article in the Newsminer for our Christmas show.

**Visual:** Janice provided a written report. The Visual team met on August 5, 2021 and decided on stage décor for the Alaska show. Materials were purchased and Sandy D offered to cut out stars. Betsy will help hand out and gather up props. Need one more person to help hand out. Suggestion made to ask Betsy if her husband Ray would help. Most costumes have been checked off; we have a good balance between men and women's costumes. Dody asked if they still need a boa as she has a red one. Yes. Janice had ordered one but when the box came it wasn't placed under the eave and got soaked in the rain. The feathers are falling off now. She plans to ask the chorus to bring hats with mosquito netting. Gayle suggested asking chorus to bring stools for those who need to sit. Need one for the narrator too.

**Membership:** Joy wasn't in attendance but had provided a written report which Carol went over. Joy communicated with members who haven't been attending and reported that Marilyn will resign her membership but hopes to rejoin in the future when she has more time. Amy said she spoke to Elizabeth who has decided to resign also. Hawaii is still locked down and she has baby #2 coming soon. Kanza will remove names from the website. The team will meet on August 14 to plan September membership nights.

**Old Business:** None

**New Business:** None.

Gayle reminded Janice that if she needs more help backstage to ask Mary or Kristy. Janice will see if Kristy could do this as well as ushering.

**Next Meeting:** The next meeting will be via Zoom on September 14, 2021 at 6:00 pm.

Notes respectfully submitted by Judy Dellinger, Secretary