

Fairbanks Frontier Chorus Management Team Meeting January 8, 2022

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

We met in person at UCPC. Carol called the meeting to order at 10:15 am.

Agenda: Agenda was approved.

Minutes: Minutes from the November 9, 2021 meeting were approved.

Financial report: We reviewed the financial report for the months of November and December, 2021. The November financial report was approved. The December report was approved with amendments needed including fixing the percentage of Christmas show earnings that go to the Competition account and to take Christmas party expenses out of the Club account. A couple of deposits made in November needed to be removed from the December report and the total balance corrected. Amy will correct the December report and resend it.

Team Reports:

Production: Jen provided a written report. The team met on 11/18 to prepare for the Christmas show and a wrap-up meeting on 12/14 which resulted in a wrap-up report. Rusty Gesin provided a lot of helpful feedback on how to improve box office processes. They watched the video and reviewed areas to improve, especially on the show timeline. There were many last minute changes such as usher volunteers. Jen will talk to Francis to see who was actually there. Another issue was a lack of means to collect the tickets. While the process was all set up on how to do this, there was a lack of follow-through. The squares are still missing. Betsy sent an email of recommendations for changes needed. Jen will call her to clarify some of the issues mentioned in Betsy's email that were hard to interpret.

Membership: Joy provided a written report. A recent guest, Stephanie Kramer, is a potential new member. The Membership team met to plan the Christmas party which was a success. The costs for food and venue rental amounted to about \$10 per person. We had good feedback from the chorus on the venue which was roomy, homey, and nicely decorated. The Clubhouse rent is slated to increase next year. The afterglow at Bahn Thai had good attendance from the women's chorus but not from the men. No one seemed to mind that we didn't provide snacks during the show. Joy separated gallery photos of members who are no longer in the chorus. A suggestion was made to send the photos to the members instead of tossing them out. The roster is updated and will be sent to Gayle for final proofing. Storing the trailer at PJ's lot is working well. The neighbor, Mike, is doing snow removal to keep the portable garage from collapsing. The team's next project will be planning for installation. Joy will keep checking with Carol Wilbur on the progress of the Sweet Adeline of the Year necklaces.

Visual: Janice gave a verbal report. Solo returned her costumes from the Christmas show. She still needs to get Shawna's costumes back. No word from Carol Hughes still.

Fundraising: "Dody's report consisted of a culmination of the fundraising team's four-month effort in securing ads for the Christmas show program, plus the results of the Singing Christmas Cards fundraising event. She reported that her team contacted 60 businesses this year, which was more than any previous year. Of that number, 34 businesses purchased ads, 4 businesses

gave us gift certificates instead of purchasing ads, 7 businesses said, “No, not this year”, and 15 businesses did not respond to our follow-up calls. (See list) Note: The money and ad copy for one of our business contacts was never turned in, so it was not included in the total ads purchased — Treasured Times Day Care, Janice Borkovec, owner.

A total of \$4,250 was raised from businesses for ads, plus an additional \$350 in donations. New this year were Gift Certificates from four businesses which were given to us in lieu of purchasing ads. Therefore, a door prize drawing was created to give away the certificates during intermission at both shows. (This may become a permanent feature of the show in the future.)

Dody suggested that the extra \$250 donation from Overhead Door should go to the chorus, not be divided with the men. Amy said it is too late, as the finances are done and the men have already been paid.

We sold 43 Singing Christmas Cards this year and brought in \$1,000 for another successful fund raising event. The question was brought up of whether or not Usibelli charged us for the use of the phone in their conference room. It was decided that Amy will enter an in-kind donation from Usibelli if they don't charge us. Dody will write a thank you note to Usibelli. The Fund Raising Team will also write thank you notes to all 60 businesses that were contacted this year.”

Communications: Kanza provided a written report. Erin uploaded the videos of our Christmas show on the website. Kanza let Ted Sponzel know we have videos of the men's sections if they want them. The banner ad in the News-Miner looked good though the upload she did to get the show into Latitude 65 didn't work for reasons unknown. We had free advertising on the digital signs at the Big Dipper and Spirit of Alaska FCU. Kanza gave them 12 complementary tickets for doing that.

Music: Gayle provided a written report. The quartet's work on learning tracks and the women's chorus hard work at learning their songs really showed in a well done performance at the Christmas show. The riser was taken back to Holiday Parks to be modified so that the handle can be put onto any step. This riser will be kept at UCPC and will need to be transported separately to be used at other venues.

Meeting adjourned at 10:55 am.