

Fairbanks Frontier Chorus Management Team Meeting October 11, 2022

Attendees: Janice Cleworth, Judy Dellinger, Amy Dye, Kanza Keill, Gayle Miller, Jennifer Shelton, Carol Slater, and Carol Ann Varner (who came in Dody's place).

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

Agenda: The agenda was approved with no amendments other than it was noted that the Christmas show will likely be discussed during Jen's report rather than under Old Business.

Minutes: Minutes from the September 13, 2022 meeting were approved with no amendments.

Financial report: The financial report for September 2022 was approved with no amendments.

Team Reports:

Music: Gayle provided a written report. Her team met and practices began for the Christmas show. We had five guests join us. All music was introduced and check-offs started. Learning tracks were prepared for the website. We declined one performance request and we did one performance at the Breast Cancer Walk. We discussed upcoming dates; the bonus rehearsal is on 10/22, not 10/29. The Tues. 11/22 practice will be in the sanctuary instead of downstairs. The November bonus rehearsal will be on Sat. 11/19 and the tech rehearsal on Tues. 11/29. These dates will be clarified in the announcements. The Denali Center requested a performance for December but they don't have a date yet. December is pretty full already. We may be able to squeeze something in after the singing Christmas cards. We need to clarify with the chorus that the performance on December 17th will be a full show.

Fundraising: Dody provided a written report which was reviewed by Carol Ann. The team meets regularly and is working on ads for both the Christmas show and IFFF. Mary compiled a list of contact information for all our past supporters. Abby and Dody are going in person and wearing our parkas. Carol Ann is making emails and phone calls. Pioneer Park was chosen as the venue for IFFF. As we sign the contract for the Christmas shows one year in advance, Carol Ann was advised to sign the IFFF contract now. Amy said she got the bill for it. Carol advised Amy to pay it now as that is what holds the date. The \$400 rental fee does not include the dressing rooms, just the exhibition hall. They will need to rent extra tables and chairs and need to book a caterer. They are collecting items and Carol Ann's garage is getting full. They are still looking for Spectacular Desserts, experiences, and hand-crafted items. Mandy is working on the spreadsheet template for the team to enter items into. They plan to use the same logo for the posters. The theme for IFFF is "Love Is In the Air."

Visual: Janice provided a written report. Christmas show costumes were decided and they are working with members to make sure everyone has Capezio-style shoes, LL Bean pants, sheer black stockings, nice Christmas sweaters, red sequin tops, and black sheer tops. About 1/3 of the chorus needs a new red sequin top. Staging will be similar to past shows. There are no changes in regard to makeup. Costumes for IFFF are likely to be red-robin tops for the performance and black tops with blue aprons for the rest of the evening. Dody requested the Visual Team decorate the venue for IFFF as well as arrange the auction items for display.

Membership: Joy provided a written report which was reviewed by Carol Slater. We have 5 Christmas guests and prospective new members. The team completed the Christmas guest nights, manning the sign-in table, and welcoming the guests. Each guest was assigned a contact to help them. Associate Members should not be counted in the section numbers. The team is looking for ideas for an afterglow venue. Carol will ask the chorus for ideas on where they would like to go.

Communication: Kanza provided a written report. Latitude 65 notices are set for October. Christmas learning tracks and music sheets were uploaded to the website and Judy uploaded the finance report and minutes for August. A \$612 two-inch banner ad in the Thanksgiving Day edition of the News-Miner was reserved and will be set up once the show poster is finished. Erin fixed the background color on the minutes/finance report block on the website.

Production: Jen provided a written report. The team has been meeting regularly. Terri is working on getting lighting and sound volunteers. Jen checked with Pioneer Park about the elevators and was told they were working. Kristy is working with Erika who is doing the poster design. They are looking for a stage manager still. Dody was asked to contact Mike F. to ask about the Design Alaska donation. Jen found a photographer, Whitney McLaren, who charges \$350 per session (typically 1-2hrs long) and \$100 for each hour extra. Whitney thinks she has similar backgrounds to match our current gallery photos. To hire Whitney, we need to pay a half-down deposit tonight. We discussed what photos were needed and what costumes to wear. The new quartet, two of the five guests, and a chorus photo are all that is needed. We decided to use the red robin tops for the photos. We discussed the best date and times to do the photos. Doing them during a Saturday bonus rehearsal isn't good as only a few attend. We decided to do it on Thursday 10/29 if Whitney is available. Jen called her and she is available. Jen will be the contact for Whitney to send the contract and bill. Jen will pay with her credit card and Amy will reimburse Jen. Whitney can send Amy a bill for the other half. We discussed the timing for photos and decided to have Whitney arrive at 6:00 to set up. The quartet will be first. They need to be told to be ready by 6:30. Individual photos will be taken from 6:45 to 7:00 and the chorus photo at 7:00. We need to make sure the guests are informed to be here on photo night. Carol will put together the new dates and times and Kanza will update the announcements accordingly.

Old Business:

- **Christmas Show:** All discussions occurred during the Production Team report.

New Business:

Trailer license and move: The new trailer needs to be licensed. Amy has the title and can do the licensing. Amy was advised to put "Fairbanks Frontier Chorus" as the owner's name and to put her home address as the physical address and the chorus's PO Box as the mailing address. Amy asked where the old trailer should go once the new trailer is loaded with the risers as the shelter isn't big enough for the new trailer. Carol said both trailers can be put over by her place until a new shelter and permanent place are found. We need to sell the old trailer and the old shelter. Kanza said Don can bring the old trailer to Carol's place and Amy said John can bring the new trailer. We need to ask for volunteers to move the risers into the new trailer. Amy will ask John to purchase straps for the risers. Kanza will take photos of the old trailer and shelter

and post them to Marketplace and Craigslist. Amy thought we purchased the shelter for \$350. If someone would disassemble the shelter they can buy it for half that price since it is fairly new. A similar-sized trailer would cost around \$4,000. We can try to sell it for \$3,000 (start high and go lower if needed down to no less than \$2,000.)

Adjourn: Carol adjourned the meeting at 7:30 pm.

Next Meeting - 11/8/22

Minutes respectfully submitted by Judy Dellinger, Secretary.