

## **Fairbanks Frontier Chorus Management Team Meeting October 10, 2023**

Attendees: Judy Dellinger, Amy Dye, Nancy Frith, Kristi Gaikowski, Kanza Keill, Dody Maki, Joy McDougall, Jen Shelton, and Carol Slater.

We met via Zoom. Carol called the meeting to order at 6:02 p.m.

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

**Minutes:** Minutes from the September 12, 2023 meeting were approved as submitted.

**Financial Report:** The financial report for September 2023 was approved as submitted

### **Team Reports:**

**Membership:** Nancy provided a report via email. Her team tried to meet but had too many absent. Will try again on Thursday as they need to discuss doing an afterglow. A suggestion was made to record in the minutes the number of chorus members noted in the Membership report starting next month as it wasn't included in Nancy's report. Joy asked if the Club account would cover part of the cost of the Christmas party. She said Soba would do the catering as Midnight Sun's minimum was more than the number of people who would attend.

**Visual:** Janice provided a written report that Kanza read. Chorus members are being fitted for Christmas show costumes. Brandi returned her costumes. They are waiting for direction from the Music team for what is needed for props. Sandy SN will attend the Christmas show meeting this week.

**Fundraising:** Dody provided a written report. The team sent a letter to 30 businesses thus far to solicit their purchase of advertising space in the program. They will follow up with phone calls next. They see a much better response rate when the letter is followed by personal contact.

**Music:** Amy provided a report via email. September was a busy month with the Area Music School, the sing-out at the Breast Cancer Walk, and guest nights for Christmas singers. Christmas music is being checked off. The Music team meets next week to discuss song order and props.

**Communication:** Kanza provided a written report. She purchased the SSL GoDaddy renewal for our website and may ask Erin to help with the installation. She learned SSL stands for Single Socket Layer. The trailer decals were installed and paid for. Don replaced the trailer jack and disc foot. The trailer is parked at the Happy Jack site ready to go whenever needed. Her husband, Don, would like to have more people know where the trailer is stored who could help with hauling the trailer. Carol will put that in the announcements. Dody asked about getting the logo as the one on our website is the old one. Kristy offered to help with the letterhead. Kanza will send out the smaller new logo file to Kristy. Kristy will ask her husband John to help get them onto the website. Kanza said Brianna at Auto Trim & Design can send it in a different format if needed for the website.

**Production:** Jen provided a written report. They had a Christmas show meeting on 9/19 with the next meeting scheduled on 10/12. Kristi and Elizabeth Griffin worked on program design

sample ideas and Kristi is working on completing the design. The North Pole High School choir accepted our invitation to be a guest in our show. Valerie Robancho agreed to be the Stage Manager again. Terri will ask the Lathrop Ballroom Dancers to dance and Lara Lotze to run the lights and sound during our show. Stephanie's husband agreed to emcee our show. Kanza and Carol are coordinating the FDNM ads/stickers and TV ads. Francis will help secure the box office and usher volunteers for our show. Kanza reserved the "Power Note" sticky at the News-Miner for 11/28 as they require a 3-week lead time. The sticky ad will cost \$663. It was suggested that we put a half-page flier in our program to gather data from Christmas show attendees on where they learned about our show. Carol said she hasn't heard back from KTVF yet. The goal is to get our ads placed in more opportune time slots.

### **Old Business:**

- **Trailer Banner:** The trailer banner is now done and paid for.

### **New Business:**

- **Director Contract:** Carol would like input from the Management team on the director contract which will need to be renewed at the end of the year. Carol will send out an email to gather input on any desired changes to the contract.

**Adjourn:** Carol adjourned the meeting at 7:02 p.m.

**Next Meeting – 11/14/23 at 6:00 PM**

Minutes respectfully submitted by Judy Dellinger, Secretary.