

## **Fairbanks Frontier Chorus Management Team Meeting October 15, 2024**

**Attendees:** Terri Beach, Abbey Coats, Judy Dellinger, Amy Dye, Kristi Gaikowski, Kanza Keill, Joy McDougall, 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 10, 2024 meeting were approved as submitted.

### **Team Reports:**

**Music:** Amy provided a written report. In September, the chorus started Christmas show rehearsals. We also sang for the Breast Cancer Walk. The last-minute changes at the BC Walk were frustrating as we missed singing for the return of most walkers. Carol suggested that next year, we sing at only one spot and not stay for their return. We had our first bonus rehearsal for Christmas and it was a success with several checkoffs being done.

**Financial:** Kristi reviewed the September Financial report and said dues and program ads were reflected in the lower sections of the report. Kristi will send a corrected version after she enters all of the deposits under the income section. New Christmas singer, Judy S., dropped out of the chorus. The Management Team was all in favor of returning her \$50 fee. Terri suggested that Joy send her a card.

**Membership:** Joy provided a written report. Membership stands at 25 members with 1 member requesting a leave of absence. Joy's team will work on coordinating show snacks, the Christmas party at Lou's, and updating the emergency contact list. Terri did it two years ago and will send it to Joy so she has the latest one to work off of. Carol Slater will coordinate the After Glow this year. Carol said the guest nights went well this year though it is sad only three came. However, 25 members is the usual size of our chorus. Joy said her team will meet to plan socials throughout the year as well as what we want to do for our next membership drive.

**Production:** Terri provided a written report. Her team is busy planning the Christmas show and has the following volunteers in place: Emcee - Theresa Reed; Ticket booth - Rusty and Shauna; Sound - William and Terri Beach; House Manager – Alyssa; and Stage Manager – Valerie. They are still looking for ushers, and one or two volunteers to set up and operate the lights. Terri would like feedback on the timeline for when things need to be done such as the program. Carol suggested asking Paul Frith to help with the lights. Kristi designed the poster and will also do the tickets and program. Kanza asked for a PDF of the poster so she can get it into Lat 65, AK Tickets, and on our website. Joy suggested asking Francis for the list of past volunteer ushers. Joy said she has some friends who she will ask to help. Kristi said she has the ticket design done but hasn't sent the proof out yet. Carol asked about the gallery. Carol Ann F., Janice, and Sandy D. will help set that up. Their next meetings are on Oct. 22<sup>nd</sup> via Zoom (Carol will send the Zoom link) and on Nov. 7<sup>th</sup> at 5 pm at UCPC. Kanza will put these in the announcements.

**Visual:** Janice provided a written report given by Carol. Costumes have been decided and the team will meet on 10/24 to discuss staging and props. Amy will work with the writing team on an updated song list including a small group singing "Jingle Bells." Amy will ask Lou for a photo

of Ron and verbiage for the program. The emcee will acknowledge the performance is dedicated to Ron Davis toward the beginning of the script.

**Communication:** Kanza provided a written report. Her team will meet tomorrow to discuss Christmas Show publicity and divide tasks. Michiyo helped with learning tracks and Carol Ann F with the word sheets which are uploaded on the website. She will set up the AK Ticket sales towards the end of October. Abbey said she sold two more ads to the Peony Patch and Image Optical which need to be added to the sponsor page on the website.

**Fundraising:** Abbey Coats provided a written report. Her team raised \$4,700 in ads and sponsors so far. The deadline for ads is November 8<sup>th</sup> and singing Christmas card dates (Dec. 19<sup>th</sup> and 22<sup>nd</sup>) and location (Usibelli Mine office) are set. We will sing Carol Medley, We Need a Little Christmas, Birthday of a King, and Santa Claus is Coming to Town. DW Grill will cater our Christmas party. DW Grill asked us to sing for Dave, the owner's birthday on Dec. 2<sup>nd</sup> around 11 am. However, they purchased a \$200 ad, not a sponsorship (which involves a performance.) Carol asked Abbey to let Winna know we cannot do this due to the date being so close to our show and during work hours Terri suggested Abbey let Winna know that she brought the request to the Management Team. Abbey said her team needs training on how to use the Squares to collect payments on ad sales and sponsorships. Businesses can also make their payments on our website. Carol Ann V. would like the image Kristi created for this year's poster to be used every year (after updating the theme, dates, and location) because it makes our show more recognizable. She'd also like the program cover to look the same every year too. The person at the Desert Passages print shop said when things look the same, people stop looking at it. Dessert Passages also noted that the program ads for two jewelry stores were placed next to each other and suggested making sure ads for similar businesses are placed apart. Terri said the program and poster have to look different because the theme is different each year. Her team next meets on Oct. 26<sup>th</sup> at the Noel Wein library.

### **Old Business:**

**Standing Rules & Member Handbook Review:** Carol and Janice met to edit it and are close to being done. She sent it to the Management team and asked for edit suggestions. Carol would like to add the letter she got from International regarding their policy on inclusion but can't find it. She asked if anyone has it, to email it to her. Terri suggested sending the handbook to prior team leaders to edit since she is new as the Production Team leader and unsure of what would need editing. Carol said the handbook needs to be formatted, index fixed, etc.

**Other:** Abbey asked if it would be ok to invite Talia to her team meetings since she is helping with Facebook. Terri suggested letting her know what she needs her to do and also suggested asking Talia to set up an Instagram page. Joy said anyone can come to any meeting. Abbey asked about attaching all of the team reports to the minutes. Team reports are summarized in the minutes and other comments made during the meeting are added.

**Adjourn:** Carol adjourned the meeting at 7:12 p.m.

**Next Meeting – 11/12/24 at 6:00 PM**

Minutes respectfully submitted by Judy Dellinger, Secretary.