

## **Fairbanks Frontier Chorus Management Team Meeting**

### **June 10, 2025**

**Attendees:** Terri Beach, Janice Cleworth, Abbey Coats, Judy Dellinger, Amy Dye, Kristi Gaikowski, Joy McDougall, and Carol Slater. We met via Zoom. Carol called the meeting to order at 6:00 p.m.

**Agenda:** The agenda was approved with one addition: to discuss borrowing chorus easels.

**Minutes:** The minutes from the April 8, 2025, meeting were approved as submitted.

### **Team Reports:**

**Financial:** Kristi provided reports from January through May. We reviewed April and May's reports. Kristi had learned some of the formulas were incorrect, so she will review and edit the last fiscal year's reports. April's balance of \$42,079.66 included the amounts in both checking and savings accounts. The December rent check was voided as UCPC returned it, saying we were already paid up. The largest expense was the \$10,000 paid to the 20 members attending the Regional Competition, who each received \$500. April had a net of \$30,905.29. There were no changes to the CUMF.

Janice said the Competition fund needed amending as she was reimbursed \$531.51, not \$380.00. Carol asked if the shirt expenses should come from the Costume fund or the Competition fund. It was determined that the money should come from the Costume fund, as the shirts will likely be used for other purposes. Joy asked about funds for those who weren't able to go to regionals. Kristi said these funds are on the May report. We can't recoup the funds paid for the All-Events tickets, but both Kristi and Luanne had access to the video webstream. Amy said the chorus will have to pay for this from now on. All-Events tickets are now known as a "chorus assessment."

We reviewed May's report. Kristi said rent was only \$200, so she will fix that. She will also fix the duplicate entries for reimbursement for tax forms and tape, so the net will be different. Terri asked where to expense scrapbook supplies. It should come from the Communication budget, not the Production budget. Kristi said she is tracking how much is spent by each team to see whether it is close to what was budgeted. Amy said she will get the audit done and send in the third-party review form to International. The 990 is due next month. Kristi asked what budget the lanyards and badge holders come out of. Amy said the Membership budget. Membership was asked to make new badge holder inserts for the chorus.

**Music:** Amy provided a written report. April had one last coaching session with Lea. The Music Team met to line up music for the Fair and the Christmas show. We had our Friends and Family event in May and received good input from the attendees. We had a successful competition, winning the Audience Choice award, and getting good feedback from the judges. We ended the month of May with a Guest Night for summer performance opportunities. Janice would like to know the overarching theme for the Fair so she can start planning costumes and props. Carol said the Writing Team needs to hash it out. It is more of a storyline than a theme.

**Membership:** Joy provided a written report. We have 24 chorus members with the departure of Patricia Murphy. Joy will remove her from the roster. Guest nights were held, and another one is planned for June 12. So far, we haven't had any guests attend. The team will plan a social

to celebrate our success at the regional competition and will meet to plan Christmas show guest nights. Terri said that Shannon needs to be added to our roster.

**Production:** Terri provided a written report. She purchased a second over-the-ear microphone, so now we have two. She asked her team members to remain on her team this year, and they all agreed. We talked about the difficulty of having enough members on each team. It was suggested that we encourage chorus members to be on more than one team.

**Visual:** Janice provided a written report that detailed the visuals planned for each of the four singing opportunities in June. The tropical shirts will be left with each chorus member, with extras in storage. It will be easy to order more, if needed. Patricia brought back her costumes.

**Communication:** Kanza was out of town.

**Fundraising:** Abbey provided a written report. Her team met with the Production team to brainstorm ideas for the Ice Fog Frenzy Fundraiser (IFFF). These ideas were in her report. With Patricia leaving and Dody moving, Abbey's team has shrunk considerably, so they were looking for ways to fundraise that would do double duty to get our name out in the community more. Ideas included stickers, Risses Greenhouse, Salmon Bake, Music in the Garden, First Fridays, putting a display in one of the cases at the Noel Wien Library, etc. They also talked about ad sales and asking for bigger sponsorships over small ad sales. Carol said we are well-known at Regional for our public performances.

Abbey asked if the chorus has an email address, as she didn't want to use her personal email when soliciting donations or ad sales. Kristi said she has the information needed to access it. Janice recommended that only one person monitor the email and then forward emails to the pertinent chorus member. Carol is willing to monitor the email. Terri said the library display would be for one month, so if we could get it in November, that would be good advertising for our Christmas show. Terri will ask the library how to get on the list to use the display case. Abbey asked the Management Team to look at her report and email her any ideas. Carol said we will discuss this more thoroughly next month. We talked about the easiest way for chorus members to know who our supporters are, and Carol suggested attaching a digital copy to the announcements.

## **Old Business:**

**Competition:** there wasn't anything new to discuss.

## **New Business:**

**2025-26 Calendar:** We went through the calendar month-by-month, and Carol changed dates and added items directly to the calendar as they were discussed. Amy will talk to Nancy about the Monday bonus rehearsals at Raven to reserve the space. If not, we may be able to do them at Francis's church. We discussed dates for IFFF, as having them in February doesn't allow much practice time after the holidays. If we have it later, we need to change the name. We decided to do IFFF on April 11. The name "Spring Fling" was suggested. Judy suggested having guest nights in January for spring performance opportunities. Carol will send the revised Calendar out.

**Budget:** Amy said we need a line item for competition because most likely we will go again in May, which makes budget carry-overs necessary. Amy said we will need to increase the budget for Regional dues to include the new assessments. Judy asked how we plan to pay for this since

we aren't going to add it to our dues. Amy said we have enough funds in CDs to cover this year, but we will need to fundraise to replenish them. Judy said it is hard to budget without knowing the actual amount spent. Amy said she and Kristi tracked them last year. She and Kristi will get together to look at the actuals and will bring the budget forward at the next meeting.

**Teams:** We looked at the 2024/25 teams lists. Kristi said she can be on both production and visual. The music team is always the biggest because of having several section leaders. Since Patricia was the music librarian, the music team will need someone to take her place. Carol will pass out a form to have people indicate which team they want to be on, and give them the option to be on multiple teams. Terri said it would be good for team leaders to know who is on multiple teams so they don't overwhelm them with too many tasks from one team. We decided to wait to ask Erin and other guests to join a team.

**Chorus Easels:** Janice asked if she could borrow two easels for her class reunion. Yes.

**Other:** We talked about how we used to do all this at retreats that would last 1 or 2 days. Teams need to set goals. Kristi and Abbey thought a retreat would be fun and maybe something we can consider doing again.

**Adjourn:** Carol adjourned the meeting at 8:05 p.m.

**Next Meeting – 7/8/2025 at 6:00 PM**

Minutes respectfully submitted by Judy Dellinger, Secretary.