

Fairbanks Frontier Chorus Management Team Meeting

November 4, 2025

Attendees: Terri Beach, Janice Cleworth, Abbey Coats, Amy Dye, Judy Dellinger, Kristi Gaikowski, Kanza Kiel, Joy McDougall, Carol Slater, and guests Carol Ann Field and Carol Ann Varner.

We met via Zoom. Carol called the meeting to order at 6:01 p.m.

Agenda: The agenda was amended to add Pioneer Park 2026 to New Business.

Minutes: The minutes from the October 14, 2025 meeting were approved as submitted.

Team Reports:

Financial: Kristi presented the financial report for October 2025. It was asked whether the income from the Christmas singers should be in the Club account. Kristi said she will be sending a refund to Carol Cologne, who dropped out. Kristi said she has a list of where these occasional income and expense sources were put in the past. Carol will put information about the Club account into the announcements. The Financial report was approved as submitted.

Budget: The 2025-26 annual budget was approved as submitted.

Music: Amy provided a written report. Extra rehearsals at Raven Landing and a bonus rehearsal on Oct. 4 were well attended. The Writing team prepared a first draft of the narration script. The Music team is reviewing a list of our current repertoire to update and discontinue songs that are not on the allowed list per International. Kanza asked Amy to send her a list of songs to remove from the website. Sandy D is researching more up-to-date songs that will appeal to younger singers. On Oct. 14th, Amy attended Alaska Sound Celebration's last rehearsal before the International competition, and Peggy's last rehearsal as director.

Communication: Kanza provided a written report. The WooCommerce software, which handled payments and donations, was updated on our website. The AK Tickets account was set up for the Christmas Show and has already sold two tickets. The event was submitted to Explore Fairbanks and will be submitted to KUAC this week. The event is set up on Lat 65. An article and photo need to be submitted to Lat 65 by 11/24 for publication on 11/27 (Thanksgiving) or by 12/1 for publication on 12/4. Carol Ann V. asked if we could submit it twice. Kanza will find that out, but we might need two articles. Carol Ann V. was asked to write the article and if needed, Carol S. will write the second one. Kanza said she Googled DeWilde theatre and our show ad popped up. Radio ads will be in progress soon. Kanza will record some of our songs at rehearsal this week and next week. The ad will use up to 7 seconds of each song. Kanza thanked Carol for checking on the legality of using our music. Kanza sent the poster and a photo to Talia to upload to FaceBook. Kanza put the poster on our website. Kristi said she might make some changes. Kanza will switch it once the changes are made.

Fundraising: Abbey provided a written report. Abbey commented that it's a joy to work together with the ladies on the fundraising team. Each are busy doing the things they do best. Shannon has been busy reaching out to businesses over the phone and in person. The Team has

raised \$3,500 so far. We are waiting on Spruce Roots Dental for money and ad, on Overhead Door for their ad, and on Denali State Bank for money. We are waiting on ad approvals from Sunshine Health Foods and Arctic Travelers Gift Shop. The due date is November 7th. Marcus Varner is helping Abbey with the program. Abbey is waiting on the parts from the Production and Music Teams for the program.

Visual: Janice provided a written report. She scheduled a time this Thursday to take stage measurements to determine the size of staging décor, and new garland and lights for the apron. The Team will proceed with stage decor plans that follow the program and poster design. She will ask chorus members to help supply the following things that are lacking at West Valley: portable clothes racks, full-length mirrors, and lighted tabletop mirrors. Carol will put that in the announcements also. The backstage lighting will be put up on Tuesday before the tech rehearsal. The stage will be decorated on Wednesday after school is out. Terri said it is reserved from 3 to 6. They will finalize whether or not to use the podium for the MC due to the limited space on stage. Terri said the MC, Jim Matherly, is good with a mic either way. Janice asked if gaffer tape is needed. Terri said she has some. Sandy Smith-Norton met with Madison regarding make-up for the gallery photo and Christmas show. The red sequin tank tops are in the process of being upgraded, and costumes were provided for Madison. Carol Cologie returned her costumes. Other costumes are being altered, and one new black shear jacket will be made. Joy asked about coming to see how to access the stage without climbing steps, and was told it is accessible from the hallway without any steps. Carol Ann V. asked what was needed for racks and battery lights. She has 4' long strings. Janice said that would be too short. Kristi has lots of lights from Nicky's wedding, but they have to be plugged in. Terri said the two dressing rooms are tiny, but each has a small rack to leave costumes in after the dress rehearsal. People could hang their coats on a chair, so racks might not be needed.

Membership: Joy provided a written report. We have 23 chorus members, counting Amy. The Christmas party and guest nights were planned. We had three guests come, but only Madison stayed to do the Christmas show. The after-glow party was planned, and the numbers will be confirmed with Bahn Thai. Joy sent a sympathy card to Carol Ann V and will send one to Francis and Dale. Carol will put the after-glow and Christmas party in the announcements. Joy sent an email that the gift range is \$25, and Amy will direct how the gift exchange will go. We discussed providing Lou with nice plastic plates and silverware, but Judy said she talked to Lou, who is adamant that she wants to use her own plates and silverware. Lou had said she didn't need help setting up, but would like a small group to help clean up afterward. A sign-up sheet will go around during rehearsals for the after-glow and show snacks. Terri said food and drink are usually not allowed so best to keep the food in the hallway.

Production: Terri provided a written report and asked that her report be put in the minutes for future reference (See end of Minutes). She said she met with Deidre, who said we can leave the shells on the stage until Monday to be picked up after school. She will work with Erin to coordinate this. Deidre has communicated with Chris Becks, who did the lighting last year, on the lighting at West Valley, as it is different than Pioneer Parks. Valerie will be the Stage Manager again this year, but it would be nice to have a stage manager for each side of the stage. The radios are charged and work, but Terri needs to know what channel to use to work with the

sound booth. Terri hadn't checked about leaving the trailer yet and asked Janice to ask Deidre about this when she meets with her on Thursday. The risers can't be left but the shell can be left and picked up on Monday after 2:30. The final big piece for the show is organizing the ticket booth and finding ushers. As there are less doors into the auditorium, less ushers are needed. Terri will ask Francis to organise this. Carol asked if insurance is needed. Terri said she will look at the contract. Amy said our insurance should cover this venue as it covered Pioneer Park. Carol said that Pioneer Park is requiring something different now so she will look at that contract and get with Terri about it. Kristi said she used last years information on tickets and added "North Pole High School Singers". Terri said that's fine. Amy said she got an email from Jenna that it will be their Jazz Choir singing. Jenna sent her a list of names. Terri asked Amy to send the list to Abbey for the program. Amy said she is still waiting on information from the men's chorus. Amy already gave Abbey the song list in order as well as the information on quartets and small group. Terri said she will put this on the agenda for the Team meeting this Thursday and will figure out how to word it in the program if we haven't heard from the men by then. Kristi asked if everyone looked at the ticket and program cover proofs. Terri found one typo and made a couple of suggestions on wording and ticket prices. Carol Ann Varner has spoke to Graphic North about printing the programs, posters, and tickets this year. Terri asked Kristi to distribute the tickets to chorus members to sell. The Team decided to not pursue the stickers on cups with Buckos as they kept giving them different information.

Old Business:

IFFF April 11: The IFFF team met with the Music Team and made recommendations but follow-up is needed. Janice noted the reason Christmas guests dropped was stress over the number of songs they needed to learn. She asked how many songs we plan to do for IFFF. These guests might be encouraged to try again if there aren't too many. Amy said the Music Team chose 9 songs for IFFF but 1 or 2 might be quartets so figure 7-8 songs to learn. Terri suggested breaking the songs into segments. Guests would only need to learn at least one segment. Amy said Christmas guests were told they only needed to learn one half of the show but we could have emphasized that better. Janice suggested the Music and IFFF team meet again in December to revisit these suggestions, discuss venues, etc. and get a plan in place so we are ready to go in January. The IFFF committee is Abbey, Kristi, Terri, Janice, and Carol S. Carol will coordinate a time to meet in December. Terri asked if we are singing at the North Pole High School Christmas Show. Amy said she hasn't been able to reach Jenna about it yet.

New Business:

Guest night for IFFF: Membership team needs to plan.

Pioneer Park 2026: Carol called Pioneer Park and learned that they are now charging \$5 per table and \$2 per chair in their rental fee. In the fall, Pioneer Park will send an equipment list, and we will pay the rental fee of \$800 (plus extra for equipment needs). Terri asked if anyone has asked Pioneer Park about the issues with things like holes in the curtains, dirty dressing rooms, etc. Carol said we do every time, but they're never concerned, likely because they know the building will be torn down eventually.

Other: Judy said she was asked by her church if the chorus (or a quartet or small group) would be interested in singing at her church on either Dec. 21st or Christmas Eve. Amy said no, as we are doing Singing Christmas Cards on the 21st and Christmas Eve is time for family and people's own churches. She said to let the church know we appreciated being asked. Kristi asked about purchasing two new Squares. Ours are old and we need the chip/tap kind. They cost \$59 each. Kristi suggested also purchasing a machine that can print receipts. They cost \$299. Amy asked Carol Ann V. if receipts were requested when selling ads. Carol Ann said yes, businesses want receipts. She's had to hand-write receipts in the past. Also, if a purchaser at IFFF wanted a receipt, they would need it right then. Terri said most Squares will ask if you want a digital receipt sent via text or email. The Management Team approved purchasing one Square with the printing capacity and one Square without. Janice said she looked up the North Pole Christmas concert and saw that the Sweet Adelines are on the program. We need to get this into the announcements and have Carol Ann F. poll the chorus.

Adjourned: 7:42 p.m.

Next Meeting - 1/13/26

Minutes respectfully submitted by Judy Dellinger, Secretary

Production Team Meeting

Nov. 6, 2025

Show Theme/Name: Christmas for All Ages

Venue, DeWild Theater: Friday, Dec. 5, 7:30 p.m.

Saturday, Dec. 6, 3:00 p.m.

Theater Week Schedule: Tues Dec. 2 – Tech 3:00 p.m. (set up) 6:00 p.m.

Wed. Dec.3 – decorating 3:00-6:00 p.m.

Thurs Dec. 4 – dress rehearsal 6:30 p.m.

Show Plan: GLS – yes – 15 minutes

North Pole Choir – yes - 15 minutes

Quartets – Mes Amis; Arctic Gem, new quartet

Volunteers: Ticket booth sales - Francis

Sound: William Beach Lights: Chris Beks (tentative)

Emcee: Jim Matherly - confirmed

Stage Manager & crew: Valerie Robancho

House Manager: Alyssa Bloom-Keill Ushers:

Photographs & Photo Gallery – Janice & Kanza: photos, Sandy Dunkle setup

Equipment: Risers(6), shell (7), sound system, microphones, walkie-talkies, stage lights
Northland Youth Choir to help with riser/shell set up – confirmed

Tickets: Adults: \$20.00, Military/College students: \$15.00, Senior/Ages 5-16: \$10.00,
Under 5 years free

Publications: Posters: Kristi to create, printed by the first week of Nov.; 25 copies to disperse,
additional copies for use with ads

Publicity: FDNM, Latitudes, Facebook (Boost?), Instagram, I-radio, etc...

Program/Ads: Ads due Nov. 7; program review & edit Nov. 13
Program to printer by Nov. 19; pick up Nov. 26

Tech Day Schedule: Tuesday, December 2

- 3:15 p.m. Theater open
- 3:30 p.m. Shell Delivered, risers arrive, sound set up begins
- 4:30 p.m. Shell and riser set up; lighting people arrive
- 6:30 p.m. Tech Rehearsal
- 8:00 p.m. end