

Fairbanks Frontier Chorus Management Team Meeting

January 16, 2026

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

We met via Zoom. Carol called the meeting to order at 6:00 p.m.

Agenda: The agenda was approved as submitted.

Minutes: The minutes from the November 4, 2025 meeting were approved as submitted.

Team Reports:

Financial: Kristi presented the financial report for November and December 2025. The November financial report was approved as submitted. The December report needs the description of Kristi's payment to be corrected. Funds raised from Singing Christmas Cards will be reflected in the January financial report. The \$700 in costume expenses included the Mary Kay makeup purchased from Dody, the material purchased to alter the red sequin tank tops, LL Bean tops, and the jewelry made by Luanne for the chorus. Kristi will amend the report to include the dues portion that goes into the costume fund.

Christmas Show Financial: Kristi presented the reports from the Christmas 2025 show. The Fundraising team sold \$5,402.35 in ads. Terri asked if all of the ads were paid for. Abbey said yes, though some businesses (McAfferty's and Equinox PT) didn't turn in their information in time to be in the program and were counted as a donation instead of ad income. The chorus sold \$4,477.82 in tickets (the breakdown was \$1405 in personal sales, \$525 at the door, \$1550 AK Tickets, and \$998 via the Square. Expenses didn't include the \$1207.50 venue fee. Kristi will amend the report to include the venue fee and will adjust the Net and the 25% for the Competition fund accordingly. We discussed printing costs, which were nearly doubled from last year. We had switched from Dateline to Graphic North, but the number of pages was similar to prior years, and we printed the same number (400) of programs. Terri asked Abbey to send her the program pdf file, and she will ask Graphic North how they count pages, as what is counted as a page in the program is really only half an 8.5x11 page.

Music: Amy provided a written report. The Music Team met several times to discuss the Christmas show and IFFF/Spring Fling, and to work on the repertoire list. They created a folder with a list of songs to archive. Kanza put the list on the website. If a quartet wants to perform any of the songs, there is a copy of each song in the folder. Erin is the new Music Librarian, and has been a big help already in organizing the sheet music. December was busy with the Christmas show, the North Pole High School Christmas concert, performing for three nursing homes in one day, and the Singing Christmas Cards on two days.

Fundraising: Abbey provided a written report. The team will work on thank you notes for donors and ad sponsors this Friday. She thinks all ad and donor funds have been received. We discussed doing ticket sales all online instead of printed tickets, but decided the personal touch is still important and necessary. Terri suggested printing fewer tickets, as online sales have increased each year. Abbey would like someone else to learn the InDesign software. A mistake

was made on the Singing Christmas Card form insert, so the insert was reprinted and reinserted. Abbey suggested printing the insert ourselves in the future. Abbey reported a total of \$1,390 from the Singing Christmas cards. Judy said the donation mentioned was from her, not from her parents, and was a general donation to the chorus. Abbey said 2% of sales from program ads and singing Christmas cards, not from donations, will go into the Christine Upton Memorial Fund.

Production: Terri provided a written report which outlined the move from Pioneer Park to the 240-seat DeWild Theatre in West Valley High School (WVHS). We had to rent tables, chairs, and the band room for our dressing room as their dressing rooms are tiny. The sound booth was usable with our mics but not our sound system, and we had multiple compliments on the sound quality. The small stage lacked room for a podium and the lighting was very limited and glared in chorus members eyes, making it difficult to see the director. Having only two entrances to the theatre made it much easier to manage ticket sales, however, with other areas at WVHS in use, it made the area rather crowded. North Pole HS Music Director, Jenna Dreydopple, coordinated with WVHS on their own warm up space and use of a piano. Abbey, with help from Marcus Varner, created the program using InDesign and Kristi designed the cover, poster, and tickets. Terri suggested making sure the run-of-show go in the center of the program as some guests thought the show was over at the first curtain closing. Terri suggested not printing the program quite so early and to put more eyes on it for editing purposes before it goes to the printers. Terri felt the yellow paper was an odd color to use for the insert. She'd also like to have a way for people to order singing Christmas cards online. Terri asked for input on what to improve next year. She requested input from each team member on what they did for the Christmas show, especially what the Communications Team did. She will schedule one more post-production meeting and will send an email to the chorus for their input. Janice suggested removing Jim Matherly as a future emcee as she felt he did a poor job. It was mentioned that Jim was sick, which is likely why he did poorly on Friday and was unable to emcee on Saturday. Kanza suggested sending him a thank you note at least. Carol said to put all suggestions in the post-production report.

Visual: Janice provided a written report. She reviewed the expenses from the Christmas show and that all receipts have been turned in to Kristi. Expenses included a new backdrop that can be used in the future for chorus photos, new lighting and items for the snow globe décor. She purchased a few new LL Bean shirts, additional make-up, and material to alter the red sequin tops. Stage items were stored in her garage until rehearsal yesterday due to the bad weather since the show. The team will begin work on décor and costumes for the Spring Fling. Madison returned all her costumes.

Membership: Joy provided a written report which was read by Carol due to Joy being absent. A few corrections were needed: we have 23 chorus members, counting Amy, not 24 and 6 Baritones, not 7. The caterer delivered the food for the Christmas party and Sandy D. got the flowers for Amy, Judy got the flowers for Lou, and Michiyo got the flowers for Madison. The team needs to start planning for Installation on May 2nd.

Communication: Kanza provided a written report. She will upload links to the Christmas show on the website soon. The color wasn't great, likely due to the different venue. The website was updated with some music removed and some added, per the music committee's report; also

management team minutes and financial reports were added. The Christmas show was well advertised. Carol Ann Varner wrote an excellent article with a great photo provided by Janice for Lat65. We were in the Newsminer's Lat65 and online calendar. We had 127 15-second ad spots on iHeart radio for \$600. Rocky Barnette did a live interview with Amy and Michiyo, Luanne, Leslie, and Joy's quartet, that was also placed on their webpage. We also ran PSA's on KUAC, KTVF, and ran an ad on the Fairgrounds sign from November 24th to December 6th for \$100 that hasn't been paid for yet. It's hard to gauge how effective the ads were. It was suggested that next year we survey the audience for data on where they heard about our show. AKTickets began selling on 11/1 with the heaviest sales in the final week before the show. Some people had trouble finding the event on AKTickets. She and Carol S. assisted them as well as fielded a few calls on other issues. The poster and link to AKTickets were put on the website in early November. Talia posted the show on Facebook and chorus members reposted it. The QR code on the poster took people to the website where they had to click a link to AKTickets. It was suggested to have a QR code that went straight to AKTickets. Carol Ann F. sent out an eblast to our email list. A suggestion was made to sell singing Christmas cards on our website. She would need help to set that up as it would require an online form and a button to pay online as well as a method for a customer to order more than one card.

Old Business:

IFFF: The IFFF team met to look at venue options. Raven would cost \$1200 to rent the venue plus \$24 to \$27 per person for a spaghetti dinner, and they wouldn't allow attendees to eat their dessert auction items onsite. They looked at the Carlson Center which can seat 240 people and venue rental with the nonprofit discount was only \$500. They had a good selection of food plus a no host bar. Attendees can eat their dessert auction though they thought the catered cost included a dessert. They turned in paperwork at both places but we need to choose one so they can cancel the other. We selected the Carlson Center. They have risers and don't charge extra to rent tables, chairs, the PA system, and they have a projector screen if we want to use it. Terri asked if they have a sound person and mics that we can use. Janice said we will need to ask but the chamber uses mics all the time. Abbey thought their risers were more like a stage or diases. Carol and Terri will schedule a walk through to ask these questions and get the paperwork finished. Carol said the committee, which was currently Abbey, Kristi, Janice, and Carol S. needs to be bigger to help sell tickets, solicit auction items, etc. Judy volunteered to help. Carol will ask the chorus to help in the announcements. It was decided to not do a Giving Tree. Janice said we have an auctioneer but we need a name that reflects that it is a dinner and a show.

New Business:

Guest night for IFFF: We decided instead of formal guest nights, to ask the chorus to invite people they know to sing with us. Kanza will put "Sing with us" in Lat65.

Adjourned: 7:42 p.m.

Next Meeting – 2/10/26

Minutes respectfully submitted by Judy Dellinger, Secretary