

# Fairbanks Frontier Chorus Management Team Meeting

March 10, 2026

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

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

**Agenda:** The agenda was approved with the addition of discussing Regionals request of a chorus photo.

**Minutes:** The minutes from the February 10, 2026 meeting were approved as submitted.

## Team Reports:

**Music:** Amy provided a report via email. The writing team met several times to get the music order set for the April show and started on narration. Michiyo and Sandy SN stepped in to direct while Amy was on vacation and did a fantastic job. Terri shared a story about a lady who told her she was moved to tears at our performance at the Tanana Wrestling Tournament. Kanza asked Amy for the final song order to make a pitchpipe list.

**Membership:** Joy provided a written report. We have no new member prospects. The team completed work on installation details. This year, members will order what they want from the menu and pay for their own meal. Judy is doing the program and Sandy SN is writing the script. Judy will get with Amy to figure out songs for the program.

**Communication:** Kanza provided a written report via email. Our website crashed, but fortunately, Abbey's brother, Noah, was able to restore it using the most recent backup. She uploaded nine pages for the new song, "Count On Me," onto the website. She and Carol S. made publicity plans for the 4/11 show to post on various community calendars, KUAC, KTVF, and the Lat65 Calendar. She will set up the AK Tickets site once she gets information from Production for ticket prices, time, etc.

**Visual:** Janice provided a written report. The Visual team met to determine costumes and décor for the April show. They will keep décor to a minimum. She emailed the chorus to ask members to check costume fit but only heard back from about half of them. She asked what time they will be able to decorate. Terri said Carol S. verified with Raven that we can set up the sound system and decorate when they are setting up the chairs and not be charged as part of our rental time. Abbey asked about the costumes. Janice said chorus member's bodies change and that is why she asks them to check each time. It is important that the costumes fit right.

**Fundraising:** Abbey provided a written report and several photos of an event place downtown called "Gather Fairbanks" that she and Shannon walked through. It can seat about 100 people depending on whether using tables or just chairs. The parking garage isn't far and there is a place for bands to play and a kitchen where caterers can work. Renters hire their own caterer and Abbey mentioned Beyond Birch Catering is familiar with the space. They provide a bartender, and have a nice outdoor space with food trucks. She said price varies according to number of attendees and length of rental time. Abbey is moving in August near Tulsa, OK, and

will bring a box of all fundraising team information to keep in the UCPC storage room. Joy said there is a process to switch choruses should Abbey join the Tulsa chorus.

**Financial:** Kristi provided the updated December report as well as the January and February reports. In January, 2% of ad sales went into the Christine Upton Fund. Kristi asked for an audit of the financials. The numbers in the format she uses never match with the checkbook so it makes it hard to figure out balances. Bank statements show \$26,000 but the report shows \$36,000. Where does the extra \$10,000 come from? It was suggested that we start over using the Quicken software to create a new format. Amy said the format Kristi uses is the same format she inherited when she was the treasurer. Janice asked if this would be an in-house audit or what. Kristi said just a small group to come over and help dig into the details in Quicken. The books are checked annually. Gayle used to do that and now Amy does. Kanza asked if anyone objected to Kristi pulling together a group to help audit the books. No objections were raised. Kristi said the original report had been done in Apple so maybe when she switched it to Microsoft, it messed it up. She has found several broken formulas.

**Production:** Terri provided a written report via email. Her team began working on the April 11 show titled "Sweet Adelines Sing Show Tunes". We will perform at Raven's Landing at 7 p.m. Gene Redden has agreed to be our MC. Ester will assist with the box office. Francis is looking for others to help Ester. William will assist Terri with the sound setup. Carol Slater created tickets and printed them using her own computer. Terri is looking for someone to distribute tickets. The cost of tickets is \$15.00 regardless of age. Kristi designed a beautiful poster / flyer. Terri will discuss other "free" advertising with Kanza. Kanza will get tickets set up on AK Tickets. Terri needs help finding people to help unload and set up risers. The trailer can stay parked at Raven until after the show. Carol Ann F. asked Kanza to send her the flyer and she will send it out in an eblast. Kanza asked Terri to let her know what time the risers need to be there by.

**Performance Coordinator:** Carol Ann F. said the poll to sing on April 18<sup>th</sup> at the Teachers Convention at the Wedgewood passed. We will warm up at 11:30 and sing at noon for about 20 minutes. Another group sings before us. Judy asked if we can make a plug for membership. Carol Ann will ask Gwen Brazier, who is coordinating the event. Amy said we're only singing a few songs from our show and she plans to talk to the teachers' group about joining our chorus at the beginning and end of our performance. We can put postcards on the tables. There is a box of them in the storage room. We need to know how many to bring. Terri asked if we will have microphones. Carol Ann F. will ask Gwen about mics. Amy said we will not bring risers.

### **Old Business:**

**4/11 Show:** Raven is rented from 5 – 9 for \$600. The script is done. There was a lot of negative feedback during chorus about doing a fundraiser. Carol sent an email to the chorus to let them know participation was not mandatory. The reason we are doing it is to prevent actually losing money on the show. Carol Ann V. asked members to let the Fundraising team know what they plan to bring so they can make tags and to know how much table space will be needed. The tag will give a suggested price with a "gentle ask" that donations are accepted. Janice said it doesn't have to be a basket as it could be a dessert or an item. Carol Ann V. said the items need to be looked at and approved first. Terri said she can't add any more to her plate and felt that is more the role of the Fundraising Team. Janice asked Carol Ann V. about tablecloths. Carol Ann

said she has gold tablecloths and black napkins. She will bring them for the sales items and check in / check out tables. Kanza said people who donate baked goods needs to provide an ingredient list. She will put instructions for the fundraiser in the announcements. Janice asked what Raven's table sizes are. Amy thought they are 6' tables.

### **New Business:**

**Nominations for Management Team:** Shannon will be asked to put together the slate of nominees when she returns from vacation. We need new team leads for Fundraising and Membership. Judy announced that she is starting the downsizing process and will also be moving once her house sells. She is willing to stay on as Secretary as long as possible and if Shannon finds a co-secretary, she can train her.

**Other:** Amy said Regionals wants a chorus photo and she asked for input on which photo to send them. Amy will forward the email from Regional to Kanza and Carol Ann F. will send Kanza the photos she got from someone of the chorus in Golden Heart Plaza that are nice.

**Adjourned:** 7:45 p.m.

**Next Meeting – 4/14/26 Terri will be absent**

Minutes respectfully submitted by Judy Dellinger, Secretary