

**Velvet Hills Chapter of Sweet Adelines International
Management Team Meeting**

November 23, 2010

PRESENT:

Diane Dee, Team Coordinator
Andrea Hass, Finance Coordinator
Jamie Ryan, Membership Coordinator
Carmen Thornburgh, Performance Coordinator
Jen Zucker, Events Coordinator
Judy Murphy, Communications Coordinator
Cindy Whittier, PR/Marketing Coordinator

Marla Schilly, Secretary

ACTION ITEMS:

1. **Andrea** – Follow up with Children's Chorale re: their bingo participation policy.
2. **Andrea** – Determine the annual monetary responsibility of each member and present it to the chorus in January with participation options so each member can help create revenue.
3. **Andrea** – Look into possibility of having another bingo session on Sunday or during the week.
4. **Andrea/Carmen** – Work on a positive way to display the results of fundraising efforts.
5. **Andrea** – Send special Calling reminding members to turn in nut money, pay December dues, and of the opportunity to make tax-deductible donations.
6. **Andrea** – Look up credit card APR and how much was paid in 2010 in credit card interest and bank charges.
7. **Andrea** – Continue researching Groupanizer features and capabilities re: notifications, setting "don't send notice" as a default, and restricting access to working documents to Team members.
8. **Andrea** – Send special Calling with link to and information about Groupanizer.
9. **Jamie** – Make sure new members are told where the chorus mailboxes are located.
10. **Jamie** – Look into being able to have a bigger font for the first names on nametags.
11. **Carmen** – Send out a special Calling for the Christmas show costume update.
12. **Jen/Carmen** – Make a makeup application video using young and old eyes.
13. **Jen** – When available, report the cost of acrylic cups to the Team.
14. **Jen** – Plan on giving your testimonial re: Scrip use and the resultant profit to the chorus.
15. **Judy** – Make sure Jen's email address is updated to ensure she receives future Callings.
16. **Team** – Send an email to Andrea with additional Groupanizer questions as they come up.
17. **Team** – Send a copy of all email address correction requests to Judy and Pat.
18. **Team** – Forward all emails re: member resignations to Kathy and Jamie.

MEETING MINUTES

Diane (Team Coordinator):

- The Team discussed the SAM for December.

Andrea (Finance Coordinator):

- Andrea reported that as wild cards at Regional, we will just do our two competition songs; we won't do an outgoing package or anything in the Show of Champions.
- The Team discussed what information would be beneficial to find out from the Children's Chorale re: how they account for annual financial contributions from their members by cash contributions or participation in bingo. The Team also discussed the opportunities our members have to participate in fundraising efforts (i.e., ticket sales; nut sales; bingo; Scrip; donating time), as well as the need to find a way to equate a member's participation in fundraising efforts with fulfilling of their annual fiscal responsibility. Andrea reported that while we're doing okay with bingo, we're consistently short on workers. The Team discussed suggestions that may encourage participation so volunteers don't have to work as often, such as having a bank of reserve bingo workers to cover shortages on a weekly basis, if needed; to make sure new members are aware of the need; and to have bingo options such as late arrival communicated to the chorus. The Team also discussed the possibility of giving periodic financial presentations to the chorus to help them be more aware of our financial needs and to remind them of the benefit everyone gets from the small number of people who work bingo.
- The Team reviewed and discussed the Monthly Reports.
- The Team discussed the need to remind members to turn in nut money and mail their December dues to Andrea to avoid a late fee, as well as the opportunity to give tax-deductible donations.
- The Team decided that it would be a good idea to find out how much interest is paid annually on the credit card, as well as the bank charges paid in 2010. Due to ebb and flow of funds, the Team discussed that we may need to accept a certain level of interest paid on the credit card. A suggestion was made to require that nut orders be paid for in advance to eliminate the outlay of funds by the chorus in advance, and the Team may consider that for next year.
- Andrea updated the Team on fundraising efforts that are still being considered, as well as reporting that our first Scrip order was for \$825 and we paid \$776 including shipping, so our profit was \$49. Andrea will track what's being ordered and how they're being paid for to see if the minimum credit card charge of \$50 needs to be increased.
- Andrea reported that a member who wants to pay at least two month's of dues by credit card (to reach the minimum charge of \$50 per transaction) can fill out a new credit slip by the dues box and give it to her for future uses that can then be authorized by email. She also reported that eventually members will be able to do it themselves through a PayPal account set up through Grouponizer.
- Andrea reported that she's going to pay the annual fee for Grouponizer and that she and Heather will get together and figure out how to set it up. She suggested that the "don't send notice" box be checked for now because so many changes are being made. In December, Andrea will send an email to everyone about what to expect from Grouponizer and have everyone personalize their profiles. The Team discussed specific features that are available, optional features to consider including, how to handle training, and the responsibilities of the Administrator and the members.

Carmen (Performance Coordinator):

- Carmen reported that she's just started to look at the DVD from Dave Thomas and that it will probably be used more for YouTube and in-house purposes.
- Carmen report that Charlie will touch base with the church that bought the Phil Long Expo Center to see if they might rent space to us and that she's talking to churches in general re: space they may be willing to rent out on a regular basis. Diane told the Team about the possibility of teaming up with New Life Church in working with spouses of deployed personnel and/or children and would result in

our being able to use space in their building. Carmen reported that she and Kathy arranged to rent the Beth-El Mennonite Church today for the next two coaching sessions at a substantial savings (\$25/hour and \$100 to move chairs), and a suggestion was made to keep Chad in mind for moving the risers with his trailer. Carmen reported on her other efforts to secure a new rehearsal hall and reiterated the need for everyone to keep their ears open.

- Carmen reported that there will be a meeting for Singing Valentines on December 6 at 5:30 p.m.
- Carmen reported on the status of the upcoming special events:
 - a. YMCA Briargate luncheon on December 16 was declined due to lack of participation.
 - b. Cindy will send out information about tickets in connection with the National Anthem performance at the CC Hockey game on December 18. A suggestion was made to have a rehearsal after the Singing Valentines meeting, and the Team deferred that decision to Kathy.
 - c. Christ's Episcopal Church, Castle Rock, on February 26 will be discussed later.
 - d. USS Nehenta Bay reunion on June 16 will be a hand-picked chorus because of the small venue.
 - e. Christmas program at 2:30 p.m. and 7:00 p.m. on December 4 is on schedule.

Jen (Events Coordinator):

- Jen reported that we need to order makeup before Regional and that the cost is \$30 per person for new people, in addition to the makeup that isn't included in the kit. A suggestion was made to share makeup for the December show and the Team agreed. Carmen will make a video of Jen putting on makeup for posting on YouTube and include tips that address specific issues.
- Jen reported that she's holding off on ordering the acrylic cups until next year because of current expenses. The Team decided to order all the cups in late January or early February so we'll have them for Valentines and the booth at Regional. The Team discussed which logos to use, and decided to on the double treble clef and Sweet Adelines International as opposed to specializing them for Region 8 or the VHC.

Jamie (Membership Coordinator):

- The Team discussed the need to make sure new members know to look for information that may have been put in their chorus mailboxes and that they're located by the Bass Room.
- A suggestion was made to see if the nametag vendor can use a larger font for first name on nametags from now on to make them easier to read so we can stop using the large name badges for coaching sessions.
- Jamie gave a membership update, including the resignations of Betty Bray and Cheryl Schwartz. If anyone receives emails of member resignations, they should be forwarded to both Jamie and Kathy. The Team discussed the status of the remaining prospective members, and Jamie will follow up with the women who have passed their auditions but not paid to see if they have a membership plan. Jamie confirmed that new members are being brought up to date as new members and that Paula is now in the loop is communicating with them re: Rookie matters.

Judy (Communications Coordinator):

- Judy has nothing to report at this time.

Cindy (PR/Marketing Coordinator):

- Cindy has nothing to report at this time.

Kathy (Director):

- In Kathy's absence, Di gave Kathy's email report that (1) she sent the dual membership info regarding Houston to the MERT and Management Team; (2) the membership deadline for new, dual, and returning members is May 1, 2011; and (3) Fran Furtner knows of our interest in participating in the World Choir Games and that we need to know more regarding finances and talk more before a final decision will be made. Kathy has a promotional DVD of the World Games that she plans to show at rehearsal to get our members thinking about the possibilities.

NEXT TEAM MEETING: Tuesday, 14 Dec @ 6:30 p.m. @ Jack Quinn's.

Recurring agenda items: Jan, document review and update; Feb, distribution of budget information to team; Mar, proposed budget discussion; Apr, finalized budget - stricken, elections and new team appointments; Jul, fundraiser ideas

Respectfully submitted by:

Marla J. Schilly

FUTURE MEETINGS:

- Tues, 5 Jan
- Wed, 23 Feb
- Tues, 15 Mar
- Tues, 12 April