



MINUTES
Management Team Meeting
Aug 14, 2022 1:00 PM
Liz's Home, Modesto, CA

Present: Sally Massen, Teresa Peterson, Liz Sakuma,
Judy Shaffer, Carol Wharton, Rachael Bills, & Marlene Jetton

Action Item

The July minutes were approved.

Information Items

Director Report, Sally See filed report. Discussed each item in detail.

Finance Report – Liz See filed report. Filed 990N for RLC & sent to IRS. Sent International verification of financial audit & proof of 990N filing with IRS. Sally's monthly expenses were not listed as the check had not posted to the month. Samantha Ross removed. Funds and expenses are being closely monitored.

Coordinators' Reports

Team Coordinator – Judy See filed report. Judy reported on our director's search contacts. It was suggested to have a spreadsheet with the contact's information.

Administrative Coordinator – Marlene See filed report.

Communication/Marketing – Rachael See filed report.

Events Coordinator – Teresa See filed Report. RLC's mini-storage unit is now with Darrell's Storage on Mariposa Rd, Modesto. The Gallo Center is not having a Merry Choral Christmas this year. Oct 17th rehearsal site is still being addressed.

Membership Coordinator – Carol See filed report. RLC has a new member, Jaela Brown. Carol attended via zoom, the Regional Membership Meeting.

Discussion Items

It was recommended to go through all reports first then address each one's discussion items as some overlap.

RLC Scholarship – Liz drafted a revised Scholarship Fund Policy. MT agreed that under E a #4 should be added stating "any subsequent yearly request may be granted at the discretion of MT". This revised policy will be sent out to the chorus and then in 2 weeks,

the chorus will vote. If someone is absent, they may send their vote to Marlene before Mon rehearsal. The majority of votes will determine the policy.

Sally stated our chorus always needs 4 risers so we can spread out. Members need to bring their music folders and water to the risers so practice time isn't wasted and we aren't disrupting others by moving off & on.

We all need to talk with our visitors and new members so they aren't left alone.

As a reminder, "Dittos Copying" in McHenry Village is to be used.

The Jingle Bell Tea. Fri 1-9 PM for setup and rehearsal. Decoration committee is meeting to select a theme. The tickets need to mention masks may be required. A push for program ads is needed as that is our money maker. MT invited Sally's quartet, "With a Twist", to perform at our Jingle Bell Tea. We went over each Committee's worksheet & responsibilities. Thank you, Liz for creating these procedures.

Communication/Marketing Chair – Rachael

Decoration Chair - Carol

Facilities Chair – Teresa

Food Chair - Liz

Raffle Chair – Judy

Tickets/Tables Chair- Marlene

Int'l Competition will be shown on a webcast. RLC to pay for 2 sites at \$25.00 each so members may watch the events together.

Action Items

Director Search - The committee needs to actively pursue this and all chorus members need to spread the word.

Carol to send an email asking for a Big Sister.

Chorus Costumes need to be collected from past members.

The MT attending Intl Competition in Sep will look at ideas for a new RLC costume.

At her discretion, Teresa will dispose of the costume vests & black lace tops.

The Jingle Bell Tea information will continue to be discussed with the members.

Teresa volunteered to host the chorus holiday party on 12/19.

After checking the Regional Calendar, Teresa will book Grace Lutheran Hall for our Feb Fri/Sat retreat.

Chorus will be dark on 11/21, 12/26, & 1/02.

Next Meeting Dates: Sun, Sep 25, Oct 23, & Nov 6 -- all at 12 pm at Liz's home.

Respectfully submitted,
Marlene Jetton