



## MINUTES Management Team Meeting

**Sep 25, 2022 12:00 PM  
Liz's Home, Modesto, CA**

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

### Action Item

The two Aug minutes were approved.

### Information Items

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

Finance Report – Liz See filed report. Funds and expenses are being closely monitored. One member requested a primary chorus change. Her dues will be adjusted.

### Coordinators' Reports

Team Coordinator – Judy See filed report. Judy reported Rita will be Jaela's Big Sister

Administrative Coordinator – Marlene See filed report. It was suggested to put the calendar dates first in the Flash and also to high-light holiday rehearsal dates.

Communication/Marketing – Rachael See filed report. No paid advertising for now.

Events Coordinator – Teresa See filed Report. Oct 17<sup>th</sup> rehearsal will have 2 host families near Teresa's home. As a Thank You, they will each receive 2 tickets to our Tea.

Membership Coordinator – Carol See filed report. Our Tea theme is "We Need a Little Christmas".

### Discussion Items

A revised Scholarship Fund Policy #X was voted and approved by the membership. A review of Policies #VIII & IX were found to be current. Policy #VII Associate Members will be revised and sent out to the membership. After two weeks a vote will be taken. Associate members can also vote.

Oct 31<sup>st</sup> Halloween rehearsal, chorus should wear a costume and enjoy treats afterward.

A discussion of Management Team Responsibilities – Administrative Coordinator.  
For insurance purposes we need a value of stored supplies and property. Locate RLC scrapbooks and keep them together.

It was decided each office will review and revise their list of responsibilities and prepare a draft for Management Team to review. After approval, the updated responsibilities will be posted.

Jingle Bell Tea. Judy volunteered to be our committee chair. In the future it should be a regular chorus member or co-chairs. Sally mentioned the quartet would like 2 performances like our chorus. Other entertainment – hat parade = 3 winners, 1<sup>st</sup> = 2 tickets to next year's Tea 2<sup>nd</sup> & 3<sup>rd</sup> receive Sees Candy. It was decided the Tea will be from 2 – 4:30 PM. Deadline for all ads is 10/31. A lot of time is needed to create the program so earlier is better. Our Costume will be a pretty Holiday top and black pants.

### Action Items

Director Search - The committee needs to actively pursue this and all chorus members need to spread the word. A 5-month interim director will also be considered. An application and audition criteria will need to be developed.

Chorus Costumes need to be collected from an old member.

Liz to send Sally the Director's page from our last Tea program.

Only Dee has the computer program to create the flyer, ticket, & program master. Should there be a back-up?

Rachael will check out the Men's Chorus information so we can pay for posting an RLC Director search ad in their publication. We also need to invite the Men's chorus to sing at our Tea.

Teresa will request Beth Shalom's after-hours gate operation emergency phone number.

MT received a list of songs for RLC to select from to learn for next year.

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

Respectfully submitted,  
Marlene Jetton