



## MINUTES Management Team Meeting

**Jan 08, 2023 12:30 PM**  
**Liz's Home, Modesto, CA**

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

### **Action Item**

The Nov minutes were approved.

### **Information Items**

Director Report - Sally See filed report. Discussed each item in detail. Julie Starr will give a coaching session on Apr 3<sup>rd</sup>. RLC will pay her mileage while the International Fund pays for 3 hours of coaching. RLC is entitle to (1) one free yearly International Visit. Management Team (MT) agreed to pay \$25.00 for Directing at a Special Events Performance. It was suggested to have refreshments during our Guest Nights for our guests. RLC will have our Friends & Family Night on Mar 27<sup>th</sup>. Judy will invite local quartets to perform their contest songs, Liz will provide refreshments, & Carol will bring flowers. On that night, 6P is set-up, 6:30P warm-ups, 7:15P doors open, & 7:30P Program starts. Feb 17/18 is our Retreat. Sat evening is a catered dinner with co-chairs for evening entertainment. Each section should perform.

Finance Report – Liz - See filed report. Funds and expenses are being closely monitored. Nov.'s report was discussed and Dec.'s statement was sent out later.

Team Coordinator – Judy- See filed report. Tea raffle process was great. Next year there should be 2 boards with wide markers.

Administrative Coordinator – Marlene - See filed report.

Communication/Marketing – Rachael - See filed report.

Events Coordinator – Teresa - See filed Report. Feb 25<sup>th</sup>, RLC will perform for the Cherry Pie Social, Mancini Hall, Modesto starting about 2P. Carpooling was suggested.

Membership Coordinator – Carol - See filed report.

## **Discussion Items**

Dee is having her mother's memorial service Mar 3<sup>rd</sup> at Rita's home. She requested RLC to sing.

RLC has selected 2 colors for our new tee-shirts. The shirts were sent to be screen printed and should be back in time to be worn at AIM. MT recommended charging members \$15.00 with RLC covering the remaining cost of the printed shirts.

It was determined that a backup person needs to be trained on our RLC website.

It was suggested that RLC give a token recognition award to our new members upon completing their first public performance. MT agreed.

Since there are only 4 months until contest, the following MT statement was read during RLC rehearsal and posted in the Flash: As a chorus, the presence of every member is essential to our growth and our sound. To attain our goals in competition and community performances; attendance is mandatory for rehearsals, coaching and retreat opportunities. If you miss 2 (two) Monday rehearsals, or retreat/coaching opportunities; at the Director's discretion, you may be asked to sing in a quartet to make sure you are executing the current musical plan.

Policy 1, Audition Evaluation Process, Prospective Member, was discussed and evaluated. A draft revision will be sent to MT and the Musical Staff for comments. The final revision will then be submitted to the chorus for a vote.

## **Action Items**

Contact Sammie for her chorus costumes.

Reminder - If a riser duty member is absent for rehearsal, she needs to have contacted a replacement.

RLC needs the Holiday Tea Ad Program in a backup format.

**Next Meeting Date:** Sun, Feb 5<sup>th</sup>, 12:30P at Liz's home.

Respectfully submitted,  
Marlene Jetton