



MINUTES Management Team Meeting

Feb 05, 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 Jan minutes were approved.

Information Items

Director Report - Sally See filed report. Discussed each item in detail. Feb 17/18 is our Retreat. On Sat., members need to bring their own lunch & drinks. Sat. evening, Olive Garden is catering the dinner (**members need to bring their own drinks**); \$15.00 will be added to each member's statement. Volunteers are asked to bring cookies. Dixie & Megan are co-chairs for the evening's entertainment. Jan's hotel is booked.

Finance Report – Liz - See filed report. Funds and expenses are being closely monitored.

Team Coordinator – Judy- See filed report. She recommended snacks be available for those members arriving late directly from work. Members are to provide their own water.

Administrative Coordinator – Marlene - See filed report. It was decided she will send Dee the approved minutes and the monthly reports so they can be uploaded to our website.

Communication/Marketing – Rachael - See filed report. She will ask Dee for easy instructions on uploading/adding documents/information to our RLC website.

Events Coordinator – Teresa - See filed Report. She created a first performance award pin that can be written on the back. Megan volunteered to chair the guest ticket sales for the Cherry Pie Social. Sally turned in a black binder of our music. Who has it? There is no reason to keep additional hard copies of music in storage. Destroy those copies.

Membership Coordinator – Carol - See filed report. Members need to update their medical forms before competition.

Discussion Items

Friends & Family Night, Liz will bring refreshments and Carol will bring a floral bouquet.

At 2/13 rehearsal, all equipment & supplies needed for our retreat need to be staged in the riser room for easy loading access.

During Retreat, RLC will provide water & lunch for Jan Gervais, our guest coach. Liz will prepare a Thank You gift basket for her. Members are to bring their own lunch and drinks.

A Sweet Adeline monthly award was suggested, but tabled until another meeting.

The RLC calendar needs to be updated. Rachael will ask Dee for simple instructions so **there can be a back-up person who can** assist in posting information to the RLC website.

Policy VIII, Document Retention, was discussed and evaluated. SA fiscal year is May 1 - Apr 30th. Accounting records and taxes are kept for the life of the chorus. Business records are kept for 3 years. Rachael will send a draft revision to MT.

Policy IX, Bank Account Signers, was discussed. Wording needs to be changed to Bank Account Signers are Finance Coordinator, Team Coordinator, and a Team Coordinator designee.

Action Items

Contact Sammie & Helen for their chorus costumes.

Someone should volunteer to chair our after-competition themed dinner party.

May 15th is RLC's installation dinner party at Teresa's home.

Judy will invite local quartets to perform at our Friends & Family event.

Rachael will check for a PDF copy of all our Holiday Tea ads. Maybe in the archive files.

Liz & Judy will revise and send Policy 1, Audition Evaluation Process, Prospective Member, draft to the music staff for comments. Then it will be submitted to the chorus.

Next Meeting Date: Sun, Mar 5th, 6:30P at Liz's home.

Respectfully submitted,
Marlene Jetton