



## MINUTES Management Team Meeting

Mar 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 Feb. minutes were approved.

### **Information Items**

Director Report - Sally See filed report. Discussed each item in detail. She will be here 6 weeks in a row before contest.

Finance Report – Liz - See filed report. Management Team approved contest expenses for YWIH, Jaela. Funds and expenses are being closely monitored.

Team Coordinator – Judy- See filed report. She will follow up on inviting quartets to sing at our Friends & Family night. She emailed local colleges our Director search letter.

Administrative Coordinator – Marlene - See filed report. She sent Dee Jan reports to post.

Communication/Marketing – Rachael - See filed report. She received from Dee easy instructions on uploading/adding documents/information to our RLC website. Megan volunteered to assist and Dee said she would also assist. She gave Liz a thumb drive containing PDF files of our Tea advertisements.

Events Coordinator – Teresa - See filed Report. She would like to start a list of available people to assist with loading our risers, when needed, onto a trailer.

Membership Coordinator – Carol - See filed report. We still need Helen & Sammy's costumes.

### **Discussion Items**

Friends & Family Night-- Liz will bring refreshments, Carol will bring a floral bouquet, there will be a recruitment table, fliers will be available at our next rehearsal, pictures need to be taken, and the Tenors will be our MC .

Election of Management Team Coordinators. As of now, four Nominees will be announced 2 weeks before election. Ballots will be handed out 4/10.

At contest in Reno, Kathy is overseeing our Sat meal, Kristi is taking picture orders, and Marilyn is collecting charm orders. Teresa created a contest check list chart.

### **Action Items**

Contact Sammie & Helen for their chorus costumes.

Carol will check with Lilly on hotel and scooter reservations.  
Bonnie also needs to be reminded to reserve both hotel and scooter.

Sat's dinner at Reno will be \$40.00 ea. RLC will cover \$20.00 and charge members \$20.00

Policy 1, Audition Evaluation Process, Prospective Member, was revised and sent to MT & the music staff. It will now be presented to the chorus for approval.

Rachael will send a draft revision of Policy VIII, Document Retention to MT.

Policy IX, Bank Account Signers wording needs to be revised.

**Next Meeting Date:** Sun, Apr 2<sup>nd</sup> at 2:30P at Liz's home.

Respectfully submitted,  
Marlene Jetton