



MINUTES
Management Team Meeting
August 10, 2023, 6:30 PM
ZOOM

Present: Sally Massen, Liz Sakuma, Judy Shaffer, Teresa Peterson, Carol Wharton, Marlene Jetton., Dixie Tirre & Megan Evens

Action Item

Approval of Minutes for July 6, 2023.

Information Items

Director Report – Dixie See filed report.

Finance Report – Marlene See filed report. Marlene and Liz will work together to complete the Financial Monthly report.

Team Coordinator – Judy See filed report.

Administrative Coordinator – Liz See filed report. Liz and Marlene will work together to complete the Weekly Flash and Minutes.

Communication/Marketing – Megan See filed report.

Events Coordinator – Teresa See filed Report.

Membership Coordinator – Carol See filed report.

Discussion/Action Items

1. Policy review – Costume Policy, Teresa and Liz will meet to complete an updated Costume Policy and submit it to Rita for her approval and changes.
2. Possible performances
 - GVC's Ice Cream Social on Saturday, Oct. 28th 2:00 to 5:00pm.
 - Bristol Hospice on Saturday, Nov. 4th 11:00am to 2:00pm
 - Teresa will check with the Chorus for availability of members to perform.
3. Jingle Bell Tea – Committee Chairs have been set. Teresa – Setup & Front of the House, Judy – Raffle, Carol – Decoration Committee, Marlene – Table Assignments and Tickets, Megan – Ticket, Flyer design as well as Ad Book, Liz – Food, Kitchen Crew and Wait Staff. On August 18th we will talk to the Chorus about the Tea and start the “Ball Rolling.”
4. Megan suggested that we create a “Jingle Bell Tea Handbook.” Each Committee will compile information about their position. Megan has volunteered to compile the book.
5. Sally reminded us that it is her ZOOM that we are using and we should think about getting our own service. Dixie offered her account for us to use.
6. Marlene talked to us about the SAI Happy Birthday gift, the song “Come On and Sing” sent to the Region. We agreed that we should add it to the “Current Rep” and at a later date work on it. Megan will get it download and put on our Web Site.

Next Meeting Date: September 19, 2023, 6:30pm on ZOOM.

Respectfully submitted by Liz Sakuma