

**Management Team Meeting
October 22, 2013
Panera Bread
Dublin, OH**

Present: Bethany Grate, Char Gurney, Gayle Buerge, Cheryl Hamon, Susan Howell, Joan Buckeye, Shirley Bendau, Erin Wade, Betty Sargent, Kathy Doup

Not Present: Jodi Back, Kerry Denino

Secretary: Betty Sargent

Meeting minutes: August 2, 2013 minutes were approved. No meeting held in September.

Accountabilities:

- Send approved minutes to Gayle. *Ongoing*
- Update SVC calendar and send to Christine and Gayle. *Ongoing*

Administrative Manager: Kathy Doup

Manager's Report is not attached.

Accountabilities:

- Pursue purchasing additional risers with Singing Buckeyes chorus. *Completed*
- Contact Toula regarding Fall Fling riser usage. *Completed*
- Contact Alliance Chorus' Mark Morris regarding extra risers for 8/12 at the church and 8/13 at Bridgewater. *Completed*
- Hawaii Photo Stand for Luau. *Completed*
- *Thank You gift for Michael for handling our risers.*
- *Inform church we are having refreshments on 11/18 in foyer.*
- *Check on using church for 12/16 Christmas party, table & chairs, kitchen and extra cost involved.*
- *Check with Dublin Panera room on future MT meeting dates.*
- *Check with Upper Arlington School to see if there is an ice machine we can use for 10/27.*
- *Check on church for January 3-4 coaching session with Betty.*

Discussion items:

- Transporting Risers:
 - Rebecca's husband Michael will help get risers to the Upper Arlington High School for send off on 10/27.
 - A thank you gift was approved for Michael. Ordered yellow golf balls and a black SVC shirt for him.
 - Jordan sets up our risers each week. Want to give him \$50 for helping this weekend at send off. Approved. He will consider setting up risers for us if we move, depending on location.
- Facilities:
 - Our Lease is up and we got an extension until the end of March 2014 from the church.
 - Erin, Kathie, Char and Kerry are looking into other venues for rehearsals.

Business Manager: Cheryl Hamon

Manager Report is attached.

Accountabilities:

- Contact Good Day Columbus and Experience Columbus.
- Membership Brochure Template to Joan Buckeye.
- Contact Erin Eaker regarding press releases for chorus. *Completed*
- Work with Erik to get CD cover artwork. *Completed*
- Get artwork information to Gayle on the send off so she can get info onto the website. *Completed*
- Work with Gayle on order forms and flyers for CD orders. *Completed*
- Create slides for jumbotron advertisement at International. *Completed*
- Send email to chorus about shoe sizes not in wide and must retry shoes. *Completed*
- Select shirts and Email chorus about how to order supporter shirts for friends and family of SVC. *Completed*
- Fliers made for all shows. *Completed*
- *Create Guest Night Flyer for January 13th event.*
- *Val-Pak ad or next fall Guest Night.*

Discussion Items:

- Press release sent out by Missy via our "Mail Chimp" about CD and Hawaii Competition. /There were about 37 media contacts on that list.
 - Christine M. has a possible lead at Channel 4 for us, who may be able to help.
 - Erin W. also has a friend she can ask to do a press release for us.
- Fliers made for all the shows
- When do we want to do a guest night? Do we want to spend any money advertising?
 - Guest night date set for January 13, 2014.
 - Spend minimal amount for this night. Do a larger push for members in September. Maybe even a Val-Pak ad for September. Shirley volunteered to put up posters in Dublin area. If we have an avenue to place a free ad in some local news that would be agreeable.
- Do we want to do SING promotion of the CD? Approved if it's free. They charge if you sell it through their website.
- Do we want donation buckets at the sendoff on 10/27?
 - Shirley Bendau will bring a box for donations to be deposited into.
- CD Sales:
 - We have already sold enough to break even.
 - The printer made an error on the jacket covers so they are sending us another 1,000 CD's for free. This will increase our profit even more.

Chorus Relations Manager: Susan Howell

Manager Report is not attached.

Accountabilities:

- Assist Social Chair with Year End Party and Christmas Party- *in Progress*

- Talk to Ruth Pistner about her clubhouse for Christmas Party. *Completed*
- Get Good Luck cards for Naturally, Dream and Tune Town. *Completed*
- Send thank you card to those who wished us good luck and sent donations. *In progress*
- *Preparations for 11/18 Hawaii review and celebration night.*
- *Preparations for 10/27 send off*

Discussion Items:

- Members not in good standing: one member has not been here since August.
 - Joan Buckeye will reach out to her for a status and give her the options.
- Holiday Party:
 - Discussed member's clubhouse. May be too small
 - Discussed Der Dutchman room, but cannot get on 12/16 so booked 12/17, a Tuesday for now until we determine resolution.
 - Discussed the church.
 - Kathy will check with the church on having the party there in the foyer. There is a fee if we use the kitchen. It is minimal.
 - The church has to do the table and chair set up. We need to provide table cloths. Annie McClenathan may have decorations.
 - Suggested a contest for each table to decorate their own table and prize for winning table.
 - Members only.
 - We could do potluck.
 - Program ideas needed. Gift exchange discussed. Individual talents discussed. No decisions made at this time.
- Hawaii Review night 11/18.
 - Joan to order a cake for refreshments.
 - Susan will have Sharon Bowers bring the 15 two-liter sodas (of which 6 need to be diet coke). Reimburse Sharon for this.
 - Gayle to ask Amanda to bring her projector.
 - Gayle will not be there.
- Hawaii Send Off 10/27: Upper Arlington High School 2:30 PM
 - Members to bring a dessert for refreshments and serving utensils. Cafeteria is available for our use. Bethany will send email to chorus members.
 - MT members are to bring the soda: 4 two-liters bottles each
 - Erin Wade will bring enough plates, napkins, forks, spoons, cups.
 - Ice and coolers: Kathy will check with Amy Leacock to see if we have access to an ice machine, then we can determine if we need ice and coolers for it.

Communications Manager: (Gayle Buerge)

Manager Report attached.

Accountabilities:

- Set up training session for membership team for Groupanizer.
- Ask father about creating backs for risers.
- Old Harmonize.com site forwarded to new. *Completed*

- Set up CD Ordering online. *Completed*
- Ask Amanda to bring projector for use on 11/18 Hawaii review night.
- Send an email to chorus with links to Hawaii webcast and our site in an e-mail for members to forward.
- Prospect feature on Groupanizer.

Discussion Items:

- Nine CD orders have been placed online already.
- Continuing improvement of Groupanizer. Working on adding Prospect feature. Will do a trial with Joan to see if it will function.
- Links to Hawaii information and Send Off are on our SVC Website

Financial Manager: Jodi Back

Manager Report is attached.

Accountabilities:

- Report Monthly who is behind on dues. *In progress*
- E-mail members who are behind on dues. *In progress*
- Send Young Singers Foundation donation and CD. - Ruth
- Send out updated current budget to MT.

Discussion:

- Report monthly who is behind on dues – Just have a couple of people that are still behind and Barb is working on getting them worked out.
- Send out current budget for MT members to review – I don't have this finished for the meeting and will have to send out at a later time
- Note: even though it looks like we have a lot of money, we have outstanding checks for the costumes and the meals/room for Hawaii of around \$18,000. Plus we will need to pay an additional \$6,000 for the rest of the Hawaii meals/room.

Funds Development Manager: Shirley Bendau

Manager Report is attached.

Accountabilities

- Work on Silent Auction and 50/50 raffle for August 24th Luau. *Completed*
- Bring table sale items from Summer Singsation to chorus. *Completed*
- Work on details for Bags for Bucks fundraiser. *In-Progress*
- Bring a box for donations to be deposited into at the send off on 10/27.
- Talk to Kim Calland about her I-Give presentation.

Discussion:

- Fall Fling Booth netted \$275. Will not participate again. Not worth it. Location was poor.
- Der Dutchman night Oct 8 - \$786 profit.
- Oct 12 - SVC garage sale at Carol Jameson's church \$479 profit

- On-going:
 - 31 bags with Carolyn K.
 - Mustache earrings by Susan Howell. 15% goes to Chorus.
 - Nancy Myers nuts and candy sales going well. Nancy created small snack bags of candy and other items for our Hawaii trip to sell to chorus.
 - Candy Bars sales on-going
 - Kroger rewards doing great
 - I-Give a good resource. Need to push it again. Ask Kim Calland to do her presentation again.
 - Bags for Bucks Trashbag Fundraiser: Kitchen and Large 33 gallon Bags. They sell them to us and we sell for a profit. Can get in various colors, including pink. Like the idea of selling for a profit and giving a portion to cancer research. If everyone in chorus sold 3 boxes we would make \$1200. To start with, Shirley's quartet is going to give it a shot first and encourage the chorus to buy to see how well it goes and then can use as a chorus fundraiser if they are interested. It takes a sale of 20 cases to equal \$450 profit. The company also gives a portion to charity of what they sell it to us.

Membership Manager: Joan Buckeye

Manager Report attached.

Accountabilities:

- Work on Membership Handbook. *In progress*
- Prospective Member Website with Gayle. *In progress*
- Crackerjack: set up mentoring training. *On hold*
- *Order Cake for 11/18 after Hawaii Celebration and Review night*
- *Prepare First Time Performer gifts.*
- *New Member Orientation Power Point updates.*

Discussion:

- Crackerjack: Talked with Shannon and Sarah. Still have not set up a training. Shannon is sending out e-mails to her "mentors" with suggestions on things to do with their assignees to mentor/ assimilate them into the chorus setting. Will table this for now.
- SAI paperwork completed for new member.
- Updated roster and corrected issue with International regarding missing members for their list.
- Member went to chapter- at- large
- Two members resigned. Still need one other past member to complete resignation paperwork.
- Ordered name tag for new member.
- Attended the membership managers meeting at Fall Fling with Kristy Meyers. Attached notes from the meeting to the minutes.
- LOA: three members on LOA. Two will return in November after Hawaii.

Music Managers: Char Gurney & Kerry Denino

Manager Report is attached

Accountabilities:

- Audit plans to be completed – *Completed*
- Work with Erin on a name for new position for Gig Seeker job. *In Progress*
- Char/Kerry to send list to Susan Howell of choruses, individuals, quartets, etc. who have sent us donations and well wishes for Hawaii contest time.
- Send out Program Agenda for 10/27.
- Contact Amy Keller to plan a Sunday rehearsal space and meal with Betty Clipman coaching on Sunday, March 16th.

Discussion:

- Thank you cards to choruses that gave us money? Susan Howell will handle. List to come from Char and Kerry.
- Hawaii Competition:
 - Kerry prepared the competition packet
 - All forms are completed and sent
 - Worked with Amy Leacock and Kathy Doup on getting facility for Send Off. Dave Calland will emcee for us.
 - Costumes and shoes are ready.
 - Joe will be with us for our rehearsals in Hawaii. Invited Erin Howden as well. Waiting on her schedule and response.
 - Planning program for our competition breakfast. Each section will be responsible for doing something fun.
- New Rehearsal Site:
 - Got an extension from NWPC until March 31.
 - Kathie, Erin, Kerry and Char working on finding new rehearsal sites
- Future Dates:
 - No rehearsal November 11th.
 - Celebration night November 18th – approved. Will have at the church with refreshments
 - Jan 3-4 Coaching with Betty Clipman
 - Feb 17 Coaching with Joe Connelly
 - Mar 16 Sunday only - Coaching with Betty Clipman

Special Projects Manager: Erin Wade

Manager report is attached

Accountabilities:

- Bowling for Barbershop: work with Janine Wightman to coordinate event – *Completed*
- Gig Seeker position name and description needed. *In-progress*
- Additional rehearsal space. *In Progress*
- Provide items for 10/27 Send Off: plates, napkins, forks, cups for at least 300 people.
- Location for 12/3 MT mtg

Discussion:

- Bowling for Barbershop
 - Earned \$621. Approved by team to give \$100 to Young Women in Harmony and balance to general fund for SVC.
- Gig Seeker – still need to get with Kerry and Char on this new position.
- Grants

- Still researching corporate sponsors and various grants. Still have not touched base with Darla on the one for which she had information.
- Check with River Magic on how they got a grant for their risers.
- Additional Rehearsal Space: still researching this. Have seven other churches on the list to visit this week and find a new location for SVC. We have outgrown our current location. Attempting to stay in the NW side of Columbus. Only churches would offer us a place large enough and affordable enough to consider.
- Next MT meeting will consider having at Matt the Miller Tavern as our meeting and Christmas dinner together.

Team Manager: Bethany Grate

Manger Report is attached.

Accountabilities:

- Work with Kristy to schedule SR&B Meeting and Chorus vote. *In Progress*
- Check with Christine J. on Hawaii meal planning status - *Completed*
- New Member Orientation PowerPoint
- Coordinate changes to Standing Rules
- *Send email to chorus reminding them of desserts and serving utensils for send off 10/27.*
- *Send email to chorus regarding 11/18 rehearsal is Hawaii review and celebration.*
- *Send email to chorus with 12/16 Christmas party location when determined.*
- *Contact Jodi to give \$100 to Young Women in Harmony*
- *Vote for SAI Ballot – confirm date.*

Discussion:

- Standing Rules & Bylaws: waiting on a date from Kristy.
- Hawaii:
 - Meals and rehearsal/makeup rooms: confirmed
 - Member Emeritus was done at Luau and all were appreciative
 - Bag Ladies and “herders” for International are selected for collecting purses and helping members find their appropriate bags.
- November
 - Need to vote for SAI board before 12/4. Have the ballots already. Will do on November 25th perhaps.
 - Need to reserve rooms for Regional for meal and rehearsal
 - Approve to book room at the Embassy hotel first choice, convention center second choice. Meal on Saturday evening after competition.
 - Flat floor would be provided by Region at no charge. We are so large we need risers. Concern over moving ours around so much was expressed as they are aging. Approved to move forward with planning cost of carting our own down. Consider sharing with another chorus to help with costs.

Next Meeting:

Tuesday, December 3, 2013 at 6:30 PM. Location TBD

Discussion planned for next meeting: none mentioned

9:00 PM meeting adjourned.

ADMINISTRATIVE MANAGER REPORT (KATHY)

October – no report

BUSINESS MANAGER REPORT (CHERYL)

October 21, 2013

1. Press release sent out about Cd and Hawaii Competition. No pick up yet. Christina has a possible lead.
2. Fliers made for all the shows
3. When do we want to do a guest night? Do we want to spend any money advertising?
4. Do we want to do SING promotion of the CD?
5. Do we want donation buckets at the sendoff?

CHORUS RELATIONS MANAGER REPORT (SUSAN)

October 22, 2013

Cards have been sent to individuals, quartets, and choruses where appropriate as: thank yous, best wishes, and thinking of sentiments.

It has been reported to me that a member has not attended chorus rehearsals since August 19.

Is this a matter for discussion?

I have been trying to reserve a place for our Holiday party on December 16.

Although we have Ruth Pistner's community room reserved, it is probably too small, and parking will be a big problem. I have been in contact with Der Dutchman and their banquet rooms are not available for Dec 16.

However, Marilyn Dolbeare is checking to see if we can reserve the back room/s where we had our fund-raiser for our party. In the meantime, a banquet room is reserved for us on Tuesday December 17. Assuming we will be at Der Dutchman one way or the other, a program, simple or elaborate, will need to be planned. At this point, I could use any suggestions you all are willing to give me.

Because December 16 is our last scheduled rehearsal date before the Holiday break, do we want to keep the party to membership only, or include spouses/families? The decision certainly affects the room we would need. Either way, I would need to poll the chorus for how many would attend.

COMMUNICATIONS MANAGER REPORT (GAYLE)

October 21, 2013

Team reports:

- Social Media coordinator – Missy Craddock
 - Updated facebook and twitter as necessary.
- Website coordinator – Gayle Friesen
 - Rolled out and updated website as necessary
- Newsletter/SVC Friends coordinator – Gayle Friesen

- Sent out newsletter
- Tagline coordinator – Chris Jones
 - Sent each week
- Fourcaster coordinator – Gretchen Leppla
 - Preparing next article
- Voicemail coordinator – Miriam Mihok-Hopkin
 - Updated for Send Off etc
- Groupanizer coordinator – Gayle Friesen
 - Roster updated as needed
- Care Mail coordinator – Tracy Marcarello
 - No updates
- Audio/Visual Team – (Sadie Feick – audio)
 - Team is taking care of sound equipment

Accountabilities:

- ☒ Old Harmonize website forwarded to new
- ☒ Email address campaign for Cabaret in process
- ☐ Train membership team in taking attendance in Groupanizer
- ☒ Setup CD ordering online

FINANCIAL MANAGER REPORT (JODI)

October 22, 2013

Accountabilities:

- ❖ Report monthly who is behind on dues – Just have a couple of people that are still behind and Barb is working on getting them worked out.
- ❖ Send out current budget for MT members to review – I don't have this finished for the meeting and will have to send out at a later time

❖ **Financial Balances:**

Month	Checking	Savings (8451)	Savings (8469)	Total
April	\$5,594.17	\$4,550.15	\$37,493.74	\$47,638.06
May	\$4,417.46	\$4,550.34	\$37,496.92	\$46,464.72
June	\$4,951.13	\$4,550.53	\$37,500.00	\$47,001.66
July	\$15,523.85	\$4,550.72	\$24,802.97	\$44,877.54
August	\$13,716.88	\$4,550.91	\$33,480.78	\$51,748.57
September	\$5,207.23	\$4,551.10	\$29,661.89	\$39,420.22
October	\$28,466.44	\$4,551.10	\$13,416.89	\$46,434.43
November				\$0.00
December				\$0.00
January				\$0.00
February				\$0.00
March (3/25/13)				\$0.00

April				\$0.00
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Note: even though it looks like we have a lot of money, we have outstanding checks for the costumes and the meals/room for Hawaii of around \$18,000. Plus we will need to pay an additional \$6,000 for the rest of the Hawaii meals/room.

Current Projects

- Working on budget report. – This is just taking a lot longer than normal since there has been a ton of money going in and out!!!

FUNDS DEVELOPMENT MANAGER REPORT (SHIRLEY)

MEMBERSHIP MANAGER REPORT (JOAN)

October 21, 2013

MEMBERSHIP MANAGER TEAM:

Membership Manager & Membership Records Coordinator: Joan Buckeye

Guest/Prospective Member Co-Coordinators: Carol Jamison, Tracy Doyle

- Meet & Greet: Annie McClenathan, Linda Sharp, Kathy Doup
- Correspondence: Linda Sharp
- Retention & Recognition Coordinator: open
- Membership Interest Survey: Missy Craddock
- New Member Assimilation Co-Coordinators: Sarah Budd, Shannon Lange
- Membership Handbook: Bethany Grate

Activities Completed:

- Filled out SAI paperwork for new member: Nancy Smith
- Updated members new last names on SAI member list (changed to married name)
- Sent email to Ann Marie at International about members missing on our member list two members were added. Our roster is correct as of 10/01/13
- Sent out Survey Monkey vote for Long term LOA member
- Sent out Survey Monkey vote for member resignation: Approved
- Member has been removed from our member list (went to CAL)
- Two members are still on our member list – sent email reminding them to fill out the forms to resign and send them in to SAI
- Member has not filled out the papers to resign.
- Received name tag for Nancy Smith
- Shannon Lange is periodically sending email reminders to the Cracker Jills (*Jacks*) with suggestions on what to be doing with their assigned new chorus member.
- Attended Membership Manager meeting at Fall Fling – notes by Kristy Meyers attached

LOAs:

- Member – to return November (after Hawaii)
- Member – to return November (after Hawaii)
- Member – Long term leave of absence

Resignations:

- Member

Activities in Progress:

- Membership Brochure needs updated – *Cheryl and I are wondering if we should put this on hold until we have a new meeting place.*
- Membership handbook
- Prospective Member Website (when Groupanizer is completed)
- New Member Orientation Power Point Changes

Fall Fling Notes Attachment:

Hi Ladies,

Here are some notes and ideas from Saturday's luncheon:

MEMBERSHIP:

Leave-behinds are important when out and about:

- * 1/3 papers/flyers seem to work best. Front talks about chorus w/pics, back can give who/what/when/etc. Or can advertise next upcoming event.
- * business cards are a must - ensure members have at least 10 at all times to give when they see someone. Telling someone to 'google search us' is NOT effective. Leaving blank spaces on the back of a business card will allow the member to give their info for a personal contact. And/or, perforated business cards: 1/2 to give and 1/2 to get their info and contact them. BE PROACTIVE IN MAKING THE CONTACT!
- * include a business card when sending thank-you notes (to businesses or guests).

Follow-up: always send a 'thank you' to guests asap - can be mail, email, or both.

When sending emails, be sure to include the chorus' web address/facebook/etc for easy location.

It's a great idea for the guest to be paired with a single 'mentor' during their guest process. Someone in their physical vicinity is helpful (eg: Powell, Grove City, etc). It's a personal contact in the chorus, and the mentor could also send an email for one more personalized follow-up.

During business meeting, be sure to take guests to another room. They don't need to hear about business. Mentioned: a 'treat' to munch on while they're out of the room. It's something to do and might encourage talking.

MARKETING:

FACEBOOK PAGE IS A MUST-HAVE!!! Must be up to date, trendy, show young and fun, etc.

In signature block of email or postal mail when sending solicitations (for info, \$\$, sing-outs, etc), sender should use the title "Business manager" or similar. This will let them know who you're seeking to communicate with, and that it's a business deal and not just some pretty face from off the street.

Magnetic car signs have worked well for some choruses. A few signs can be rotated between members.

Trivia night: has raised at least \$3,500. 2X per year on off-chorus night. Team of 4, \$15 per person. Solicit sponsors, can accompany with pizza 'dinner' by the slice. 50/50 drawing. Think 'Trivial Pursuit.'

Check with CAPA, area chambers, etc to see about grants, connections, opportunities to solicit paid performances for groups from out-of-town. Eg: Men's Warehouse has \$ delineated at beginning of budgetary year for special donations. Contact them in July/asap to get on the list.

OUTREACH THOUGHTS:

County fair booth.

Perform with area Christmas Concerts to let them see what they could be doing with us.

Take a contest photo with you when talking to someone about SAI.

A chorus 'brag book' works well: "here's me in my normal life, here's me on Sweet Adelines."

I'm normal, just like you, and you don't have to be perfect at singing. "We are ordinary women, doing an extraordinary thing." - Kristy Meyers

MEMBERSHIP RETENTION:

Put the previous week's good news in the weekly newsletter. Keeps people in the loop.

Use the 'hot seat' for more than guests: established members might want to share about themselves, too. Then newer members will feel more connected, too.

Feature one member every so often in the newsletter: gives more info about them and could invite a conversation later on.

Love Poster: make a poster for X-number of member(s) with their picture on it, then get it out for 3-4 weeks at a time and have other members write a POSITIVE note on it about the member. When all member's posters have been displayed/written on, have a 'Love Poster presentation' and give the member their poster. Can tailor this to the chorus' needs/wants.

Put 1 member in charge of membership retention. Membership is so often focused on getting newbies that retention goes unnoticed, but what good is getting members if you can't keep them? (KM's side note: the SAI membership book indicates that most women drop out in years 2-5 because they're not learning anything 'new' - they're not getting the newbie attention, they're established, been through contest a few times, and things get same-old-same-old.) A little thoughtfulness goes a long way.

Kristy

Business Manager

MUSIC MANAGERS REPORT (CHAR & KERRY)

I. Hawaii Competition

- A. Kerry prepared the competition packet.
- B. All forms are completed and sent (if needed)
- C. Worked with Amy L. and Kathy D. on the technical aspects of our sendoff.
Dave Calland will emcee.
- D. Costumes and shoes are ready - thanks, Cheryl and Kathie H.
- E. Joe will be with us, at least for a while, at all our Hawaii rehearsals. We have also invited Erin but don't yet know her schedule.
- F. Planning the program for our competition breakfast.

Question: Were thank you cards sent to all choruses who gave us money?

II. Future Dates

- A. No rehearsal on Monday, November 11
- B. Can we have a celebration party on Monday, November 18:
- C. January 3-4 - Coaching with Betty
- D. February 17 - Coaching with Joe
- E. March 16 (Sunday) - Coaching with Betty

III. New Rehearsal Site

- A. Got an extension from NPC until March 31
- B. Kathie, Erin, Kerry and I are working on this. Several folks have told us of possible sites.

SPECIAL PROJECTS MANAGER REPORT (ERIN)

October 23, 2013

This will be short and sweet.

Bowling for Barbershop was a fun event! We took in \$621 total and the monies were given to Jodi to deposit on our account. My suggestion is that we donate \$100 to the Young Singers Foundation or the Rising Star Program. The remaining \$521 could be used towards future coaching, Hawaii, or as deemed appropriate.

I have visited 7 churches looking for a new rehearsal site. They are listed below. Covenant Baptist Church is a possibility for a temporary or permanent rehearsal site. Scheduled a meeting for Char, Kerry and Kathie Holloway to visit with Joann at the church on Wednesday 10/23/13 @ 10:00 A.M.

Bethel Presbyterian Church
Bethel International United Methodist Church
Covenant Baptist Church
Meadow Park Church of God
First Alliance Church
Discover Christian Church
High Street Baptist Church

TEAM MANAGER REPORT (BETHANY)

October

PREPARATION FOR MEETING

Positions:

Team Secretary – Betty Sargent
Regional/International Events – Christine Jones
Standing Rules and Bylaws – Kristy Bockrath
Regional Liaison – Open

COMPLETED SINCE PREVIOUS MEETING

1. Hawaii Meal Function Plans solidified
2. Member Emeritus Awards created and presented at Luau

ACTION ITEMS

1. Scheduling SR&B meeting
- 2.

AGENDA ITEMS

1. Calendar Events

OTHER NOTES OR INFORMATION

October 22, 2013 CD Special Report - Ruth Pistner

To: SVC Management Team CD: 25 Years in the Making Date: Oct. 22, 2013

THANK YOU, all who helped with this amazing, fun and educational project! Please pass along any feedback, things to improve upon, and all the good stuff as well.

Bank Deposits: 9-30 \$1,060; 10-07 \$650; 10-21 \$590; 10-22 \$465 = \$2,765

CD Sales, to-date: 183 Cash & Checks + 9 Web Sales + est. 22 Credit Card = 214

Web sales have come from Alaska, Montana, Pennsylvania, S. Carolina and Wisconsin.

CD Costs, to-date:

EVE Audio Services (Eric VanWagner)	\$ 415	(paid by SVC check)
Reg 4 2012 contest CD (Green Hill Productions)	15	(paid by SVC check)
Harry Fox & Sony (mechanical rights) 12 @ \$91	1,092	RPistner cc
Harry Fox service fee	164	"
Disc Makers (1000 4-panel Digi-Paks, 5-day spl)	1,219	"
Shipping 2-day (250) and Economy (750) UPS	214	"
Gracenotes/iTunes package	59	"
Royal Mailers (250 CD-size bubble paks)	34	"
Total estimated costs	\$3,212	

Based on 970 (30 Complimentary CDs):

Bottom line: Cost \$3.31, Profit per CD \$11.69, Break-even estimate = 215

Misc:

So far, Credit Card charges waived. Shipping cost is \$2.50 for Web sales. \$17.50 total.

Cost to mail within the USA is \$2.07 for 1, \$2.41 for 2 CDs plus \$0.15 for the mailer.

Sign-Out Sales by members approved. Manual tracking/Due date system works so far.

Ongoing CD-related tasks:

In-Person Selling, Promoting Sales, Collection of Checks & Cash, Bank Deposits

Tracking Credit Card Sales Manually & Tracking, Completion and Fulfill Web Orders

Marketing & Advertising Plans, Press Releases, Public Service Announcements

CD Sales at Send-Off & In-Person Hawaii Sales, Total Inventory Tracking & Storage

Summary:

Mission Accomplished & Continuing! First run of 250 received 09-26-13 for Fall Fling. 750 delivered then-after. First run CD label did not match our design color, therefore DiscMakers offered to rework the

order. Done, received 10-15-13 and inventoried. The first run will be sold first. We have purchased the rights for 1000 CDs. I am happy to report that SVC is beyond the break-even point ~ in less than a month!

-----End of reports-----