



TEAM LEADER-PRESIDENT & FINANCE COORDINATOR MEETING

November 14th 10 am – Meeting Notes

Agenda

1. Welcome / Introductions
2. International Updates
3. Regional Updates
4. Finance Roundtable
5. Check In – How Can We Help?
6. Leadership Self-Care

Attendees

Sue Melvin – Team Leader Region 16 RMT, Limestone City Voices

Christine Yorke – Membership Coordinator Region 16 RMT, Circle of Harmony Chorus

Colleen O'Dwyer – Finance Coordinator Region 16 RMT, North Metro Chorus

Tamar Spina – Barrie Soundwaves

Fran Williams – Harmony North

Cheryl Street – Bay of Quinte

Bev Edgar – The Heartland Singers

Peggy James – Bytown Beat

Jacque DiFederico – The Heartland Singers

Linda Tremblay – Bytown Beat

Carol Maynard – Image City Sound

Nancy Mantle – Canadian Showtime Chorus

Judi Kleffman – Limestone City Voices

Grace Kelly – Canadian Showtime Chorus

Suzanne Askin – North Metro Chorus

Jocelyn Ramage – Circle of Harmony Chorus

Cagan Balakbabalar – North Metro Chorus

Lorraine Gagnon-Lacroix – Durham Shores

Heather Massicotte – Northumberland

Selena Novak – Eastside Harmony

Karen Coulombe – Orangeville Chorus

Tammy Miller – Greater Kington Chorus

Martha Grant – York Harmony Chorus

Marion Boyd – Harmony North

International and Regional Updates: [Click here](#) for PowerPoint presentation.

Finance Update

- Colleen shared the latest information from International and the Region regarding their financial status and actions taken to adapt to the changes resulting from COVID. Key points:
 - Reduction or deferral of International dues is not expected. International is preparing a video to address this question and hopes to release it to all membership at the end of November.
 - The Regional Management team will be reviewing the budget at our January meeting and will be evaluating whether a deferral or reduction of the Regional assessment for 2021 – 2022 is possible at that meeting.
 - Reminder that both Regional and International dues are not refundable.
 - See PowerPoint pages 10 & 11 for additional info: [Click here](#)



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Finance Roundtable

- Representatives from the choruses described how their chorus is adapting to the financial challenges associated with COVID. Key points of the discussion were:
 - Dues – are they collecting, have they reduced?
 - Are they running a deficit?
 - Fundraising activities?
- Fundraising programs that choruses have used in recent months are:

FUNDRAISER	WHAT IT IS	CANADA EXAMPLES	U.S. EXAMPLES
Bottle/can drive	- Ontario: 10-20 cents each depending on item - New York: 6 cents on beer and soda cans & bottles at redemption centers	Differs by location	Differs by location
Cheese	Percentage of cheese sales	Jensen Cheese Wilton Cheese	cubacheese.com
Chocolate	Percentage of chocolate sales	fundraising.purdys.com	www.fowlerschocolates.com/pages/fundraising
FlipGive	Free team funding app earning 2-20% on things you're already buying.	flipgive.com	flipgive.com
Flowers/Wreaths	Partner with a local greenhouse to sell seasonal plants	Differs by location	Differs by location
Mabel's Labels	20% commissions on sales of labels.	mabelslabels.ca/en_CA/fundraising/learn-more	mabelslabels.com/en_US/fundraising/info
Meat	Percentage of meat sales	North Country Meat & Seafood	Western NY Meat Raffles
Scrip	Gift Card fundraiser earning 2-16% depending on retailer	fundscrip.com	shopwithscrip.com
Value Village/Savers	Percentage by weight on donation of used clothing and other household items	Value Village	Savers

- Generating income is also possible through sale of virtual performances.
- Many choruses have experienced rent reduction or relief since they are not using their rehearsal space. Choruses paying full rent are encouraged to negotiate with their rehearsal space to reduce their expenses



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Finance Roundtable (cont.)

- Use of electronic banking and e-Transfers facilitates dues collection while we are not meeting in person. As promised, guidance on how to set this up follow. Colleen is available to coach choruses through the process.
 - Set up online banking access. This is available as view only for choruses with multiple signatories. It will give you access to printing bank statements, viewing transactions but will not allow movement of money.
 - Set up new email account for chorus financial person. This can be done through the chorus website depending on the site, or alternatively, set up a new Gmail account. The account name should include a reference to finance and the chorus name. i.e. fc@saregion16.com. (This was created via the region website).
 - Once both of these are set up, access the chorus bank account through online banking. Access transfers and specifically electronic transfers (e-Transfers). There will be an option to set up for auto deposit. Enter the new email address for auto deposit.
 - Going forward, all e-Transfers should be sent to this email account and will automatically be deposited to the chorus bank account. An email will be sent from the bank for every transfer processed including particulars of the remitter such as email address. It will vary from bank to bank. This will also eliminate the need for a security question.
- Insurance coverage through Sweet Adelines International is required to maintain a chorus charter. The [SAI Chapter Guide](#) provides details of what is and isn't covered by this insurance (pages E-5 and E-6). Choruses can evaluate whether they need additional insurance coverage. If deemed necessary choruses may be able to negotiate a premium reduction while operating virtually.