Communications VP

September 2021

1. 25 singers’ masks have been ordered from the Broadway Relief Project. Information about these masks may be found at [//www.broadwayreliefproject.com/singersmask](http://www.broadwayreliefproject.com/singersmask).

The total cost for these masks is $603.04, and this has already been paid by a member. The invoice will be submitted to the treasurer when the masks arrive. The current plan passed at the emergency board meeting earlier this month is to request each member who is able provide at least $25.00 to defray the costs of these masks.

As of Monday the 21st, the company supplying the masks confirms that, with the current volume and the delay in materials, they expect to fabricate and ship the masks the fourth week in September. **It is my personal recommendation that, based on this data, we plan our first “in person” rehearsal on October 11th, to give time for possible delays in shipping and fabrication.**

1. The Jamulus Reservation page under User Menu is still open to the entire membership to reserve time on our Jamulus server. A How-To page has been created to instruct members on how to use that page to sign up for time on the server. Currently there is one quartet who is utilizing this service. When we begin “in person” rehearsals, it is recommended that we decommission the server and use other public servers for the occasional quartet usage.
2. Website information
	1. Creation of a New Recruit form to keep track of the progress of a prospective member is still in progress. This will be a PDF that can be accessed by all those that need to sign-off for their roles in accepting a new member. When this is completed, a How-To document will be created that will document the steps for each person that will need to sign off on their piece.
	2. As What to Practice is published, usually at the end of the month, any music listed should be available to the membership. **The board members that are not part of the Teaching Quartet should verify this, and report as soon as they can any anomalies found, including missing music, parts that are too loud or not loud enough and parts that do not match the sheet music!!**
	3. Ben should add past members to the information that we are currently storing on our website. This will allow us to send emails and other physical mail to them through our website.
	4. The donations tab on our website seems to be working well. The options on this tab will be expanded to include donations specifically to defray the costs of our new masks. **We should remind our members each meeting that it exists, and that even a few bucks per week is helpful to our chapter.**
	5. Quartets may now archive their music on the website if they wish. To do so, a role that is the quartet name will be created, and assigned to the quartet members that are part of the chapter. If the quartet disbands, for any music that is not already owned in some form by the chapter, the copies the copies and tracks may be donated to the chapter, or, upon the request of the quartet, removed from the website. Any music that has been uploaded to the chapter website may be made available and assigned to chapter quartets for which a role has been created by request of that quartet. At this point we have two quartets who may have specific access to music in our library.
3. Officers’ Duties, Responsibilities and Terms of Office documentation are being added to the website. This is currently still in progress. The Terms of Office are now currently on the website.
4. Standing committees and their roles and responsibilities will be added to the website at a future date.
5. We still need public news items for the website! If you wish to have an item added to our public “News”, please send that to either Jack Press, Beth Karlin (for marketing news), Ben Marder (for membership news) or myself for posting.
6. The Music Librarian will produce CDs shortly after we have our first live rehearsal. Each member would probably receive three CDs. The first would be a “permanent repertoire” CD and would contain those songs that the directors and music team believe will always need to be available for singouts and performances. The second would be “current repertoire” CD, which would contain the songs for upcoming shows and those repertoire songs that the directors would like to have available for singouts and performances, but would probably be rotated in and out of our repertoire every few years. The third CD would be our “seasonal repertoire” CD that would contain our holiday songs.

These categories are being created on our website. As music is categorized on our website, members may receive emails stating that music is available, or that they will be required to learn. Since this music should already be in the music they know, any questions on specific songs should be directed to the directors and music team.