



## Meeting Minutes

November 16, 2014, at Schaeffer, 6pm

*In attendance: Julia, Liz, Dave, Caroline, Susan, Krystal, Jill*

### *ACTION ITEMS:*

1. *JA – videos to JN for website, crowdrise*
  2. *? - Auditions: new registration info for website*
  3. *JN - choir concert program; program ads; concert tix to Tina for student distribution*
  4. *JN – meeting with Matt Pearson re use of Leonardtown next season...*
  5. *JN - insurance renewal; ask about whether we need Bonding insurance*
  6. *SBL – choir press release; music licensing*
  7. *SBL - choir banner; Crowdrise; choir brochure, website photos*
  8. *JN – order choir scanner; trifold board (Susie)*
  9. *CMK – photography at Choir concert; cash box from Liz*
  10. *? Video of choir concert??*
  11. *JN – drum set*
  12. *KD – google doc for choir concert reception*
  13. *KMc, KD – looking for choir parent for board*
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### I. Call to order at 6:07pm

### II. Minutes from October 2014 – approved

### III. Financial Report– Liz

- Account balance \$8963.35 (as of 11/15)
  - In = none
  - Out = \$341 orchestra music, \$900 AMK, sectionals \$160, \$100 space = total \$1501
  - Orchestra Concert: 87 attendees = 59 adults, 11 kids, 2 free kids, 15 comps = \$328 concert proceeds
    - \$40 ad sales
    - \$25 merchandise sales
- Discussion of free concert tix – did it work as a recruitment tool?
  - Sense is yes – may have drawn a handful of interested, prospective players; some free tix went to sibs, however Should we do this for the choir? - 2 per choir member, with instructions to give to others who might be interested in choir: issue of timing and logistics in getting tix to choir members

### IV. Orchestra Report – JN in AMK's absence

- Concert → best so far, maybe...
  - Good that AMK spoke – a mic would have been good...
  - Positives: committed group of students; AMK Gino's work w/ percussionist; no problems with practicing this semester
  - Probs: percussion equipment missing; stage was not ready for performance
- Looking ahead to spring season:
  - AMK would like to have regular weekly rehearsals for the spring again → often she felt like she was starting over every week

- Start January 25? – 2 sectionals – date for Spring concert... Friday night concert? Friday May 15? Sporting events in conflict?
- Location?
  - How much would moving to Leonardtown affect recruitment? – Hollywood is ideal location
  - Issue of losing the connections and conveniences of CHS for AMK (additional spaces for free for sectionals..?)
  - Monday nights – St Maries Musica is moving from Patuxent Pres to Leonardtown 7-9:30; KMc’s connection to Leonardtown
- Audition dates in January? – confirm dates this week....
- Plan to meet with Matt Pearson & folks at Leonardtown – JN to initiate meeting

## V. Choir Report – JN via KD and LBS emails

- Dec. 4 – concert
  - JN preparing choir programs
  - CMK will do \$, tix
  - Concert reception planning → organize with google drive form
    - Cupcakes from the Board
- All paperwork turned in; 2 checks still in KD’s possession
- Rehearsals going well; solo auditions were 2 weeks ago
  - 2 more rehearsals – felt like there wasn’t that much time to prepare for concert
  - Directors made rehearsal tracks – LD emailing them and giving kids priority practice list
  - CMK attended rehearsal the week before auditions –impressed with work directors doing with kids
- Shirts arrived - JN to KMc to KD; folders distributed
- Dec. 7 — SMYChoir has been invited to participate in a community concert at Maxwell House in Charles County – same concert program
  - Choir has had 3 requests for performances...
- Next Season:
  - January 8 for auditions – new registration page on website...
  - Spring concert....1 night for both concerts (orch and choir) for spring? – combine orchestra and choir performances and perform 1 combined piece?

## VI. Discussion Topics

1. Board committees
  - Table until December meeting
- Strategic plan discussion, review of doc (Caroline)
  - How optimistic/realistic are our 1-year goals?
  - Do we need to reorganize the document? – not yet...
- Fundraising (Susan)
  - Difficulty with securing donations via web research and cold calling
  - 2 new packets sent out last month...
  - Crowdise? – introduction, exploration of site, discussion
    - Need to clarify specific goals here → fundraising committee

## VII. Board development: *Financial Responsibility for a Board* (Liz)

- Discussion:
  - Need for budget line item for reserve funds
  - Bonding? – assume not covered by our Director’s insurance – but should we get any? JN to ask insurance co.
  - Issue of ‘taxable sales’ – do we need to take “NPR approach” to merchandise sales? (i.e. you donate X amount, you receive X in return)– otherwise, do we need to be reporting merchandise/ad sales because they are taxable?
    - Ads in programs → make them donations not sales
  - Issue of separation of responsibilities; i.e. person getting invoices is not the same as check writer - yes, our responsibilities are separate
    - Liz to update Treasurer binder
  - Treasurer needing to take a “leave” for a week or so – someone else steps in to be Treasurer for a short period every year

- Out bank? -- good banking relationship for future interests? How did we choose our bank? (Lisa chose – somewhat arbitrary?)

### VIII. Other Discussion Topics

- Next meeting, board dinner: December 14: location TBD
- Spring mtg dates: - all at 6pm
  - Jan 4
  - Feb 8
  - March 8
  - April 12 (afternoon meeting)
  - May 3
  - June 14 (bring your family?)
- Choir parent on board - important of this perspective
  - KD to ask parents... KMc will email choir parents directly

### IX. Adjourn 8pm

### COMING UP

- **Choir CONCERT Dec. 4, Thursday, HUMC, 7pm**
- **Choir CONCERT Dec. 7, Saturday, 2pm, Maxwell Hall, Hughesville**
- **MEETINGS**
  - Dec 14, dinner meeting: location to be determined
- **SPRING MEETING DATES: 6pm**
  - **Jan 4**
  - **Feb 8**
  - **March 8**
  - **April 12 (afternoon meeting)**
  - **May 3**
  - **June 14 (bring your family?)**