

MINUTES  
Market Street Singers Board Meeting  
October 12, 2009

President, Eileen Nicholson called the meeting to order at 7:02pm at the home of Elsie Simon.

Board Members Present: Eileen Nicholson, Susanne Redalje, Kate Riordan and Elsie Simon.

**M/S/C** to approve the Agenda.

**M/S/C** to approve the Minutes of the September 14, 2009 Board Meeting.

**TREASURER'S REPORT:** Kate Riordan reported for September, \$2809.93 Income and \$2479.35 Expenses, for a net gain for September of \$330.58.

**M/S/C** to approve the Treasurer's Report for September 2009.

**BOARD ISSUES:**

**MSS Policies on Board Spending Limits;** we agreed to postpone this discussion until January when new board members would be present to participate.

**Recruiting new board members:** We will recruit new board members, and can suggest that the meeting date/time could be changed, if necessary. We also agreed to create a dossier of helpful information for new board members, to include Bylaws, recent Minutes and Treasurer's Reports, Latest Roster and Budget, and Elsie will assemble these. Eileen will compose a statement about what board participation involves and how the board works.

Eileen has reconfigured the Membership Roster into simply Active and Non-active, the latter without additional subcategories which are no longer practicable. [25:34]

**RUMMAGE SALE REVIEW:** We took in \$857 compared with \$1164 last year. Our location at the Senior Center was a disadvantage, being distant from the client traffic hub at 22nd and Market St. Volunteers on Saturday afternoon dropped radically and several people had to be asked to return to fill in for noshows. We need to spread the time between performance (Sept 12) and the Sale (Sept 26). We also didn't meet for practice in the intervening two weeks, when we could have reminded folks.

We need to form a "Locations" committee to work on finding new venues in Ballard, both for the Sale and for Performances.

**MSS Bylaws posting on website.** We agreed to have Elsie forward the Bylaws to Doug Hathaway to post on the Members-only section of the website. [43:06]

**ACT THEATER PERFORMANCES, DECEMBER 6 & 13**

**Choose donation recipients:** The Board agreed to designate the Ballard Senior Activity Center as the beneficiary of donations we receive at both of our performances.

**Sell treats and MSS items?** According Chris Vincent, "We can also sell treats during intermission. Should I ask if we can sell T-shirts and coffee mugs?" We agreed to sell T-shirts and coffee mugs. We are interested in selling treats, but wonder if ACT doesn't themselves sell treats, to raise funds. So we would like to verify if and how that would work and what our responsibilities would be. We would buy items at a big box store and mark up the price, rather than have members bake them.

**Forming a Production Committee:** We discussed providing more help for Chris, given increasingly complex concert and choir management logistics. Perhaps a Venue Locations committee, Music Librarian, Day-of-Performance-Coordinator (one Go-to person). [1:06:43] might all operate under an umbrella Production Committee.

**Defining it?** Kate will ask member Cathryn Davis for a production template she has from another choir, to help us get started. We need to consider our mission and how we want to implement it, and to find out from Chris how we can help him.

**ANNUAL MEETING PLANS:** We set Tuesday, November 17 for our Annual Members meeting.

**Agenda:** 6PM start dinner; 6:30-6:45PM call meeting to order, reports, new board members elected, awards, Director's comments, review new member guidelines or how to implement our mission as a way to generate discussion which Susanne will lead, with questions and discussion encouraged; conclude @7:30PM. Set up and begin rehearsal.

**Dinner:** Elsie will order pizzas - 15 in two deliveries -- from Sopranos (average price \$16.) and request a discount. Kate (?) will get a veggie and a fruit tray, beverages for 60 (water, juice, soda, cups and napkins, Eileen will bring plates, [2:03:04]

### **2010 Budget [2:13:00]**

Kate directed us to the Report, "Profit & Loss Budget vs Actual YTD, Jan - Sept 2009," and highlighted significant variances between Actuals and Budgeted. For example: **Income, Donations Cash, Participants and Other**, thru Sept: ACTUAL=\$11929.66 vs. BUDGETED=\$7950.01 (includes a 300% increase in non-participant donations). **Income, Honoraria**, which was not in the original budget, was added during the year to clarify payment received for performance (Salmon Bay School). We will again not budget for this, since we do not wish to solicit or make performance choices based on payment.

We agreed to split out Performance donations from Other donations. (Once our budget exceeds \$25,000, we will need this detail to satisfy IRS requirements. And Performance donation amounts were needed for last year's grant application.) Under **Fundraising Income**, we'll remove Taco Time, and add Town and Country Market Receipts, and Brown Bear Car Wash.

**Expenses:** Actuals have exceeded Budgeted, mainly because of the 50% increase in the size of the choir (from average 40 to 60 participants). For example, **Copying** (budgeted at \$50 for the whole year) is already \$110; **Music**, budgeted at \$800, is already at \$1547, and **Wardrobe** -- not budgeted -- already \$281. Also, **Fundraising expense-other**, budgeted at \$120 is already at \$300, due to purchase of 200 Brown Bear Tickets to sell.

That 50% increase in membership is reflected in our 47% increase in Income, and our 28% increase in Expenses (YTD). Thanks to good stewardship, we are on balance \$747 ahead YTD instead of \$821 in arrears, as was budgeted.

We felt it important to allot enough for **Music** procurement, so that choices of music are not dictated by cost.

Expenses for things like programs, badges, holders, posters, flyers, etc. have also expanded with our growth. Heretofore Russ Long has been either absorbing or treating most of his production cost of these as In-Kind expenses. But as the choir gets bigger, the board needs to move toward more intentional anticipating and budgeting of these. So the board has requested estimates on these expenses prior to approval. **Production - events.** Our schedule will remain pretty similar to 2010. [2:43:35]

**Stipend** increases recommended were: Director from \$450/mo to \$475/mo and Accompanist from \$65/service to \$70/service.

**Miscellaneous** for 2009 included (1) miscellaneous (2) \$500 scholarship for Chris, (3) \$525 expenses for MSS Picnic and (required) Annual Meeting, for which we'll allocate \$300 each in 2010. Kate will send Ken Molsberry our Draft to format in Quickbooks.

**Adjournment:** 10:02PM, (We agreed to stay later to work on the plans for the Annual Meeting, and the 2010 Budget.)

Respectfully,

Elsie Simon, Secretary