

MINUTES
Market Street Singers Board Meeting
July 12 , 2010

President Susanne Redalje called the meeting to order at 7:05pm at the home of Elsie Simon.

PRESENT: Board Members: Suzy Crawley, Kathryn Minturn, Eileen Nicholson, Susanne Redalje, Kate Riordan, Elsie Simon, **Visitors:** Sarah Coyle, Marijke deVries, John Marshall.

Minutes and Special MSS Board Meeting, June 28, 2010: Added to the final, approved Minutes was an Additional Note Addendum reporting the action taken at a Special Board meeting held on June 28, 2010 at which the Board approved a one-time bonus of \$500 for Director Chris Vincent, along with an increase in his monthly compensation to \$600 per month.

M/S/C (moved by Suzy Crawley) to approve the Minutes of the June, 2010 Board Meeting, with the Additional Note Addendum.

TREASURER'S REPORT: Treasurer Kate Riordan reported June Expenses of \$2,686.31 (includes concert expenses of \$1021.66 and a Director's one-time bonus of \$500) and Income of \$2,570.00 (includes concert donations of \$1170.00) leaving Net Income for June of -\$116.31, but with a positive balance for the Year-to-Date of \$1748.26. Kate pointed out a change of category name, from Stipend to Compensation.

M/S/C (moved by Suzy Crawley) to accept the Treasurer's Report.

Signatories on our account at Chase Bank were updated to Susanne Redalje, Chris Vincent, Ken Molsberry, and Kate Riordan.

Review Music Storage: As directed by the Board, Kate has signed for and rented storage space for storing music, risers, podium, etc. at: Market Street Storage, 2811 NW Market Street, Suite A, Unit #1039. Monthly rent will be \$70. Kate will check our insurance for coverage. **The names on the contract are Susanne Redalje, Kate Riordan, Elsie Simon and Chris Vincent. Keys were given to Susanne, Kate, Kathryn, Suzy, and Chris.**

Kate has a handle on moving, containers, shelves, etc. John Marshall warned about moisture damage when boxes are placed directly on the building's cement floor, **and a neighboring business has had flooding in the past.**

New Potential Board Members: President Redalje welcomed visitors Sarah Coyle, Marijke deVries, and John Marshall with explanatory remarks about the Board and the additional need for "task leaders" who do not have to be Board members or attend Board Meetings.

Board Communication: With Director Chris Vincent and the Board unable to find a mutual meeting night, we need to improve communication -- among Director, Board, and general choir membership. The board discussed ways to improve communication with the Director and with the Choir.

Suggestions for improving communication between the Board and Director Vincent:

-**confer via email**; Recent storage space procurement process showed that it can work: we came up with good ideas online then the board met briefly before rehearsal to evaluate and vote.

-**limit growing email traffic** by confining messages to essentials

-plan one **joint Board** meeting per quarter at date/time when Board and Chris can meet together.

-summarize or **produce** Board meeting minutes for Chris really fast, even if crude; include imminent issues/events/notices/actions and decisions taken.

-Ask Chris to provide Board members a **list of concerns**/information/questions for consideration in advance of the Board meeting.

How to best communicate with non-board members? Suggestions:

-Publish Minutes in Gazette after approval by Board at subsequent meeting.

-Announcements:

-doing them before rehearsal break is not too effective, "shortens break," people "came to sing"

-so prioritize one or two announcements each week

-more likely to pay attention when task leader makes announcement (including when Chris is the task leader).

Members can then see who the GO-TO person is and seek them out if they have questions or wish to volunteer.

It would demonstrate our community-style operation and hopefully encourage more participation in chores.

-Upgrade Gazette to a newsletter. Using inexpensive software (i.e. \$15/mon. Constant Contact), it could be produced by volunteers under Chris's supervision. It would be easier to read with columns, and sections could include Latest News, Reminders, Interviews with different member(s) each issue, Wish list of tasks, talents, items, Seasonal Information i.e. Rummage Sale, links to teaching aids, musicianship tips, etc. Invite Section Leaders to participate and offer ideas.

Membership Guidelines/Standards - Chris asked that we discuss this subject at the next Board meeting (which he will attend) to address the problem of mid-season joiners getting caught up on music and ready to sing in the next performance. Consider instituting a mini-audition early on to determine readiness. Section leaders can help identify if someone is not progressing. And perhaps also with brand-new people, have a probation period, and mentors. Also, limit the number of rehearsals which can be missed in a season and still perform. Full discussion of Guidelines and Standards was deferred to the August meeting when Chris will attend.

Bylaws: Current Bylaws are dated April 14, 2008. Suzy and Kate agreed to serve on a Bylaws Updating Committee. Members will be asked to read the Bylaws, available on our website, and offer their questions and/or suggestions.

New Member Induction - We believe we need a Membership Director, especially at the start of each season, who before rehearsals would greet newcomers, hand out music, application form, etc ,orient briefly, introduce to appropriate Section leader/member. This task would not necessitate Board membership. Kathryn offered to start composing a job description for this position. This person could also be listed as the initial point of contact for prospective members. Visitor Coyle said she would love to do this job, without being a member of board. Susanne suggested she work with Kathryn.

With the increase in our Membership it has become clear that the Board needs to take on more of the organizational load that Vincent mostly carries by himself. These are some first steps in doing that.

Budget planning: We need to start thinking about the 2011 Budget, due by the November Annual Meeting. It should be realistic but flexible. Kate recommended the Profit vs Actual Report for January through June 2010, just received, as a good guide and place to start.

Ambassador choir: We'll discuss this next month, with Chris, but Visitor Marijke deVries pointed out that a small representative group such as this requires enormous dedication and time commitment -- no one can miss a practice or performance.

Next Board Meeting August 9, at 6PM, with Potluck before meeting

Meeting Adjourned at 9:15PM.

Elsie Simon, Secretary

TO DO's:

Sarah Coyle volunteered for the Membership Director job

Suzy offered to serve on a Bylaws Committee.

Kate will check our insurance for coverage on storage unit.

Kate has a handle on moving, containers, shelves, etc

Kate offered to serve on a Bylaws Committee

Kathryn offered to start composing a job description for Membership Director position.

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Addendum:

Treats list - Alphabetical order:

Elsie (beginning with August meeting)

Kate September

Kathryn October

Marijke November

Susanne January (Note - no December meeting)

Suzy February