

# Market Street Singers

## Board Meeting Agenda

March 8, 2010

Attending: Chris Vincent, Susanne Redalje, Kate Riordan, Kathryn Minturn, Eden Rivers, Suzy Crawley, Rosalind Caryl, visiting.

In Pres. Nicholson's absence, Vice President Minturn opened the meeting at 7:10pm. She also served as host as Elsie Simon was out of town as well.

### Minutes of February board meeting

Minutes from the February meeting were approved. There was brief discussion about the best format for minutes. It was decided that they would read better and be easier to take if we just included the highlights of discussions.

### Treasurer's report:

Treasurer Kate Riordan reported that our balance was \$6,328.31. February income was \$1063 from donations and Brown Bear. Expenses were \$905, giving us a net income of \$158 for the month.

### Eden Rivers resignation from board

Due to a conflict with the meeting time, Eden Rivers resigned from the Board. However, since the conflict is temporary, she will just be on hiatus instead.

### Issues re using the Senior Center sign-in fobs/key tags

The issue of sign in continues to be a problem and has taken up a great deal of Chris' time. Kathryn will take over as liaison with the Center.

->Action item-Kathryn will discuss the fob issue with the Center.

\*Post-meeting discussion-After much discussion the problem is still unresolved but we will keep talking. It is important for the Center to know how many people use the Center on a daily basis and we want to cooperate. For now, it is best if people leave their fobs in the box at the Center.

### Chris – report on cost of software for producing practice cd's

This discussion was postponed for a later date. Instead, we discussed a proposal from our bookkeeper, Ken Molsberry, to update the version of Quickbooks he uses to keep our books. The board approved the purchase of a new version of QuickBooks Premier Nonprofit from Amazon.com at \$250.

#### E-mail marketing plan update

No one has sent Chris any email addresses. It was decided that we should discuss this further with the members and in the meantime, Chris will send out concert information as usual for the members to forward to friends.

->Action item-Suzy will include this in a list of things she will bring up at rehearsal

#### Riser progress report (Kate)

Kate's partner Karl is making us risers which will be ready for our next concert.

Depending on the final design, we may need volunteers to house some of them when they are not in use.

#### Concert publicity budget ready for Russ?

To make it easier to predict costs for both Russ and budgeting purposes, a set of guidelines are being tried. We know we need more programs this time as we have been short in the past and will now be singing on two nights. We also indicated that the programs should be black and white.

->Kate will work with Russ and Elsie to determine how many and what size posters we need.

#### Section leaders discussion?

Eden led a discussion about section leaders. We have a new set of guidelines which greatly increase the responsibilities of the section leaders. They serve a very important part in keeping the choir together by serving as an interface with Chris, helping with new members, coordinating extra sectional rehearsals and much more. It was felt that we need to make members more aware of who the section leaders are and that they can ask the section leaders when they need help. The section leaders will take attendance for their section and keep aware if members have missed several rehearsals without letting Kate know. They will check up to make sure nothing is wrong.

It was also noted that we need to make sure the correct version of the guidelines on the Website. Ideally, there should be an FAQ on the front of the site and the more detailed guidelines on the members-only section.

->At rehearsal Suzy will bring up the issue again and make sure everyone knows who their section leader is.

->We need to make sure to get the correct versions of the guidelines on the website.

#### Rummage sale – need to set date and place

The rummage sale will take place in October. We need a location and an assistant to help Joyce. We also wanted to make sure we develop a list of items which should not be included in the sale

->Susanne will contact St. Lukes and see if it is possible for us to go back there this year. Last year there had been a conflict.

\*Post-meeting note-there is still a conflict this year so we are still looking for a location.

->Susanne will check with Joyce and see what dates are good for her.

->Suzy will ask for a volunteer to assist Joyce at the next rehearsal.

Susanne also confirmed that St. Alfonsus is not a likely location for future concerts.

#### Action Items:

->Kathryn will discuss the fob issue with the Center.

->Suzy will include this in a list of things she will bring up at rehearsal

->Kate will work with Russ and Elsie to determine how many and what size posters we need.

->At rehearsal Suzy will bring up the issue again and make sure everyone knows who their section leader is.

->We need to make sure to get the correct versions of the guidelines on the website. .

->Susanne will check with Joyce and see what dates are good for her.

->Suzy will ask for a volunteer to assist Joyce at the next rehearsal.

Meeting concluded at 8:34pm

Minutes by Susanne Redalje