

**MINUTES**  
**Market Street Singers Board Meeting**  
**September 13, 2010**

President Susanne Redalje called the meeting to order at 7:20pm at the home of Elsie Simon.

**PRESENT: Board Members:** Chris Baptiste, Sarah Coyle, Kathryn Minturn, Susanne Redalje, Kate Riordan, Elsie Simon.

**ABSENT:** Suzy Crawley, Marijke deVries; **Artistic Director:** Chris Vincent.

**MINUTES: M/S/C** (moved by Chris Baptiste) To approve the Minutes of the Meeting of August 9, 2010

**M/S/C** (moved by Elsie Simon) to approve the election, as new Board Members, of: Chris Baptiste, Sarah Coyle, and Marijke de Vries.

**TREASURER'S REPORT:** Treasurer Kate Riordan reported, for the month of August, Income of \$830, Expenses of \$1330, for a net for the month of -\$500. Net Income Year-To-Date is \$1200.

**MS/C** (moved by Kathryn Minturn) To approve the Treasurer's Report.

**BRIEF DISCUSSIONS:**

**Communications:** President Susanne Redalje explained that she needs communications run through her so that she can better coordinate board activities. For example, communications between Kathryn and Chris when they're working on production need not be run by her. However, if Susanne and the Board will be expected to make decisions at some point, i.e. on funding something, we need to be kept informed. It is important that everyone knows what is going on so we aren't duplicating effort or allowing things to drop through the cracks.

Elaine and Helena volunteered as the MSS reps to the new consortium per Kathryn. Chris Baptiste volunteered to be responsible for web stuff on Consortium's website.

**Concert Update:** Kathryn Minturn, Production Manager, reported production went well at the September 11, 2010 mini-concert with the help of volunteer House Manager, Matt ??????. A few more things were learned, like providing the sign-up sheet, and a collection basket. We should create a standing production team and invite Sue Bean, Allyson?????, and Meghan Smithling to participate to start with.

Chris Vincent mentioned trying to get more people on the board, currently at eight active members. There needs to be further discussion to determine the appropriate size of the board as too few is not workable but too many can be as bad. But it is more important that we have people willing to be responsible for certain tasks, like Brandy Rinck-electronic PR, Lynn Arnold- performance recording, Joyce Bowlby-Rummage Sale, etc.

**Schedule Change for October Meeting:** proposed change to Sunday, Oct 10, 5-7PM, so Chris Vincent can attend. *Post meeting note-The new date is October 14, 7-9pm at Elsie's.*

## **Fundraising Issues:**

Brown Bear Car Wash Tickets: The Board agreed to purchase 100 tickets in October, and possibly sell them at the Rummage Sale, Oct. 16.

Chinook Books: Kathryn reported buying a box of 30 books, which we sell for \$20 and keep \$10. The books are good for 14 months, and we will sell them from September through December. Books left over can be returned for refund. We'd also like to sell them at the Rummage Sale, so we need to ask Joyce.

InHome Spa: Kate investigated this suggested fundraiser and concluded that the return was not worth the work, which, in part, entailed home-party-selling.

Rummage Sale: Joyce Bowlby, Event Manager, will provide a "What we can and cannot sell" list at the next rehearsal and for the Newsletter. We also need worker sign-up sheets, homes to store items for donors who can't attend, volunteers to walk around Market street with signs the day of the Sale. We need to consider if we want to also sell Chinook and Entertainment Books, and Brown Bear tickets there.

**Budget Planning**: Susanne asked us to consider how much fundraising we need to do to keep up with projected expenses, yet not wear down our members. We need to be flexible - but realistic. Some issues: increase donation amount to \$25/month? Do we need it, or would it just enable us to do more?

For the period Jan. 1 - June 30 2010, we had budgeted income of \$7000 but had actual Income of \$9,364

Of that income, \$1354 was "Other - non participant donations, suggesting a new line item/subcategory may be needed

Susanne made the philosophical observation that the budget should reflect: the purpose for this money? is there something we can't do, or want to do? More concerts?

Clarify Production (venue rental, vests) vs Publicity (posters, ads), currently \$500 in each category

We discussed briefly other jobs currently performed by members voluntarily which might, in the future, merit remuneration.

## **FUTURE DISCUSSIONS:**

ByLaws and Procedures Board members will familiarize themselves with the Bylaws, available on the website, in preparation for future discussion by the Review Committee.

Membership Intake: Sarah Coyle explained her understanding of the Membership Director's duties, to: answer inquiries, greet and orient new arrivals, manage the listserv (keep email addresses current); update and evaluate the Member Guidelines' need for both a short version (public access) and a long version (in members-only section). Do they work or need changes? Do people know they exist? She will work with Chris V. on this.

Newsletter: The newsletter has been well received. We will start including a member biography, starting with Kathryn, also other, regular content, rummage sale, We will need to set up an editorial board with volunteers with ideas for content, who will also be responsible for formatting. We need to think about the things we want in there, what limitations, share personal resources in a quasi classified section, a few

each week, "I can do this, or I need this" keeping it timely, and fresh. Also, weed out old notices, i.e. Brown Bear ticket sales.

Audit Committee: Kate reminded us to ask for volunteers for the Audit Committee, on or by Oct. 1st.

Awards: nominees needed by next board meeting for awards to be given at the Annual Meeting.

**Adjournment** at 9:10PM.

Elsie Simon, Secretary

**Addenda:**

- Treats for Meeting: October - Kate
- Point made that newcomers have to learn things by osmosis; try harder to inform them, i.e. about Rummage Sale, etc.
- By Laws are available to all on the members site of the MSS website

**TO DO's:**

Elsie: submit to Kate a Brown Bear wrap-up

Elsie: send out past Awards recipient list.