

BOARD MEETING MINUTES for November 10, 2011  
Kathryn's House

Present: Kate Riordan, Ashley Wiggin, Chris Baptiste, Barbara Helde, Sarah Coyle, Bobann Fogard, Gary Woods, Terrell Aldredge

Absent: Helena Morris, Chris Vincent

Meeting started at: 7:10

1. Treasurer's Report – Bobann

Presented proposed budget in a spreadsheet that showed 2012 budget, 2011 budget and 2011 Actuals year to date October. Bobann thought that the 2012 budget underestimated the amount of income. An administrative category was created for things like rent on rehearsal space, rent on storage unit, etc. It was observed that the music fee needed was conservatively predicted. A music fee of \$10.00 per member was proposed. This fee is not tax deductible and no receipt is needed. As we improve as a choir, Chris is selecting more complicated and sophisticated music and adding more songs per performance. With four concerts, production costs will go up as will rental for performance space. The board wonders if \$600.00 is too low for performance expenditures.

Contributions to the choir can be done with the Pay Pal button, but members are encouraged to donate once a month with cash or check because Pay Pal charges a fee.

Kate asked that the Chorus of America be a separate line item instead of under the Miscellaneous category because she thinks it will be a recurring expense that should be tracked separately. This year it will be in Minneapolis and Kate has arranged lodging for both herself and Chris. Chris is applying for the scholarship.

We will be changing the banking account to Key Bank in the near future because they do not charge for a minimum balance like Chase does. It was acknowledged that new checks would need to be purchased; someone suggested the internet as an inexpensive way to buy them.

Chris B. motioned to have the budget approved and Jamie seconded it. It was confirmed by the rest of the board.

2. Task List – Terrell

Terrell takes on the responsibility of the task list from Barbara who is leaving the board at the end of this year. Purpose of the task list is to itemize things that need to be done and then take them off list. The board

understood that some things would always be there such annual meeting and picnic as they are recurring annual tasks. A blog has been created and a link will be added to the web page.

A publicity committee was created for next year with Terrell as its chair and including Jaime Worthington, Sarah Coyle and potentially three other people from the choir. Three brochures will be created:

- One with information about the choir to present to potential donors, local business owners, etc.
- One for recruitment of new choir members
- Packet to potential new non-singing board members.

It was decided that a team would go out to solicit donations from the local business owners instead of just one individual. Cathy Palmer has made some valuable suggestions regarding recruitment of non-singing board members. It would be stressed that we wanted their input and not necessarily just their money.

3. Profiles on the web page – Jaime

This is going very well and Jaime and Terrell will create a notebook with each choir members' response. Terrell will start taking pictures.

4. Performance space – Terrell

It was acknowledged that we might be outgrowing the space at Ballard Lutheran. We are in the process of trying to secure St. Alphonsus as a performance space because it is much larger.

5. Annual Meeting and Silent Auction – Kate and Kathryn

Kathryn says that people have been great about signing up for duties and that it was under control.

6. Chris Baptiste volunteered to become Vice President.

The Annual Meeting agenda is attached.

**ACTION ITEMS:**

1. Update list of board member on the .org site. – Chris B.
2. Put blurb about board email address in Gazette – Kathryn
3. Create brochures – Terrell and publicity committee
4. Create notebook for profiles and take pictures – Terrell/Jaime
5. Terrell will have an auditor by the end of the year.
6. Advertise blog spot on the Gazette and create button for it. – Kathryn and Ashley.

7. Maintain and update procedure manual as needed – Chris B.
8. Stress the fee that is charged for pay pal and that it should not be used for weekly donations. – Kathryn
9. Ashley will be membership coordinator while Helena is on vacation.
10. In January discuss size of choir – all
11. Create process for collecting music fee - all