

## February 9, 2012--Market Street Singers board meeting

Present: Bobann Fogard, Chris Baptiste, Chris Vincent, Gary Woods, Jaime Worthington, Kate Riordan

Visitors: None

Absent: Ashley Wiggin, Helena Morris, Kathryn Minturn, Terrell Aldredge,

Meeting called to order at 7:10pm.

### 1. Previous action items:

- a. How to make members aware of the need for monthly contributions – All
  - Bobann is still looking for suggestions.
  - Bobann will work with Helena to create a blurb for the Gazette, she will send the board a draft copy for review – [ACTION ITEM]
- b. Find a bookkeeper assistant- Terrell
  - Eileen is taking this on and is working out a system with Ken - COMPLETE
- c. Coordinate web page changes – Chris B.
  - This will be ongoing. - COMPLETE
- d. Send suggestions for web page changes to Chris B - All
  - Chris B. to make sure all minutes for 2011 are sent to Lynn for posting – [ACTION ITEM]

### 2. Treasurer's report:

- We are approximately +\$1300 for the month of January.
  - There are only 11 people on the roster left to pay their music fee, but many of these remaining people may not actually be singing with us this season. Bobann will coordinate with Kate to weed the list down to the members actually with us this season and will send a reminder email – [ACTION ITEM]
- a. Follow-up discussion on Publicity and Production costs. Bobann distributed a revised concert budget and it was generally accepted by the board. Bobann will email the board a copy of this spreadsheet– [ACTION ITEM]
  - b. How to acknowledge people (piano tuner) and businesses (W. Seattle copy shop) that support us? We will put a business card from each person (or small ad that size) in the Spring Program. Kate will put together a list of the appropriate individuals/businesses and Helena will collect the cards or other information – [ACTION ITEM]
  - c. Sharing our budgeting process with members and the need for contributions. This was discussed by the board. This is something of an ongoing challenge, but will be partly addressed by the gazette post mentioned above.

### 3. Task List (Terrell) – No updates

### 4. Procedure Manual / Web page updates - Chris B.

- Currently we still need procedures for the following items (some of these may not be able to be completed at this time):
  - The music fee collection process - Bobann
  - The role of the financial assistant – Eileen
  - How to get listed (online) for the Ballard Art Walk – Chris V.

5. Use of stools at the concerts

- We need at least one stool that has a footprint small enough to safely be used on the risers. Also, for some of the women, the stools are too tall to conveniently get up on. Kate will try to find some alternative stools that we will purchase and keep in the storage room. – [ACTION ITEM]
- During the concert, we will label the stools for the appropriate user. Section leaders should also be aware of who will be using the stools to make sure they find the right home.

6. Updating the web page. Chris V. wants to revisit the “Gallery” pages and the repertoire list in the summer.

7. Grant – We have \$1000 to spend.

- It was generally agreed that we ought to have a few specific items that’ll we’ll use the grant money for rather than have it combined into the general revenue.
- One item was \$200 as an honorarium for the soloist at the Spring concert.
- Another item under consideration is using the money to rent a bus to transport the choir to the Gig Harbor women’s prison for a concert performance during the Christmas holidays. This will require a fair amount of coordination/planning but it is thought that we have enough lead time to make this possible.

8. Consortium concert listings – how are these being distributed?

- At the recent Christmas concert, many of these were not handed out and went to waste.
- In future, whenever we have a program (like for the Spring Concert), these will be folded in as an insert.
- For concerts (like the Christmas one) where we have no programs, we need to make sure that the house staff knows to hand these out.

9. Size of the choir

- The total size of the choir may not be an issue yet, but the balance between the sections could be.
- We are nearing the capacity of our current rehearsal space and could be forced to move to a larger location in the future. This will likely cost more, but as we scale up with increased revenues it should be affordable.
- Chris V. will send out an email, and the board members will individually respond, with ideas on how we could potentially manage capping the size of the choir and various pros and cons of the alternatives – [ACTION ITEM]
- We should consider where we want the choir to be in 5 years’ time and what we would like to have accomplished. Perhaps this could be done during an afternoon “retreat” with the board where we would have time to discuss this issue, and then solicit input from the choir.

10. Choir promotional materials (Terrell) – No updates

11. Recruiting for the board

- We would like to recruit some non-singing members for the board. This discussion has been postponed for a future meeting.

12. Summer picnic

- Chris B. will request a shelter and 6 tables for Tuesday, July 17<sup>th</sup>. – [ACTION ITEM]

Meeting adjourned at 9:10pm.

#### Action Item summary

- Bobann will work with Helena to create a blurb for the Gazette regarding monthly contributions.
- Chris B. to make sure all minutes for 2011 are sent to Lynn for posting.
- Bobann will send a reminder email to those that have yet to pay their music fee.
- Bobann will email the board a copy of the revised concert budget spreadsheet.
- Kate will put together a list of the appropriate individuals/businesses that support us and Helena will collect the cards or other information for the Spring Program.
- Kate will try to find some alternative stools that we will purchase and keep in the storage room.
- Chris V. will send out an email, and the board members will individually respond, with ideas on how we could potentially manage the size of the choir and where we want the choir to be in 5 years' time.
- Chris B. will request a shelter and 6 tables for Tuesday, July 17<sup>th</sup>.