

Market Street Singers Board Meeting  
April 11, 2013

**The Market Street Singers is a choral ensemble for Ballard that builds connections within diverse communities. Celebrating the joy of choral music among singers and listeners, we aspire to cultivate neighborhood pride with choral arts that are truly community identified.**

**Present: Terrell Aldredge, Chris Baptiste, Jean Bowman, Lucinda Kidder, Margo Landreville, Chris Vincent (Artistic Director), Ashley Wiggin, Gary Woods, Jaime Worthington**

**Absent: Cathy Palmer**

**Call to order 7:08**

1. **Treasurer's Report** (Hannah) All Board Members should review the financial reports from previous month/year. Hannah noted that all should read the reports that Ken sent. She mentioned that our income is at 95 percent of what we had last year, but that we are down a bit on fundraising in general. She also noted that generally expenses are a bit higher this year due to extra music costs hitting our budget earlier.
2. **Advertising in May concert program** (Terrell) –Terrell reported that advertising is going well and we are on track to sell the appropriate number of ads for our program. We will work through any issues with overselling as they come up. Russ will be doing some processing and cleanup of the ads to have them ready for the program. The group also discussed adding clearer specs for the ads should we choose to do this again next year to make this clearer for those interested in buying ads.  
**-ACTION—**Terrell will continue to follow up and collect ads and funds.
3. **May Concert Update:** production manager, shopping bags, sing-a-long cards, Folklife  
**Shopping bags: Jaime**  
Jaime has collected samples from Russ for the bags. Lots of options were discussed and the group eventually decided that we should proceed with ordering and selling the bags at upcoming events, including the spring concert. The group decided to go with a bag that will cost about \$2.50/unit (plus an initial setup fee) and order it in a sky blue color with the MSS logo and web address printed in black. We hope to sell the bags for approximately \$5 or more to turn a small profit and will start with 250.

The group discussed two possible issues: We need to make sure that the doors and selling of bags is staffed by non-choir members to decrease confusion and issues with sales to a minimum. The group also discussed the possibility that we could lose money on this project, but agreed that we would likely at least break even on their sale based on bag popularity. Overall, the board feels that the bag fundraiser is a good idea both from a fundraising perspective and from an advertising perspective.

**-ACTION:** Jamie will communicate our order to Russ.

**Production manager for May concert: Hannah**

Hannah agreed to serve as our production manager for the May concert as she will be unable to perform. Chris asked Hannah to come to rehearsal to ask for volunteers and introduce herself to choir members. She will attend the April 16<sup>th</sup> rehearsal at break time and will coordinate production tasks with Chris V.

Chris V. also noted that we need to coordinate the effort to get the risers to the church for our rehearsals and also for the performance. Margo agreed to provide the transportation for the first church rehearsal with the risers along with help from a few other volunteers.

**-ACTION:** Chris V. will send production docs to Hannah. Hannah will come to 4/16 rehearsal to connect with volunteers. Margo will volunteer to help get the risers to the church by first rehearsal, which will be on May 2<sup>nd</sup>. Margo needs two people to help load risers into truck.

**Sing Along Cards—Handouts for Folklife:** Chris V.

Chris V. noted that we would like to work on creating and having cards to handout at the Folklife festival about the sing-along we will be holding next year. He also noted that we will need the information to put in the program, but only if we have the actual sing-along date confirmed. He said that it would be easy to print them and have them ready at Folklife, and will start by trying to confirm sing-along date for January. Chris Baptiste said we could create a webpage to print on the cards for up to the date information so it will be an easy way to communicate changes to possible participants. We can also have people sign up for an email update, which will come from Chris V. closer to the show.

**-ACTION:** Chris V. will confirm date and work on printing cards. Chris B. will set up a webpage for the sing-along where we can have updated information and we can print the site on the cards.

**Folklife Update:** Chris V.

Chris V. updated the group on the fact that our time for Folklife has been changed to 3pm instead of 2pm: **Sunday, May 26 at 3pm.** He also asked the group if we could have someone will need to have someone to help organize the event and coordinate people on-site and make sure we have volunteers to hand out music, etc. Jean volunteered to be the point person for this. Jean volunteered to be our event coordinator. Jean and Chris V. will also work to make sure Ingrid is available. Tasks will include telling people to wear their MSS shirts so we can see them, finding out if we can sell the tote bags. We will also need to have people to handle money and hand out pieces of music. We will put out a call for volunteers as well in the gazette to help with this effort.

**-ACTION:** Jean will connect with Chris V. and Kate (and possibly Gary) to coordinate details of what to do for the event. Chris V. will find out if we can sell tote bags at the event.

4. **Action item updates from last meeting**

**Shared Calendar:** Google calendar working ok from what we can tell. Feedback is generally positive about how this is working for everyone although we aren't confident in how well it's working for non-Google users, but we think that this should work. The group decided that anyone who wants to be on the calendar and have access can contact Hannah, but Hannah will add all board members to the calendar initially. The group also discussed having the link added to the website page to ensure that people can see what's going on in the MSS schedule.

**-ACTION:** Chris B. will look into adding a link or embedding the calendar on the member's only site. Hannah will add everyone on the board to the calendar. People will be able to set up alerts etc. based on individual needs.

**Rummage sale dates:** Terrell

Terrell reported that it has been challenging to reach and confirm date with church due to office hour changes. Terrell will try to go on a Wednesday morning in person. We will wait until after Terrell attempts to contact the church again to confirm the date.

**-ACTION:** Terrell will try to go to the church on Wednesday to find out about rummage sale dates.

### **Next Fundraising blurb for Gazette**

The group decided to focus on the tote bag fundraiser as our next submission.

**-ACTION:** Jaime will write up a blurb about the tote bag fundraiser and also issue a call for volunteers to help sell them at the concert.

#### 5. **Task List:** Terrell

Terrell reported that there is nothing new on the task list.

--May Concert: We have a production manager, so jobs are currently covered but we need more volunteers. We will need more people to take donations, one person staffing the doors, security, helping to move the risers, etc., so possibly 6-8 people per show.

**ACTION:** As noted above, Hannah will work to manage the concert logistics and also connect with Gary and Eileen to work through how we will collect contributions at the concert.

#### 6. **GiveBIG 2013:** Chris B.

Chris B. told the group that GiveBIG 2013 will be occurring on May 15 and we are all set up to be one of the organizations that people can donate to. The group discussed how best to promote this event among our membership as well as how to communicate this to potential outside volunteers. The group decided to have Chris V. send out an email to our recipient list about how they can donate and what GiveBIG is all about.

**ACTION:** Ashley will send copy of give big promo information to Chris V. and Chris B. Chris B. will explore GiveBIG site to determine if we have a direct link to connect donors to. Terrell will promote this event on our social media sites on the day-of event (and possibly a few days before).

#### 7. **Grant:** Lucinda

Lucinda reports that we haven't yet gotten the guidelines for the upcoming grant application for 2014-15. She notes that we won't get these until sometime after mid-April. Lucinda will keep us posted, but she mentioned that we need to start thinking about what we would like to say in our next application. Chris V. reported that the city is holding an event on May 15 for all grant recipients and asked if any board members were able or interested in attending. As no one expressed interest, Chris V. decided he may attend but if others are interested, please contact Chris V. directly.

#### 8. **Upcoming** – Chorus America

Kate will be sending information on registration process for volunteers and will send a gazette item for distribution.

#### 9. **New business** (anyone?)

--Ambassador Ensemble: Chris V. Chris reported that we still need to schedule this, but that the group is definitely moving forward the summer. Chris V. will ask Kate if we can use her space for rehearsals.

--June board meeting: Chris B. asked if we could move this to June 6 at Julia's at 7pm.—due to a conflict with original date. The group agreed that this will work fine.

--QuickBooks: Chris V.- Chris V. reported that we have to do an upgrade of our software for \$200 which has already been completed. Due to a tight timeline and turnaround, we had the chance to save \$200 on the software so Chris V. and Ken contacted Chris B. to gain approval, although this occurred without board approval. Chris apologized for doing this without board approval. The Board did not have a problem with this action.

Meeting adjourned 8:40pm. Next meeting May 11 at Hannah's house at 10am

<u>Treats</u>	<u>Upcoming</u>	<u>Next Meeting</u>
Apr - N/A	May: Concert, Folklife	Saturday, May 11, 10am
May - Lucinda	June: Chorus America Conference	Location: Hannah's
Jun - Jaime	July: Annual Picnic	
Jul - Jean	August: Potential Rummage Sale	
Aug - Hannah	September: Concert	
Sep - Margo	October: Consortium Festival	
Oct - Terrell	December: Holiday Concert, Echo Glen	
Nov - Ashley	January: Sing-a-long	
Dec - Gary		