

**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.**

**October 12, 2013**

**Present: Chris Baptiste, Hannah Won (first 75 minutes), Margo Landreville, Cathy Palmer, Chris Vincent (first 75 minutes, Gary Woods, Jaime Worthington**

**Absent: Terrell Aldredge, Jean Bowman, Ashley Wiggin**

**Guests: Bobann Fogard, Kate Riordan, Patty Stedman, Marilyn Varas**

**Call to order: 10:00 am**

Chris V. began the meeting with an informal report on the "Seattle Sings" concert the previous evening: "really fabulous"; "an amazing success"; "good for team/morale building." He fielded many compliments from other choir directors. Gary reported that it was also a good mechanism for recruiting new singers: several members of other choirs asked him and Mark if singers could participate just during the summer season.

### **1. September Minutes**

Minutes from the September board meeting were reviewed. Gary moved to approve the minutes as sent, seconded by Margo. All approve.

### **2. Annual Meeting Auction—Bobann**

Bobann and Helena will run the silent auction. Bobann is concerned about the tight timeframe for organizing this event, given the extra concert (see above) and the later-in-October rummage sale date. Nonetheless, at the next rehearsal she will put out signup sheets for donations, and will send notice via the gazette (Chris V. will send last year's gazettes with auction blurbs). She would like to recruit some non-singers, besides her noble husband Ramon, to help with payments; she will ask for others to arrive early to help with set-up. She is also looking for any electronic forms from last year's auction. Chris V. assured her that she would have ample time at the next rehearsal for announcements. He will also consult Ken about a bookkeeping issue that proved troublesome at last year's event, to ward off a recurrence.

### **3. Annual Meeting—Chris V. and Chris B.** To be held at 6:00 pm, Tuesday November 12th

--Awards: The board decided on Board and Director's awards; names will be forwarded to Russ for creation of the certificates. No additional awards will be given this year.

--Food: Chris B. will look into food (pizza) and volunteers for side dishes.

--Minutes: unless Kathryn can be convinced to repeat her hilarious reading of the minutes, we can print out copies of the minutes in lieu of reading aloud. Ashley should be reminded that she will be responsible for taking minutes of the annual meeting.

--Treasurer's report/budget: in Hannah's absence, Chris B. will give the treasurer's report, and present the budget for approval by the members.

### **4. Senior Center Security—Chris V.**

Chris V. reported that, via email, he had discussed the situation further with Carlye the Center manager, and had learned that the Center, as a public building, is required to have the kind of door and lock it currently has; replacing the lock would cost \$2000. Ballard Lock and Key had checked out the lock and pronounced it in working order: its representative volunteered to train users in locking and unlocking, but Chris felt that, after 9 years of successfully using the lock before these recent problems, “user error” was not the problem. The board agreed that Chris should be relieved of this responsibility. Kate and Gary will take on responsibility for locking the door, and for securing the three telephone numbers of staff members to notify if problems arise. Chris V. also verified that Kate has keys to the piano and the code for back-door entry.

### **5. Spring Concert—Chris V.**

There is nothing the board must do at this point. Earthrise Chamber Choir is committed to the collaboration. Chris V. hopes to present the concert in Ballard on Saturday night, May 17<sup>th</sup>, and in West Seattle on Sunday afternoon, May 18<sup>th</sup>, at 4:00, but he cannot request use of the church until 3-4 months before the date. He hopes to keep the fee for musicians to \$1800; he is looking for music online, although will need some scores. For soloists he has in mind two young women who will just have graduated from Cornish and will be happy to have this performance on their resumes.

### **6. Action Item Updates**

--Holiday Party: as promised, Jaime contacted Sarah McCoy and secured the use of her home for the Board Holiday party (fundraiser at the auction). Jaime suggested a date after the holidays, and will check with Sarah about January 18<sup>th</sup>, the board’s preferred date. Jaime will forward the date selected to Bobann. Barbara, hostess for previous parties, had provided many serving utensils, and clean-up; this is a different situation and the board must be careful to offer to provide accessories (plates? coffee urn?) and set-up/clean-up. Jaime will also ask about these elements. Because of the timing of this party (after instead of before the new choir season starts), Gary asked about providing extra tickets so that new choir members who wanted to attend would not be excluded by the timing of the auction: board members might consider buying additional tickets.

--Rummage Sale Venue Search Committee: no report (again)

--Ballard High as possible concert venue: no report, in Terrell’s absence

### **7. Rummage Sale—Margo**

Margo has the event well in hand: she is worried only about loading the Northwest Center truck at the end of the day (although she does now have 8 volunteers for the final shift). She will ask one or more members to swing by Kate’s on Friday to help with delivery of stored items (Patty Stedman volunteered her Subaru). Chris B. suggested that members should be encouraged to show up to help for an hour at the end of the day. Members have responsibilities for delivering and/or picking up specific items (see Action Items below): Chris B. reminded everyone to take a count of the number of items we begin with so that we don’t have to maintain separate cash boxes. As the Senior Center is also having a rummage sale that day, it was suggested that we try to exchange signs, to encourage enthusiastic rummage-hounds to visit both sales. Ways to promote sales of MSS bags at the rummage sale were discussed.

### **8. Treasurer’s Report—Chris V.**

In light of Hannah’s departure, Chris V. provided an overview, based on Ken’s thorough reports. Simply put, unlike many non-profits, our financial position is terrific: concert donations and membership are both growing; almost every income category is 20-40% over budget. However, all expense categories are up as well. Chris V. explained that MSS insurance now covers its assets (music; risers; vests) no matter where they are (additional \$125 payment).

**9. Budget next year—Chris B.**

Chris B. will be working with Hannah to create and finalize these figures before the annual meeting, when choir member must vote to approve the budget. Chris V. asked Bobann (previous budget maven) to mentor; she agreed. Cathy suggested that Tenth Anniversary expenses be categorized so that they would be easily explicable to potential grantors (why the budget might go up for 2014, and down in subsequent years). Kate said that the bookkeeping software Ken is using should enable us to do so. Kate asked where insurance was included in the current budget; she also asked that “other” categories in fundraising be replaced by named activities and that her in-kind donation of storage be recorded as both income and expense, resulting in a “wash.” Chris B. will send out a proposed budget to board members asap.

**10. Board next year—all**

Chris V. asked that each member follow through on his/her pledge to speak to one prospective board member within a week. Chris B. confirmed that MSS must have at least 8 board members for an advantageous tax status (no sales tax on music purchases). Chris B., Ashley, Hannah, and Margo will be leaving the board; Terrell, Jean, Cathy, Gary, and Jaime will return. There is some confusion about the length of board terms and terms for officers. The board discussed a number of possible board members and officers. Cathy volunteered to be secretary, with the caveat that she will miss at least two meetings in 2014.

**11. New business**

Chris V. reported that Lucinda has happily relinquished her position as grant writer for MSS. Cathy will take over this role, and will update the online materials for the Civic Partners grant. Later in the meeting, both Patty and Marilyn said that they had experience and interest in grant-writing.

**Concluded: 12:00 pm**

**Action Items**

**ALL BOARD MEMBERS**

look for electronic auction forms; if found, send to Bobann  
consider buying additional tickets for the holiday party

**Ashley** take minutes at the annual meeting

**Cathy** update MSS grant information at City of Seattle online site  
start moving on the Rummage Sale Venue Search Committee

**Chris B.** look into food and volunteers for side dishes for annual meeting  
send names of awardees to Russ for certificates  
give the treasurer’s report at the annual meeting  
bring movie passes to rummage sale  
send proposed budget to board members asap

**Chris V.** send last year’s gazettes with auction blurbs to Bobann  
consult Ken about bookkeeping practices for the auction

**Gary** take responsibility (with Kate) for locking the Center door after rehearsals

Market Street Singers Board Meeting  
October 2013 Agenda

- Jaime** follow up with Sarah McCoy about timing and logistics for the board-sponsored holiday party  
make signs to sell bags at rummage sale  
start moving on the Rummage Sale Venue Search Committee
- Kate** take responsibility (with Gary) for locking the Center door after rehearsals  
bring a supply of bags to rummage sale  
pick up books at the end of the rummage sale for delivery to the library
- Margo** email Maureen Finn about bringing Brown Bear tickets to rummage sale  
bring Chinook books to rummage sale
- Terrell** reconnaissance at Ballard High School for concert venue; potential contact  
start moving on the Rummage Sale Venue Search Committee

<u>Treats</u>	<u>Upcoming</u>	<u>Next Meeting</u>
Nov - Margo	September: Concert	Saturday, November 9, 10am
Dec - ??	October: Rummage Sale	Location: Jaime's Home, 3200
	November: Annual Meeting/Auction	NW 65 <sup>th</sup> St. 101
	December: Holiday Concert; Echo Glen	
	January: Sing-a-long	