

## **Market Street Singers Board Meeting Minutes**

February 7, 2014

Cassie Owen's house at 8035 26th Ave. NW, Seattle 98117

**Attendees:** Patty Stedman, Cassie Owens (Treasurer), Kate Riordan (President.), Gary Woods, Mitch Cunanan, Gloria Chenoweth, Chris Vincent, Jamie Worthington, Jean Bowman, Marilyn Varas (VP), and Brandy Rinck (acting as Secretary in Cathy's stead)

Meeting called to order at 7:10 PM

Began by approving the Minutes from the January meeting - Gary motioned to approve and Jamie seconded it. All approved; minutes accepted as written.

### **Random updates:**

1. Chris V. is available on Thursday evenings now.
2. Chris V. has agreed to assisting in resurrecting the Music Center Women's Ensemble (renamed Music Center Festival Anniversary choir) in March. Possible opportunities for collaboration.

### **Previous action items:**

1. **Treasurer's Report?** Kate asked about using our grant money for a smaller/lighter keyboard. Cassie asked for a proposal in order to make that kind of purchase. Chris V. said he would look into getting a new one and getting a discount (estimate at \$1,100.00). We could sell the old one or keep the old one at the center and get a new one. Cassie also told us about presenting in kind vs. cash donations in the budget. Cassie reviewed Terrell's question and let us know that the information is all there in the budget, it just was not in Ken's text summary.
2. **Task List?** Kate asked Marilyn who the ad sales coordinator for the upcoming performance is. Brandy said she got all the ad sales information from Terrell. Brandy will make an announcement in May and will hand out paperwork in June to start soliciting ads. Kate defined Marilyn's job as task list master.
3. **Civic Partners Grant?** Chris V. said we are expecting a letter detailing our grant amount for 2014-2015. Chris V. will support Cathy's task of composing the required narrative describing a project demonstrating our worthiness to receive the grant. This will most likely center on our May joint concert and how that fulfills our mission.
4. **Board Meet & Greet?** Jamie wants to know if March 22nd open house on Saturday at 7 PM is good with the board. People say OK! Kate suggested we make a flier with the event details. Board members can hand them out to their sections. Jean will write the flier text with Gloria's help. Jean will e-mail it to Brandy if she wants her to print it. Jamie will make the announcement about the event at rehearsal and will tell people to RSVP to absences@MSS. Patty will make sure it gets in the gazette.
5. **Advertising display?** Russ has asked for an electronic copy of the brochure made by Terrell. Chris V. will make sure Russ has the brochure, so he can work on the display. Jean asked for the board's input on the display and said to let her know. Kate mentioned pictures from the picnic be included. The last poster had many of our program front pages on it, which was colorful and nice, but is outdated. No other suggestions were made.
6. **New choir members?** Chris V. has not had a chance to work on addressing the new member committee, but Mitch and Gloria have been doing a great job greeting new people via e-mail and following up in rehearsal. Prospective members are contacting Chris V. directly a lot of the time, however. Cassie suggested we add a line to the website that provides the correct contact information to join. Kate will take care of adding information on who to contact in order to join the choir to the website and Chris V. will check to see if the existing information is up to date. Mitch said new members have trouble accessing

the members only part of the website for the study recordings and that he will continue to help them with that. Chris V. asked Gloria to check in with the people who were interested in becoming members, but have not shown their faces (especially the men).

7. **Alternate rehearsal site?** Blue Ridge is not interested in us rehearsing at their center. Sunset Hill Community Association (SHCA) at 30th and 66th is another option. There are many pros to the SHCA, but the major con is it would provide a similar amount of space and is 2 to 3 times more expensive than our current fee of 25\$ a night for use of the Senior Center. Chris V. does not think the SHCA would provide that much more bang for the buck. Maybe we could try it one time this summer to see about our sound and the temperature? Cassie suggested Chris V. check out the space by rehearsing the ensemble group. Remember, if we leave the Senior Center, we probably can't come back. Jamie recommended we try to negotiate a lower rate as a non-profit providing a consistent scheduled event. We'll also need to check if their schedule is consistent. Chris V. asked if we can approach the SHCA about testing the location (upstairs and downstairs). If things go well, we might be interested in having rehearsals there in the future. Kate will approach Margaret at PNA to ask about scheduling a few Monday nights this summer with the ensemble choir. Patty asked about why we're looking to move rehearsal location. Chris V. explained the Senior Center's issues (heat, safety, piles of stuff on piano, size, door issues, difficult communication).
8. **Ballard High School?** Contact has not happened yet. Patty to talk to her son. Birgit to talk to the principal. Patty will wrangle this undertaking.
9. **Next Concert Program?** Prior to the meeting Kate and Chris come to the conclusion that doing a program with ad sales probably made more sense for the September anniversary concert, mostly because the May concert involves a more complex production strategy. Chris V. asked how much we should budget for printing the spring programs now that there are no ads. He thinks we should print 350, but we need to remember to pick up the programs after the first show. Cassie said we should put a "used program" box out that night by the door to make this easier and recoup more programs. Chris V. will take care of the consortium insert. Cassie will look at the program printing costs for the past 2 years to come up with an estimate for the May concert.
10. **Section leader job descriptions?** Chris V. said the section leader role descriptions don't need to be revised. Chris V. will get with the section leaders to go over their tasks.
11. **Donations basket?** Gary will bring a basket to collect donations in for the May concert and then store it with the risers after the shows.

#### **New business:**

1. Patty had a member of choir approach her with concern about the diminishing time we're actually singing in choir. She is afraid people are going to start leaving the choir if we don't sing more! We need to be briefer with our announcements. Patty will say this at the next rehearsal and Chris V. will respond. Gary said he also heard the same comment from a few members.
2. Brandy asked if we need another new member announcement. Chris V. recommended she do another one specifically asking for basses and tenors in the subject line without the rest of the jazz. Brandy will send the announcement next week.
3. Marilyn asked if we have a date for the picnic? Chris B. needs to apply in February. As far as we know there is no date yet. Marilyn will ask Chris B. about it and make sure he picks a date.
4. Jean asked about the possibility of having a longer (3 hour) rehearsal? Chris' answer was "baby steps." He wants to organize sectionals on Tuesday rehearsals with Mitchell Fund rehearsing basses and tenors in the other room, thereby speeding up learning time and giving everybody more singing time. The idea of

increasing rehearsal times was discussed but Chris V. would like to delay that idea for something we might do in the future.

5. Jean provided us with a nice book review of the Chorus Leadership Guide. Jean passed the book to Gloria, who wanted to read it next.
6. Chris V. thought the Festival of Favorites was great this time. He is jazzed to do it again next year. He would like to host it at 3 PM the last Sunday in January 2015. Chris V. thought moving the event from the sanctuary to the side room was very successful. He will try to reserve this date with the church. People shared positive reviews.
7. Chris V. wants to start thinking about production for the next concert because it's going to be complicated! There are 2 locations, another choir, a harpsichord, instrumentalists, etc. to deal with. Pierre should not have to act alone to coordinate the event, but Chris V. does hope he will help. Cassie will see if Pierre is interested. Kate mentioned we can hire someone to do the production. Chris V. knows a woman who might do it, but he does not know how much she would cost. Chris V. will ask her for an estimate.
8. Chris V. told us the Choral Consortium is developing a fund for underfunded music programs. He thought the MSS could contribute some profit from each of our concerts to the consortium's fund or other similar (local) programs. Chris V. would like to see a financial analysis so that we can establish a sustainable margin for charitable contributions. A gift like this might increase attendance at our concerts and increase donations from the audience too! Cassie will work on getting a financial analysis together and Chris V. will work with her to make a list of potential donation causes.
9. Kate asked about getting copies of past recordings. Most of our existing recordings are not too hot. Lynn has a lot of our stuff archived, but no recordings from 2012/2013-ish. Chris V. would be willing to let some recordings out into the world if they are of high enough quality. He hopes our best stuff can eventually go on YouTube, but his major effort to record us last year did not work out. Kate says if we have extra money we could pay someone to professionally record us. Chris V. agrees, but has no plans to fix this issue right now because we're busy and Lynn is busy and it is too much work. It is a back burner priority for Chris V., which he apologized for. Gary remembers when we purchased a new microphone, but it did not work so Lynn returned it. Lynn made recordings and one set from a few years ago was edited and produced, but it was months after the concert and no CDs were ever made for the members as was promised. Maybe we could pay Lynn to make them sooner or we could ask him for CDs internal recordings for friends and family only (not on the internet)? Gary will ask Lynn about it.

Meeting adjourned at 9 PM. Consensus decision that Cassie's house is grand and we especially like the cats.

#### **New Action Items:**

*Chris V.*

- look into getting a new keyboard
- Assist Cathy Palmer with the next steps required for the Civic Partner's grant
- make sure Russ has an e-copy of Terrell's display/advertising brochure
- take care of the consortium insert in the next concert program
- meet with the section leaders and review their tasks
- check to see if the existing new members contact information on the website is up to date
- set up sectionals during rehearsal.
- ask a production specialist for an estimate to produce the May 17/18 show

- work with Cassie to make a list of potential donation causes to which we can contribute
- be prepared to address Patty's announcement that members want more singing time during rehearsal
- reserve Ballard First Lutheran for 3 PM the last Sunday in January 2015 for the Festival of Favorites

*Kate*

- add information on who to contact in order to join the choir to the website
- approach Margaret at PNA to ask about scheduling a few Monday nights this summer with the ensemble choir at SHCA

*Marilyn*

- ask Chris B. if he has a date for the picnic yet and make sure he picks a date and applies in February.

*Cassie*

- see if Pierre is interested in helping with production for the May 17/18 extravaganza
- work on getting a financial analysis of donations
- look at the program printing costs for the past 2 years to come up with an estimate for May 17/18 program budget

*Brandy*

- announce ad sales in May
- hand out ad sales paperwork in June to start soliciting ads
- send another basses/tenors wanted announcement ASAP

*Jean*

- make a flier about the board Meet & Greet with Gloria's help
- work with Russ to update TMSS membership poster for May concerts

*Jamie*

- announce the meet & greet at rehearsal and tell people to RSVP to absences@MSS

*Gary*

- bring a basket to collect donations in for the May concert
- ask Lynn about possibly paying him to make recordings of our performances for members

*Patty*

- make sure the meet & greet gets in the gazette
- wrangle the Ballard High School contact efforts
- raise hand and mention members are concerned about the diminishing time we're actually singing in rehearsal

*Gloria*

- check in with prospective new members that have not actually shown up to rehearsal
- help Jean with board meet & greet flier

Next Board meeting is March 14 at Gloria Chenoweth's house at 10333 Valmay NW, Seattle 98117.

**Future Events:**

- May TBD - Give Big
- May 17 and 18 - Spring concert
- June 11 through 14 - Chorus America, Washington, DC
- July TBD - picnic
- Sept 13 - 10th Anniversary concert
- Nov TBD - annual meeting and auction
- Dec TBD - holiday concert