

Market Street Singers Board Meeting
January 13, 2014

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.

**January 13, 2014, at the home of Marilyn Varas
Call to Order: 7:10 pm**

**Present: Terrell Aldredge, Jean Bowman, Gloria Chenoweth, Mitch Cunanan, Cassie Owens, Cathy Palmer, Kate Riordan, Brandy Rinck (*ex officio*), Patty Stedman, Marilyn Varas, Chris Vincent, Gary Woods, Jaime Worthington
Visitor: Birgit McShane**

1. Minutes – (ALL)

The board reviewed minutes for the December board meeting. Cassie moved to accept the minutes and Gloria seconded the motion. All approved; minutes accepted as written.

2. Previous action items (ALL)

a. Kate has provided information about Square to all board members via e-mail; topic is tabled for further discussion until closer to the next auction, when it would be useful.

b. Authorized signatures have been gathered for Key Bank, and paperwork is complete.

c./d. Chris Baptiste will resume coordination of the picnic; Patty Stedman will assist. Cathy has been e-mailed the form to reserve a spot. Kate will discuss picnic location options with the choir members later in January.

e. Jaime will investigate the possibility of a date for a meet-the-board party in March or April, when the view from potential hostess Sarah McCoy's home would be better appreciated.

f. Patty has met with Gazette Editor Annamaria, and will add her address to the Gazette e-mail.

g. Mitch Cunanan and Gloria Chenoweth volunteered to back-up Helena on the Membership Team; Chris V. will work with this new Membership Team to standardize a protocol for welcoming new members.

h. Chris V. has delegated to Jean the task of working with Russ on a new trifold display (the old one is outdated). We will have a temporary display for the Festival of Favorites; then Russ will create a permanent trifold. Budget is set at \$100, and Jean is asked to report back promptly if that budget is not sufficient.

i. Cathy has e-mailed Kathy Hsieh at Mayor's Office of Arts & Culture with questions about the MSS Civic Partners grant; she is awaiting a reply when Kathy returns to the office.

j. After some initial hiccups, Brandy has completed the process of signing up TMSS for free concert listings on Brown Paper Tickets; she has also connected with the Sunset Hill Community Association.

3. Treasurer's Report (Cassie)

Cassie praised Ken's hard work: TMSS is lucky to have consistency in its accounting (which doesn't often happen in non-profits, when books are kept by a treasurer, new from year to year). Because the MSS treasurer does NOT keep the books, Cassie could serve as an auditor, along with Kate. They audited the MSS books by examining bank statements and pulling some separate items; they redesigned a few reports. Terrell suggested that there be a distinction between cash and in-kind contributions.

4. Filling position of Vice-President

Terrell is resigning from the Board (and the choir), as she is moving to Oregon. We wish her well and are very sorry to lose her. After some discussion of the position's responsibilities (i.e., Task List is associated with

the vice-presidency by habit), Gary nominated Marilyn Varas as vice-president. Gloria seconded the nomination; Marilyn was elected unanimously (with the thanks of the board).

5. Task List (Terrell)

Chris V. will take on the task of discussing with Russ a format and protocol for soliciting and printing ads in the May program. He will report on this task at the next meeting. Brandy will assist with paperwork (solicitation packets, etc. from 2013).

6. Board Meeting Locations (ALL)

February 7th: Cassie's house: 8035 26th Ave NW

March 14th: Gloria's house: 10333 Valmay Ave NW (north of Swanson's)

April 11th: Cathy's house: 4027 Eastern Ave N (Wallingford)

7. Alternate rehearsal site (Gloria)

Gloria suggested looking at the Blue Ridge Community Center, where she is a member. It is more spacious than Ballard Senior Center and has plenty of chairs; it is climate-controlled and has a parking lot. The following questions were raised in the board's discussion:

- How would members who currently walk or take the bus (about 6) to Ballard Senior Center be affected? Gloria commented that she believes the #15 bus stops at Blue Ridge CC.
- Would the MSS piano be allowed to stay at the rehearsal site?
- Would rental depend on Gloria's continuing association with both the center and the choir?
- Would more choir members be late to rehearsal (already something of a problem)?
- Would choir members adapt to a change in rehearsal night during summer season, when Tuesday evening is not available at Blue Ridge but Wednesday is?
- Could TMSS afford an increase in rent from \$25 per night to \$32 per night?

The board decided to survey choir members; a group of board/choir members (Chris V., Gloria, Brandy, Birgit, Patty) will also visit the site.

8. May concert date (ALL)

The next concert, May 17th, coincides with Norwegian Independence Day, which is celebrated in Ballard with a parade (during the day) and a dance. Chris V. does not fear the impact of the dance on attendance, but he is concerned about parking. Brandy, who knows the person who does public relations for the event, will call for information about plans for that day, from 6:00 pm onwards.

9. Member guidelines (ALL)

Kate presented the existing member guidelines for review, and they were approved without revision.

10. Google calendar (ALL)

The board decided, with thanks to Chris B., to drop the Google calendar, as no one is using it.

11. New business (ALL)

- Mitch asked about resuming sectional meetings while waiting for rehearsals to begin, particularly if a larger rehearsal space is secured. Chris V. approved, and will also allow the use of electronic keyboards if any can be borrowed from choir members.
- Terrell will set up Annamaria as an administrator on the MSS Facebook page.

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- The Chorus Leadership Guide will “live” with Chris V., and can be borrowed by board members (Jean has borrowed it).
- Chris V. plans to write up standards for sectional leaders and meet with them.
- A change in our insurance policy with Liberty Northwest insures all MSS assets, wherever they are. Cassie will add the piano to coverage. The actual policy will “live” with Chris V., as his is the official address for TMSS.
- It has been several years since the possibility of performing at Ballard High School was investigated (impact on the parking lot is, apparently, one of the sticking points). TMSS now has several contacts there: Birgit (as a fellow principal) can call the principal; Gloria knows the Head Secretary; Patty’s son teaches there. Chris V. will work with these “contacters” to see if there are fresh possibilities.
- Brandy asked whether children were welcome to attend and/or sing at the Festival of Favorites; the answer is “yes.” Everyone should promote attendance, and be especially diligent in seeking new Tenors and Basses.
- Cathy presented some statistics she had gathered for the Civic Partners grant. In fall 2013 TMSS had 76 members: 8 have been members since 2004 (inception); 36, including the 8, joined TMSS in 2010 or earlier; 20 joined in 2013. Members live in fifteen different zip codes, with the highest number (25) 98117, next highest (15) 98107.
- Kate will replace Joie for a few months in maintaining the MSS roster; she will send out an updated roster in two weeks. Ken is replacing Eileen, we hope temporarily, in recording weekly choir contributions.
- Kate will publicize to choir members the fact that minutes are posted on the MSS website.

Adjournment: 8:22 pm

ACTION ITEMS

Kate:

- Discuss options for picnic location with choir members
- Publicize to choir members that board meeting minutes are posted on the MSS website
- Replace Joie for a few months in maintaining the MSS roster; send out new roster

Cathy:

- Forward e-mail picnic reservation form to Chris B
- Follow up on response from Kathy Hsieh about Civic Partners grant

Jaime:

- Discuss dates for meet-the-board party with Sarah McCoy

Patty:

- Ensure she will receive Gazette submissions/information along with Annamaria
- Participate in site visit to Blue Ridge Community Center
- Coordinate with Chris V. to contact Ballard High School about performing at its auditorium

Mitch:

- Back up Helena, as required, on Membership Team

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Gloria:

- Back up Helena, as required, on Membership Team
- Participate in site visit to Blue Ridge Community Center
- Coordinate with Chris V. to contact Ballard High School about performing at its auditorium

Jean:

- Work with Russ, and monitor budget, on new trifold display about TMSS

Cassie:

- Follow up with Ken about distinction between cash and in-kind contributions on new MSS reports
- Add piano to insurance policy

Brandy:

- Assist Chris with paperwork, as requested, for soliciting ads for the May concert program
- Participate in site visit to Blue Ridge Community Center
- Call public relations person for Norwegian Independence Day celebration to inquire about activities and impacts from 6:00 pm onwards

Terrell:

- Set up Annamaria as administrator on TMSS Facebook page

Birgit [visitor]:

- Participate in site visit to Blue Ridge Community Center
- Coordinate with Chris V. to contact Ballard High School about performing at its auditorium

Chris V.:

- Discuss with Russ the protocol and format for soliciting (how many) and printing ads in the May program
- Participate in site visit to Blue Ridge Community Center
- Write up standards for sectional leaders and meet with them
- Coordinate "contacters" and their information about Ballard High School

Upcoming

January 26th, 3:00 pm	Sing-along
May	Give Big
May 17-18th	Spring concert
June 11-14th	Chorus America
July	Annual picnic
September 13th	Anniversary concert (TENTH ANNIVERSARY)
November	Annual Meeting & Silent Auction
December	Holiday concert

