

**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.**

**May 9, 2014, at the home of Kate Riordan**

**Call to Order: 7:05 pm**

**Present: Jean Bowman, Gloria Chenoweth, Cassie Owens, Cathy Palmer, Kate Riordan, Patty Stedman, Chris Vincent, Gary Woods, Jaime Worthington . Visitor: Pierre Rose**

**1. Minutes – (ALL)**

The board reviewed minutes for the April board meeting. Gary moved to accept the minutes and Jaime seconded the motion. All approved; minutes accepted as written.

**2. Treasurer's Report (Cassie)**

a. "Give Big" on May 6<sup>th</sup> resulted in contributions of \$6280 (double last year's contributions), from which approximately \$185 in fees will be deducted. The matching amount will be announced on June 10<sup>th</sup>. Contributions are still coming primarily from choir members: only six persons not in the choir, primarily Chris's friends, made contributions. Ken had noticed a trend of fewer contributions from choir members earlier this spring: it appears that choir members were holding off on contributions until "Give Big." Chris V. asked that discussion of "Give Big" and any similar fundraising participation take place at least two board meetings before the event. To avoid any appearance of a conflict of interest, Chris V. feels that he should continue not being directly involved with fund-raising activities of this nature.

b. Cassie will work with Chris B. to switch the "Click and Pay" link to Finance. Kate asked that Cassie document this process in the procedures manual. Cassie cannot commit now to doing so; Kate will assign this Task.

c. TMSS is now registered with "Amazon Smile," a program which donates .5% of a sale to the charity of one's choice. Checks are issued quarterly. Kate will ask Chris B. to try the procedure and document it.

d. Gary will check out the possibility of participating in Fred Meyer's "percentage of sales" program.

e. Ballard Market returns 1% of sales. Do receipts expire?

f. The previous decision to depreciate rather than write off the purchase of a piano was related to grant writing: at the time, the piano's purchase price represented a significant percentage of TMSS assets, and depreciating the amount called less attention to a major expense. Such is no longer the case. The new piano will be written off rather than depreciated, and the old piano taken "off the books" as soon as possible.

g. Chris V. suggested that we discuss at a future board meeting ideas for how to maximize fundraising through merchants' schemes and how to solicit funds from people other than choir members.

**3. Previous action items (ALL)**

a. Rummage sale: Cathy has twice e-mailed Theresa at St. Luke's to confirm Oct 17-18 as TMSS choice of date. She has not heard back, and will consult Barbara Helde and John Marshall (who belongs to the church) about how to elicit a response. Patty volunteered to be the sale's co-coordinator.

b. Facebook page: Gloria volunteered to be the administrative backup to Brandy; she will figure out the procedure for making this happen.

c. New piano: Chris V. reported that the new piano would be in place when rehearsals resume on June 3<sup>rd</sup>. If pick-up must be arranged, Gary will help.

d. Alternate rehearsal space: TMSS will move forward with the June 9<sup>th</sup> date as planned; subsequent rehearsals of the Ambassador Group will be at Kate's house on Monday nights during the summer.

e. Ballard High School: Patty reported that Ballard High School had approved the date of Saturday September 13<sup>th</sup> for a concert (with a rehearsal on Tuesday September 9<sup>th</sup>); Saturday December 13<sup>th</sup> is also available for a concert (but only with a preceding Friday rather than Tuesday rehearsal). Chris V. is still thinking about whether or not he has interest in the December date. He asked Patty to find out the following information about the use of BHS in September: would TMSS be able to use all the facilities? What is the fee? Would TMSS be able to use the parking lot? What kind of liability insurance is required? Is there a written contract? Patty will follow up.

#### **4. Group entertainment offers to TMSS (Chris V.)**

Chris V. asked that an "entertainment opportunity coordinator" be found to handle group tickets that are offered to the choir. There is quite a bit of work involved in screening and responding to offerings, plus collecting money for activities that require paid tickets. Opportunities would be announced in the Gazette; the wrangler/coordinator would be expected to be selective about which offers to pass on to choir members at large.

#### **5. Spring concert and member responsibilities (Pierre and Chris V.)**

Pierre reported that everything is "pretty well set," with a "nice volunteer list." On Saturday at WUU, no bag sales are allowed before the concert; they will take place only at intermission and after the concert. There will be a "safe room" for valuables in Ballard. Gary and Cassie will be counting contributions, and will deposit all monies. If there is money after all concert expenses are paid, a contribution to Earthrise would be appreciated.

In preparing for the upcoming concert, Chris has noticed an increasing number of members who cannot stand for the entire rehearsal/performance. He suggests that, in the member guidelines, it be announced that, ideally, choir members should be able to stand for an hour; those who cannot should bring their own stools. Chris urged board members to be proactive in helping those who might require assistance (for example, by lending a choir-owned stool).

#### **6. Tenth Anniversary Concert (Chris V.)**

Chris V. plans to email all past choir members, urging their participation in the upcoming summer season. Two options will be available: participating in the whole season, or coming to the first half-hour of rehearsal during the last six weeks of the season to prepare pieces that were sung at the

first concert, when TMSS was the “Arts Ballard” choir, appearing as part of “Artfisk” (a play on lutefisk). Chris V. has been unable to find a program with a list of these pieces, nor can any choir member remember; Kate will search for a program.

Chris V. is eager for more extensive publicity about this concert. He hopes that the *Ballard News Tribune* (now the *Westside Weekly?*), which did a story about the choir ten years ago, can be enticed to cover the anniversary concert. Other suggestions for coverage: the “City” newspaper and *The Seattle Times*.

#### **7. Website/choir emails (Chris V.)**

All email addresses have individual log-ins; given the recent Heartbleed virus, all passwords have been changed. Kate will create a space on Dropbox to which Chris V. will email an encrypted document; passwords will be securely stored in a spreadsheet.

#### **8. New business (ALL)**

- a. Mitchell Fund will lead rehearsal while Chris V. attends the Chorus America conference.
- b. Gloria’s name is misspelled on the roster.
- c. Folklife sing-along: Jean will sell bags. Folklife has provided one parking pass, which will go to Kate, for hauling boxes of music. Flyers for the January “Festival of Favorites” will be distributed.
- d. Kate will email all board members to set dates for the next six months of board meetings: please respond promptly when you receive the email. Current board members serve through the November meeting/annual meeting.

**Adjournment: 8:25 pm**, Cassie moved, Kate seconded.

#### **ACTION ITEMS**

##### **Kate:**

- Find someone to document procedure for linking “Click and Pay” to Finance
- Coordinate with Chris B. to test and document “Amazon Smile” procedure
- Host Ambassador Ensemble rehearsals on Monday nights after June 9<sup>th</sup>
- Add to member guidelines language about the physical requirements for rehearsal and concert participation
- Search for Arts Ballard program
- Create space on Dropbox for secure storage of website/email passwords
- Set dates for the next six board meetings

##### **Cathy:**

- Pursue Theresa at St. Luke’s for a response to rummage sale date.

##### **Patty:**

- Follow up with Ballard High School to pose questions from Chris V.

Market Street Singers Board Meeting  
May 9, 2014

- Pat herself on the back for volunteering to co-coordinate the rummage sale.

**Jean:**

- Sell bags at Folklife sing-along.

**Gary:**

- Check out Fred Meyer receipts program
- Help Chris V. with pick-up of new piano, if required

**Gloria:**

- Coordinate with Brandy about becoming backup administrator for Facebook page

**Chris V:**

- Have new piano in place by June 3rd

**Upcoming**

<b>June 11-14<sup>th</sup></b>	<b>Chorus America</b>
<b>July 15<sup>th</sup></b>	<b>Annual picnic</b>
<b>September 13<sup>th</sup></b>	<b>Fall concert</b>
<b>October 17<sup>th</sup>/18<sup>th</sup></b>	<b>Rummage Sale</b>
<b>November</b>	<b>Annual Meeting &amp; Silent Auction</b>
<b>December</b>	<b>Holiday concert</b>
<b>Next meeting:</b>	<b>June 19<sup>th</sup> at Cassie Owens's house</b>