

Market Street Singers Board meeting minutes

Monday, December 5, 2016

Present: Marilyn Varas, Kim Varner, Brandy Rinck, Barbara Mrachek, Birdie Bagwell, Elaine Mathies, Chris Vincent, Mitchell Fund

Absent: Gary Woods, Julie Rampke

The meeting was called to order at 7:03 pm.

Marilyn reported that the minutes for the October 17, 2016 meeting had already been approved.

The contact information for Board members is expected to be updated on the website. New Board members confirmed their contact information.

3. Finance/Fundraising report.

The Finance Report for the end of November is not yet available.

At the Annual meeting, the silent auction brought in about \$2070.

The Fundraising Committee is now being managed by Birdie, in her new position as Treasurer. Birdie reported that work on the MSS logo items will get started in the new year. Kim will stay with the committee for a while. Currently, the committee consists of Kim, Terry, and Birdie. They hope to recruit more members.

Kim reported that Square has been used for taking donations. However, it costs \$10/month. We cancelled the account, but unfortunately it was never fully inactivated. Tsolt has attempted to inactivate it. We're waiting for the refunds. Currently we're using PayPal to take credit card donations at concerts. Our website also has a link to PayPal. Choir members can use this link.

4. Membership/Action report

Elaine gave a background on the current state of section leaders. Earlier this year, almost all of the section leaders said that they were willing to continue as section leaders but were also happy to step aside to let others take on the role. One exception was Alto 2 Jean Bowman, who said that she was ready to move on, but could help in the short run. As of the beginning of December, section leaders are:

Soprano 1: Joie Brannan

Soprano 2: Janet Tu, with backup Sarah McCoy

Alto 1: Meghan Shephard

Alto 2: Jean Bowman (looking for a replacement)

Bass: John Marshall

Elaine requested easier availability to basic information about choir members to share with section leaders. Birdie said that she would send a list of members, along with their dates of membership and recent attendance.

We need to communicate with the sections leaders about how to use the BCC lists.

Our understanding is that it is OK for the Board members and section leaders to have access to email addresses and phone numbers.

Janet Tu is willing to be on the Membership Committee.

Chris will communicate what he expects of a section leader. The section leader needs to be a shepherd for the singers in that section, and let Chris know of any problems.

Chris plans to make announcements about the Membership Committee and about section leaders.

On-going related concerns:

- We need a way to be in touch with the members.
- We need to have continuity in our communications with members.
- We need to put together and maintain a list of talents that our members have.
- The talent list should include who can help in an emergency. We may need training in basic techniques for emergencies, such as how to deal with people who walk in off the street.

Per Chris, every committee needs to have someone on the Board or interfacing with the Board.

5. Volunteer list and related needs for annual grant

Brandy is updating the point of contact list within the Market Street Singers. The updated list will go on the member section of the website.

Janet Tu is updating surveys.

Vivian Mackey is recording attendance.

Joie Brannan is the contact for absences.

Elaine Mathies is the contact for section leaders.

Deb Sallee is taking notes for upper voice advice from Chris.

Deb Sallee is also the contact for member inquiries, with Mitch Cunanan as her backup.

Deborah Stewart and Peggy Murphy are the Music Librarians, working with Chris Vincent and Deb Sallee.

Marilyn announced that we need to submit a grant request to the city. Cathy Palmer writes the grant for TMSS. She needs to know the amount of volunteer hours, including the attendance at meetings. Cathy also needs quotes (endorsements) from choir members and audience members. Birdie suggested that we use comments from our survey.

6. Recent Events

Chris asked that information from the Annual Meeting be added to the gazette. Marilyn will make sure that happens.

For various reasons, this year's publicity about the Annual Meeting didn't start until much later in the year than usual. It would have been better to have bid sheets available at rehearsal earlier, and start putting notices in the gazette in September.

Mitchell noted that we've been trying to keep announcements shorter during rehearsal time.

Per Marilyn, we might need a new space for annual meetings in the future.

8. Legal obligations of non-profits.

Marilyn reported that she and Ken have reviewed legal obligations of non-profits.

The WayFind attorney organization provides information on legal resources for Nonprofits (<http://wayfindlegal.org/tools/legal/>), including legal checklist for nonprofits in Washington state. The checklist includes a review of required forms, whether by-laws are current, and IRS documentation. There are video resources for different categories. Much of the information doesn't apply to us. For example, we have contracted persons but no employees.

We will need to do some updating to our forms in January.

Ken suggested that we schedule a one-day or half-day retreat.

Marilyn will send a link to a helpful video from WayFind.

Please let Marilyn know any ideas you have about a possible retreat.

7. Special situations (potential disruptions)

Marilyn expressed appreciation for Lynn's ability to keep an eye on the door and dealing with unusual situations. Also, we once had an individual who was not able to drive home after a choir practice.

Kim suggested asking the section leaders to be aware, and handle situations as quietly as possible. In the past people on the Board or the section leaders have helped take care of most situations.

9. Other.

Brandy asked for job descriptions for Chris, Ken, and Ingrid.

5.b. Racial equity concerns

Brandy shared information about racial equity.

Chris explained that the Seattle Office of Arts and Culture requires all organizations to do a self-evaluation whether that organization is actively working for racial justice. We submitted a statement with some suggested action items: do not limit membership by where someone lives; do not limit the number of members; music selection is diverse; no required monetary contribution. We do still need a racial equity statement that can be included on social media and concert programs.

To get to a statement, we could consider

Suggestions from the Seattle Choral Consortium

Member ideas for how to become more racially open

Review the comments on the Seattle Arts and Culture website. (Presumably

<https://www.seattle.gov/arts/programs/racial-equity>. ELM)

We spent the remainder of the meeting discussing wording for a racial equity statement.

After the meeting (December 13), Brandy reported an updated statement to the Board. This statement was based on our discussion, with additional review and wordsmithing by Cathy Palmer and Chris Vincent:

"We recognize that singing builds communities and brings us and our audiences great joy. We want to share this joy limitlessly with the wider world around us. We therefore include and encourage participation by people of all races, ethnic and national origins, genders and gender identities, sexual orientations, religious backgrounds, socioeconomic statuses, ages, and physical and mental abilities among our singers and audiences."

10. Schedule next meeting

The next meeting will be Monday, February 13.

We adjourned at 9:07 pm. (Motion by Kim, second by Mitchell.)

Market Street Singers Board Meeting Agenda 12/5/16

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.

Monday, December 5, 2016, 7:00 P.M. Location: SWCA 221 First Avenue West #205

Discussion Topics:

1. Minutes of 10/17/16 approved in advance
2. Collate names, addresses, phone, email contacts of board members
3. Finance/Fundraising Report (Birdie – 15 minutes)
 - a. current financials
 - b. fundraising report (merchandising, advertising)
 - c. Square update (erroneous charge issue resolved?)
4. Membership Action Report
 - a. section leader update (Elaine)
 - b. exit interview status (Birdie)?
 - c. chairperson?
 - d. reorganization of committee
5. Volunteer list and related needs for annual grant (15 minutes)
 - a. update Brandy's list
 - b. discuss racial equality concerns
6. Recent events
 - a. annual meeting
7. Special situations (10 minutes)
8. Legal obligations of non-profits
 - a. Reviewed by Ken and Marilyn
 - b. Special meeting or retreat to review?
9. Other and visitor input (10 minutes)
10. Schedule next meeting