

Market Street Singers Board Meeting Minutes 2-17-16

Location: 221 First Ave W., Suite 205, Seattle, WA 98119

Attendees: Marilyn Varas, Kim Varner, Brandy Rinck, Jenna Magee, Zsolt Taskai, Ken Molsberry, Birdie Bagwell, and Mitchell Fund

Meeting called to order 7:06 PM

Approvals

1-13-16 meeting minutes previously approved online.

Finance Committee Update

Participant donations on track.

We need to track volunteers and their time. Kim will reach out to chairs of the committees to see who has been helping and how much time. Options might be to have a worksheet that can be downloaded off the members section of the website, or use a google docs that can easily be updated by the committee chairs.

Zsolt looked into recurring Paypal payments and people can do it for themselves. He can write up instructions and put it in the gazette.

Fundraising Committee Update

They are meeting on Saturday 2/20.

Marilyn passed along a fundraising opportunity with Panera Bread (or other restaurants) to investigate.

Membership Committee Update

Jenna, as a board member at large, is going to oversee the section leader effort with support from the membership committee, as needed. She will have this together hopefully by the end of March. However, Section Leaders need to be scheduling the sectionals sooner than the end of March. Hopefully Jenna can send a gentle reminder to them about this in her planning communications.

Membership's Committee liaison to Board is officially Birdie and she is also the current chair of the Membership Committee.

Carol is doing a great job with attendance, so that will stay with her under the umbrella of the Membership Committee for now. We can revisit this next season, if needed.

Name tags are currently taken care of by Connie. Connie is willing to let this job go to someone else who is at rehearsal early and willing to stay a little later. We should ask before break at next rehearsal if someone is willing to take on this task. This person should expect to communicate directly with Russ if

new name tags are needed and with the Membership Committee if name tags are not being used (absent singer) throughout the year.

Birdie passed along ideas the membership committee had for recruitment. Brandy offered to show the membership committee what she has done already and to help them with new efforts. The PR lists are on the members section of the website. Vivian knows someone at the Ballard paper who might be willing to do a story on us. Brandy will coordinate with Vivian.

The Music Library team (Debra Stewart and Peggy Murphy) is working for now. They will ask for more help when it is needed. This is still under the umbrella of the Membership Committee because of its connection to the roster, but is a separate arm of the group.

The Membership Committee would like one of their members, most likely Birdie, to back up Mitch C. answering e-mail inquiries about joining the choir. The Board hopes Mitch can provide Birdie with his stock language or a "How To" to answer membership@marketstreetsingers.org e-mails. If not already there, this information should also be posted to the members section of the website.

The Membership Committee has future plan to do exit interviews once the Mailchimp roster issues are cleared up.

The Membership Survey will be cut down to 10 questions by Janet Tu and will be sent around on Survey Monkey once it is ready. April is a really good time to do that.

The Membership Committee will re-circulate edited guidelines and other Committee documents, which the Board commented on in Dec./Jan., for approval and once approved they will distribute copies to the existing membership via the gazette and paper copies in new member packets.

The Board suggests we add an "opt-in" to share personal information like e-mail, phone number, and address when signing up for the choir that requires a signature. This is instead of an opt-out. Kim offered to help Birdie revise the existing document.

Remaining Membership Committee issues mainly stem from the Roster and Mailchimp database. In general, many issues would be solved by coordinating between Zsolt (the Mailchimp roster), Birdie (Membership Committee), and possible new group e-mail lists run by Lynn Arnold (via the MSS website). Birdie will contact Lynn to talk about the Membership Committee's needs and Birdie will loop in Zsolt, who can best inform Lynn about some options to streamline future e-mail lists. The Board hopes Lynn will be able to add these lists (see below). Mitchell will be the Board Representative overseeing coordination between Zsolt, Birdie, and Lynn, so any questions can be directed through Mitchell between now and the next Board Meeting in April. The following issues need to be resolved:

- 1) There are two roster lists with names and folder numbers (one in Mailchimp and the other on paper with the music library folks) that need to be consolidated into one comprehensive and updated list for 2016. Birdie will work with Zsolt and the music librarians to work this out.
- 2) We need to add "columns" in the Mailchimp Roster to identify people who want the gazette and differentiate them from active singers. This list will change seasonally, so it would be great if this could be a check box that can be easily updated by the Membership Committee each season. Once the roster is set, Zsolt can update this column and output an active singers list for the current season.

- 3) The active singers output can be used to create the e-mail lists by section for the Section Leaders (i.e. soprano@marketstreetsingers.org, alto@marketstreetsingers.org, tenor@marketstreetsingers.org, and bass@marketstreetsingers.org) to use to better their communications. In order to make these addresses work we'll need Lynn's help. The Membership Committee is willing to support Lynn or take over the e-mail lists, depending on how interested Lynn is in being involved with these added addresses and new requests. Birdie will find out what Lynn thinks.
- 4) Hands on Mailchimp training is needed – Zsolt to train Birdie, Mitchell, and possibly Marilyn.
- 5) The Board feels the members should contact board@marketstreetsingers.org for someone's specific contact information related to a particular issue. Otherwise, the Board suggests the membership exchange information with each other at rehearsal if they think they might like to contact someone outside of Tuesday evenings. We will not be passing out a contacts list to the membership. We will announce this in the gazette.
- 6) Administrator access is needed for exports in Mailchimp. Ken needs Administrator access. Zsolt will get Ken Administrator access. Both Kim and Mitchell have Administrator access. Marilyn is at least a Manager. Once trained, Zsolt might also give Birdie Administrator access if that makes sense for what the Membership Committee needs. Birdie understands the roster is not to be distributed.

Production Committee Update

Zsolt is volunteer coordinator for the next performance. He will be coordinating things like the risers [transport, set up, take down], room monitor, donations table, ushers, stools for singers, vests coordination, setting up chairs and music stands for the instrumentalists and soloists, liaison between soloists/instrumentalists, support Chris, adding day of signage around performance space, coordinating data collection for future grant reports, etc.).

Jenna will get an example sign-up sheet from Patty and she will send it to Zsolt so he can modify it as needed. Zsolt will have the sign-up sheets at rehearsals before the show so people can physically sign up for time slots and jobs for the shows. The Board will help recruit help for the needed tasks.

Board suggests that Zsolt contact Julie (and maybe Tyler by phone) soon, so Julie can provide him with a more extensive list of all the activities she did in preparation of the last big concert, as well as what support they had and needed. They can also offer suggestions on things to watch out for and things that worked well. Julie will be involved with production too and we might ask her to call in to the April Board meeting, if needed.

Someone in production needs to look ahead into any parking issues and make sure there is no sign that says no parking on the day of the show. We also need to include more parking information in the blasts.

Chris has contracted three guest musicians for the Chichister Psalms. They include a male soprano, a harpist, and a percussionist. He would like to use drums and bass for the popular music. Mitchell has offered to do drums pro bono, and he thinks he can get a bassist. If not, we'll just use drums.

A \$100.00 retainer was sent to UCC. The expected total cost for the show is ~\$1,750.00 (or \$1,800.00 to have two rehearsals). Board discussed the cost and found it reasonable for all the moving parts. Board unanimously approved up to \$1,800.00 and will leave it up to Chris to decide the number of rehearsals.

We need to start work on determining how many vests we might need for the May concerts. Once the roster issues are figured out this should be easy. If that is taking too long someone should set up a sign-up list at rehearsal.

The remaining production details can be taken care of in Committee meetings or at next board meeting.

Storage

We'll stick with what we have for now. The Board will ask if anyone is willing to take the risers again this summer, but the Board likes to have the space option in case Joie cannot keep the vests, for example, or we get more music.

Kim will send in a comment to the gazette about a special opportunity to fund a month of storage. If no takers, then we'll announce that opportunity in a few rehearsals.

Other

Remember to Cc Chris on board e-mails.

In the future there is opportunity to call in to board meetings held at Brandy's office, if needed.

Communication by e-mail has improved greatly (mainly concerning the Membership Committee) and we can keep things as is for now. Adding a new program is a daunting task. We can take advantage of google docs and will keep putting files up on the members section of the website.

Chris has not heard from the Folk Life folks yet. He thinks he might need to contact the guy.

We need to start thinking about who we want on the Board in the future and grooming replacements. We should be inviting these folks to the August Board Meeting at minimum. We should directly invite those we think might be interested to attend the next meeting to try it out. What about Tom and Carol? Others? All Board members should be reaching out over the next couple months to make this a priority.

Meeting adjourned at 9:05 PM.

Next board meeting Monday, April 4th, 2016 at SWCA (221 1st Ave W.)