

## **Market Street Singers January 13, 2016 Board Meeting Minutes**

*Location:* SWCA Environmental Consultants, 221 1<sup>st</sup> Ave W, Suite 205, Seattle, WA 98119.

*Attendees:* Marilyn Varas, Chris Vincent, Mitchell Fund, Gary Woods, Kim Varner, Brandy Rinck, and Ken Molsberry

Call to Order 7:03 PM

### **Officers**

The Board elected new officers:

- Marilyn Varas – President
- Mitchell Fund – Vice President
- Brandy Rinck – Secretary
- Kim Varner – Assistant Secretary (Kim will continue as Treasurer)

Gary moved to approve Mitchell as VP and Kim seconded the motion. Brandy moved to approve Marilyn as the President and Kim seconded the motion. All voted in favor of the nominees. Kim and Brandy's new position were approved by e-mail earlier in January.

In addition, Kim moved to approve Jenna Magee as a Board Member and Brandy seconded the motion. All voted in favor of Jenna joining the Board. Chris will ask Lynn Arnold to add Jenna to the [board@marketstreetsingers.org](mailto:board@marketstreetsingers.org) distribution list.

### **Minutes Approval**

Gary moved that we approve the November annual meeting minutes and Kim seconded the motion. All approved.

The December board meeting minutes were discussed. Brandy moved to approve the December board meeting minutes and Kim seconded the motion. All approved.

Brandy will e-mail Chris to get electronic copies of the November and December minutes to get them up on the website. Brandy will also work on a new printed Secretary book and she will maintain the minutes.

### **Storage**

All of our choir belongings are now at:

Public Storage 08168  
3000 15<sup>th</sup> Avenue  
Seattle, WA 98119  
Space No. 1076

We have plenty of space in the 10x15 unit, which costs \$181/mo. We could get a smaller unit in the same facility for \$153/mo. Marilyn shared her research in selecting this unit. The Board decided to stay

in the current unit for now. Marilyn will verify that Joie Brannan is OK with holding on to our wardrobe (vests) and Chris will cull the existing music to see how much we can consolidate. After a few months we will revisit this to see if we should move. In the meantime we'll request that members might sponsor a month of storage as a donation in kind (though not in lieu of monthly donations).

### **Music Librarian**

Although no individual stepped up to be Music Librarian, several folks helped with music at the start of this season. In particular, Peggy Murphy and Deborah Stewart offered to co-lead the music library effort with assistance from the Board. Jane Spalding, Vicki Nelson, and Elaine Mathies will also help at the start of each season to get music packets together and at the end of each season to help with re-filing. Mitch has experience with re-filing and he said he would help after this next concert to pass along his knowledge. Kim helped with distribution of the music at the first rehearsal of the season and that worked well.

The Board acknowledged the following folks who stepped up in the time of need over the holidays:

<b><u>Music Team</u></b>	<b><u>Absence</u></b>	<b><u>Special Help on the Big Move</u></b>
Marilyn Varas	Janet Tu (interim) jtu98107@gmail.com	Marilyn Varas
Kim Varner		Dan Mihalo
Jane Spalding		Mitchell Fund
Vicki Nelson		Kim Varner
Peggy Murphy	Beth Baily – though not this semester	Patty Stedman
Deborah Stewart		Jim Hays
Linda Oswald		Russ Long
Elaine Mathies		Connie Ray
Deb Sallee		Kim Colwell
Beth Baily		
Doug Hathaway	Carol Mikkelsen	

### **Membership Committee**

Still in formation, this group is making strides. The chair (Birdie Bagwel) is out of town. Carol Mikkelsen will keep things moving forward until Birdie returns. After that she'll likely transition to Finance.

The Board has a few requests of the Membership Committee that Marilyn will express these to Carol:

- The Board hopes the buddy system will get worked out soon;
- The Board hopes the committee can work out their communication structure to set up an e-mail distribution list, so that committee members are not confused and only those folks officially involved are e-mailed;
- The Board would like to have one representative to discuss things with (ideally the chair), who can e-mail updates to the Board or attended Board meetings to communicate information to the Board; and,
- The Board hopes the membership committee will help with attendance (at least for this season) by getting the section leaders to keep track of attendance within their sections. Annamaria can provide the Section Leaders with lists of singing members by section. The Board can provide blank attendance sheets to be turned in to the Senior Center at the end of rehearsals.

## **Absences**

Janet Tu will monitor absences for this season. She and Chris already have a system that is working.

## **Board Communication**

Everyone agrees that all Board communication will go through [board@marketstreetsingers.org](mailto:board@marketstreetsingers.org) so that all board members are in the loop on issues to avoid misunderstandings.

The Board reviewed our Mail Chimp access and permissions. Mitch will ensure that he is a full administrative backup to Mail Chimp (not just a manager). Mitch will ask Annamaria about the different distribution lists that currently exist and about diversifying the lists to help with communication.

Kim presented the idea of using a service that offers a platform for organizing our files, communications, and discussions. Kim suggested Basecamp as a useful program, but said the program costs \$40/mo. Brandy recommended we investigate Google Docs first and other online options that might be free before subscribing to a service that offers many of the services we already have. A benefit of services like Basecamp is that it allows for discussion forums, which may help some of our communication issues. Board members will check into other options and we'll discuss our search results at the next meeting.

## **Contractor Job Descriptions**

Brandy presented the existing, very brief job descriptions for director, accompanist, and bookkeeper. All agreed that the current descriptions are not sufficient, especially concerning details on conflict resolution and performance review. The issue will be tabled until summer, at which time Brandy will contact Chris, Ken, and Ingrid individually to see if they would like to write their own job descriptions for the Board to review and approve, or if they prefer the Board write their job descriptions and provide them for input.

## **Finance Committee Update**

The Finance Committee (Ken and Kim) will be combined with the Fundraising Committee, which has several new members. They will meet in early February to get things sorted out.

Gary will be the new Ballard Market receipt collector and he will submit them to Ballard Market in batches throughout the year.

Kim provided some 2015 finance highlights, including our overall income of \$2,700 for the year. We were \$800 over budget in donations (mainly from non-signing members at shows) and \$900 over budget for fundraising (mainly because of the silent auction and rummage sale). We spent extra on instrumentalists in 2015, but we brought in \$1200 during our summer performance from audience donations, and we brought in even more during the December holiday show.

## **May Concert**

Julie and Zsolt will head to University Christian Church (UCC) with Chris to work out production issues for the May performance. UCC is going to be more expensive than last summer, about \$800 for the weekend. Ken will send in a deposit. Chris hopes to defray some of the cost by having fewer, but more

highly specialized musicians. He suggests we pay them higher than last year and pay Ingrid more too, especially if she plays the organ. Chris will find out if the organ will be available. Mitch has agreed to play the drums and he has a line on a bass player and these instruments will likely be included free of charge.

### **Picnic**

Patty submitted preferred dates for picnic to the parks lottery. Our first choice is July 12, followed by the 19<sup>th</sup>, and then the 26<sup>th</sup>. We will find out the date in March.

### **PR**

Brandy, Russ, and Chris have a schedule for 2016. Brandy will call Russ about simplicity and visibility of nametags.

### **Grant**

The 2016 amount will likely be about \$1160, but we do not know when we'll receive the money. They'll be asking for project details in February/March. Brandy will check in with Cathy to see if she anticipates needing any specific information and to let her know we support her efforts. Chris has information about our Spring show, which should be our project for 2016.

### **Outlook for the Rest of 2016**

There is no guarantee of Folk Life this summer and no assurance that we'll do our Festival of Favorites in January 2017. Because last summer was so tough, Chris suggests we have a light summer season culminating in a group singing event rather than a performance. If we do this, we need to ask for participant donations to cover the cost of the money we usually take in from the audience. This event will probably be scheduled for August 28, as long as the venue is available.

Chris would like to do a bigger performance with instrumentalists again in December because our show this past holiday 2015 was so popular. The Board asked for more secular sing-a-long carols too. It looks like December 10/11 will be the best date for this show and we'll hope Ballard First Lutheran will be available.

Well try and sing at Echo Glen the following Tuesday evening on December 13<sup>th</sup>, 2016.

### **Next Meeting**

We will talk about the Roster Issues and passing out a general list for interested members.

The next meeting will be held at SWCA on February 17, 2016 from 7 to 9 PM.

*Meeting adjourned at 8:57 PM.*