

## **Market Street Singers Board Meeting 10/17/16 Minutes**

*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.*

**Date:** Monday, October 17, 2016

**Location:** SWCA 221 First Avenue West #205

**Attendees:** Marilyn Varas, Mitchell Fund, Kim Varner, Brandy Rinck, Jenna Magee, Chris Vincent, Birdie Bagwell, & Elaine Mathies.

**Meeting called to Order:** 7:04 PM

Brandy Rinck moved to approve the 8/3/16 Meeting Minutes. Kim Varner seconded the motion and the Board approved.

### **FINANCIALS**

We are doing well. We have 19k in the bank plus the Rummage Sale (\$1,260) and recent contributions to account for. The issues with Square are unresolved, so Kim Varner will call Zsolt Taskai and Marilyn Varas will reach out, if needed. Financial and Fundraising Committee (FFC) plans to sell ads in programs and is researching our logo on merchandise. The Board approved selling ads in program, but suggested leg work now to have a small spread in the spring program. The Board looks forward to learning more about having a link to customizable merchandise on our website. The Board reviewed the draft budget line by line and approved income and expense estimates for next year. The Board discussed compensation and bonuses after Chris left the meeting. The Board will approve the revised annual budget by Doodle Poll prior to the Annual Meeting.

### **SUMMER SEASON**

Chris Vincent asked the Board if we can afford no summer show and no income from a sing-a-long event. He suggested we could host a sing-a-long every third year, or similar schedule.

The Board decided we will be fine next year and will continue to operate without a summer show as long as we retain at least six months of extra funds in our account.

The extra concert at the holidays might help to make up some of the loss of income from not having a summer show.

### **STORAGE**

Marilyn Varas will check into the storage to see if we can re-negotiate the price, as they suggested, for the off-season.

### **MEMBERSHIP COMMITTEE REPORT**

The Roster is up to date! Thank you Birdie Bagwell!

The Membership Committee has experienced a bit of turnover and with Birdie Bagwell transitioning roles, the committee requires rejuvenation. Chris Vincent will start up the Membership Committee again in January 2017. New committee members will be solicited and old members will be asked to return.

### **SECTION LEADERS**

Our current Section Leaders are good sports. They are willing to continue in their positions or pass them on.

Elaine Mathies is working on getting back-ups for the Section Leaders.

Chris Vincent will help Elaine Mathies approach members so we have one leader and one back-up per section.

The Board hopes that the Section Leaders will eventually be the gateway to getting to know the group.

Once the Section Leaders are selected, each Section will know who their leader is and they can more easily communicate by e-mail.

Upper Voice and Lower Voice e-mail distribution lists are in use by John Marshall and Deborah Sallee who send out weekly rehearsal notes.

### **GAZETTE**

The cut off for announcements will be Saturday night, unless otherwise noted by Annamaria Taskai. All announcements should be submitted to [gazette@marketstreetsingers.org](mailto:gazette@marketstreetsingers.org) and not via the Board or Chris Vincent.

The Board recommends that a standing blurb about the cut-off time and submission rules be added to the gazette.

## **EXIT INTERVIEW**

Janet Tu has sent Birdie Bagwell the questions from the exit interview. Birdie Bagwell will ensure the timeline between a member leaving the choir and that ex-member receiving the survey moves swiftly.

## **SURVEY RESULTS DISSEMINATION**

The Board would like to release Mitchell Fund's summary in the gazette two weeks prior to the annual meeting. Mitchell Fund will review his summary and edit, as needed. He will then add it to the gazette.

The Board will hand out copies of the summary at the Annual Meeting too.

Chris Vincent will solicit questions at the meeting. The Board will come up with a few action items based on the summary and the member's questions.

## **VOLUNTEERS**

Marilyn Varas suggested that the Board keep lists of volunteers for each event and estimate how many hours those volunteers donated.

Brandy Rinck has a similar idea to keep track of volunteer hours and she will re-send the existing list of volunteers around to the Board so they may update the lists with all of their ideas and estimates of hours. Brandy Rinck's list includes all volunteering, not just event driven volunteering. It is likely incomplete.

The Board mentioned it would be nice to have copies of the volunteer list on the tables at the Annual Meeting.

The Board also thinks it would be great to ask everyone who has volunteered for any activity at all in 2016 to stand up at the annual meeting so they can be thanked.

## **RACIAL EQUITY**

A few of the members put out an awareness statement on racial equity last year.

The Board and Chris Vincent came up with a few things we could do to improve on the choir's racial equity, but the Board did not follow through on any of the ideas.

The Board needs to keep this issue on our radar and address racial equity with tangible changes in January.

## **GRANT**

The grant requires a few statements from the choir about why the choir is special. Cathy Palmer would like the Board to remind the members to track of their thoughts about why the choir is important to them and send their notes to her.

So far, comments from choir members, and friends and family members of choristers have provided sufficient comments for the grant. Comment cards are not needed at this time.

## **BOARD/COMMITTEE MEMBER REPLACEMENTS** (\*This section assumes that all nominations and elections will proceed as planned.)

The MSS need at least three Board members at a minimum.

Marilyn Varas and Mitchell Fund will remain on the Board as President and Vice President, respectively.

Brandy will step down from Secretary, but will remain on the Board as an at-large member.

Elaine Mathies will join the Board as Secretary.

Kim Varner will step down as Treasurer and she is undecided if she will stay on the Board as an at-large member.

Birdie Bagwell will join the Board as Treasurer and will head the Financial Fundraising Committee.

Marilyn Varas will check in with Gary Woods to see if he would like to remain on the Board.

Jenna Magee will leave the Board.

Julie Rampke will join the Board as an at-large member.

Brandy Rinck will inquire with Barbara Mracheck, who may also be interested in joining the Board.

Birdie Bagwell will continue to organize Mailchimp.

As the Annual Meeting approaches, the Board will continue to reach out to members interested in joining the Board.

## **MAILCHIMP**

Birdie Bagwell currently updates new information in Mailchimp, but Mitchell Fund, Annamaria Taskai, Zsolt Taskai, Kim Varner, Ken Molsberry, and Chris Vincent all have access to the database. Although run through the same program, this access to the roster is different than Annamaria Taskai's and Mitchell Fund's effort with the gazette.

## **ACTION GROUPS**

The MSS Bylaws state that the formation of a committee requires Board Approval.

Approval of these meeting minutes represents approval of formation of the following committees, or Action Groups:

- Membership Committee
- Music Committee
- Production Committee
- Finance and Fundraising Committee

These Action Groups are in addition to the various other less formal volunteer positions and efforts of our members.

## **RUMMAGE SALE**

Thanks to Jenna Magee for putting on an amazing Rummage Sale in inclement weather this past weekend.

Jenna Magee called out Lynn Arnold and the Nelsons as integral to the Rummage Sale and she thanked all the volunteers.

Jenna Magee said the Rummage Sale had less stuff for sale overall, but the donated items were of higher quality than previous years.

Jenna Magee also mentioned that future organizers of the sale may need to be financially flexible, or they should plan needs with the Treasurer well ahead of the sale.

Jenna Magee will write up a lessons learned to add to the existing "How To" documentation for the Rummage Sale.

## **ANNUAL MEETING**

Brandy Rinck will send Marilyn Varas last year's Annual Meeting Minutes so she can prepare an agenda/itinerary in conjunction with the event organizers.

Kim Varner would like 10 to 15 minutes to discuss the financials.

Then the Board and Chris will pass out awards.

Mitchell will make a brief speech and he will find a couple of other choir members to echo his sentiment, including Ned with a certificate.

The Membership Committee Chair Birdie Bagwell will speak for just a couple minutes on what they have accomplished.

Other Committee chairs will have the opportunity to provide very brief updates or be recognized.

The Board will acknowledge all the volunteers in the choir.

## **NEXT BOARD MEETING**

The Board will formulate a policy to address alcohol and substance abuse at the next meeting.

The Board will revisit keeping personal appeals at break to a minimum at the next meeting.

Meeting adjourned 9:03 PM.

Next Board Meeting is at **7P.M.** on **MONDAY, DECEMBER 5<sup>th</sup>, 2016** – location T.B.D.