

# Market Street Singers Board Meeting Minutes 8/28/2017-Final.

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, August 28, 2017 7:15 P.M. Location: SWCA 221 First Avenue West #205**

**Present:** Chris Vincent, Mitchell Fund, Marilyn Varas, Birdie Bagwell, Barb Mrachek, Brandy Rinck, Kim Warner. Via Teleconference: Gary Woods

**Absent:** Elaine Mathies

In the absence of Elaine Mathies, Secretary, this month's minutes will be taken by Barb Mrachek.

Call to order at 7:20pm.

## 1. MINUTES REVIEW

**Action Item:** May Minutes still need to be reviewed and posted to website.

## 2. FINANCIALS & FUND-RAISING

Financial Report was given by Birdie.

July: Net deficit of -\$155

Aug: Net deficit of -\$105

There is concern regarding the continued deficits each month.

With the start of the Fall Season it is important to emphasize the need for contributions and supporting the fund raisers i.e.; Rummage Sale, Brown Bear Car Wash, Chinook Books, and etc.

**Action Item:** We will continue to have a designated board member speak at rehearsal breaks regarding why and how the membership contribution and support of fund raisers is important to the organization. Mitchell will speak on this at Sept rehearsals. And gazette articles will be posted emphasizing the importance of this kind of support. Need a fund-raising committee to find other fund-raising opportunities.

### FUND-RAISING COMMITTEE

With Fall season starting requests will be made for addition to the Fund-raising Committee. Currently it is only Birdie and Terri.

Birdie has volunteered to assist with Rummage Sale as advisor and hope that volunteers will step up to assist.

**Action Item:** Birdie will ask for more volunteers for committee at next rehearsals and with Articles in Gazette.

**BRAND MERCHANDISING:** Birdie explored Zazzle Website and reported that items are fun but loading a logo may need some assistance from someone who has more background in graphics.

This may be a good fundraising opportunity for TMSS as we get a royalty for the items above the base cost.

**Action Item:** Brandy has offered to assist with logo for Zazzle and then a committee could decide on items, royalty amount and implementation of this for a fund raiser.

### ANNUAL AUDIT:

The Annual Audit date has been scheduled for Sept 2 @10am at Ken's with Birdie, Kim and Lynn Arnold to attend.

**BUDGET 2018:** Birdie would like to start on 2018 Budget ASAP.

### 3. MEMBERSHIP ACTION ITEMS

a. **Section Leaders Update:**

**Action Item:** Section Leaders will be reappointed for the Fall Season starting in Sept.

b. **Status of Membership committee:**

**Action Item:** Skills list and list of responsibilities of this committee needs to be updated and will be addressed after start of fall season.

c. **Status of Board Members and New Board Member Recruitment**

**Current Board Members:** Brandy Rinck and Kim Warner will not be returning. We thank them for their ongoing support and Brandy for offering her office as our meeting facilities this past year. Board needs to check with Elaine if she will be returning as secretary. Gary's work schedule will allow him to continue. All others are returning.

**New Board Recruitment:** New Board members will be announced at Annual Meeting in Nov. It would be nice to have an additional representative from the Tenors or Basses.

**Action Item:** Each Board Member should have interaction with at least one other person at upcoming rehearsals to see who may be interested in being on the 2018 Board. Marilyn will announce Board Recruitment at intermission and that we also have videos and training for new Board Members.

### 4. ANNUAL MEETING STATUS:

Venue: Gloria Cheneworth has been contacted and the annual meeting will again be at the Blue Ridge Community Center. Terry Monette and Beth Baily are committee chairman. Bobann Fogard has also offered to assist.

**Action Item:** Announcements and requests for auction items will begin at the next rehearsals, differing them from the Rummage Sale items.

### 5. RUMMAGE SALE STATUS:

Scheduled date in Oct 20<sup>th</sup> -21<sup>st</sup>. Birdie has volunteered to be acting lead.

**Action Item:** Contact Patti Stedman regarding the Rummage Sale Procedure Binder. Patti Stedman may have it. Announcements to start at next rehearsal. Verify if insurance certificate still needs to be done. Birdie to write up something for Gazette and request for volunteers to assist.

### 6. CHANGE IN COMMITTEE CHAIRPERSONS

- a. Gazette—Kim Colwell for Anna Maria Taskai Transition to be completed by Sept.
- b. Music Librarian – Eileen Nicholson will be replacing Deborah Stewart. Peggy Murphy will assist.
- c. Birdie will back up Lynn on Website if necessary.

**7. WEBSITE DOCUMENT REVIEW:** Brandy and Mitchell have overviewed the list of website documents. Mitchell is in process of editing many of the docs so that they are current and requesting assist when necessary.

**ACTION ITEMS:**

1. Marilyn will add Banking Procedure for Change of Check Signers and Insurance Liability Info, Senior Center Contract
2. Birdie will address any edits that pertain to financials
3. No longer relevant docs will be removed.

4. Committee Procedures are in process of updates- Request Picnic procedure from Kathryn Minturn; Locate Rummage Sale procedures from Patti Stedman; Have Terri review Annual Meeting/Auction procedure
5. For Grant purposes add a log to track Volunteer hours

**8. ANNUAL CALENDAR UPDATE:** Has been reviewed and finalized and published on Website.

## **9. PERFORMANCE SPACE**

**New Performance Venue:** Chris is still checking out alternative venues.

## **10. STORAGE UNIT:**

Rates for storage space have been secured and move of music has been completed. 10x10 space for \$137/mo. This new unit will give us cost savings of \$481.63 over the next 5 months. The contract guarantees this rate thru January 31, 2018. On Aug 19<sup>th</sup> Chris, Peggy Murphy, Mitchell Fund, Jim Hayes, Dan Mihalo, and Marilyn, assisted in move to new unit.

Jim Hayes has agreed to store in his garage the clothes hanging racks used for the rummage sales.

## **11. LEGAL OBLIGATIONS OF NON-PROFITS**

- a. **LIABILITY INSURANCE:** Marilyn has had multiple discussions with Liberty Mutual and the issues with the Liability concerns and renewal have been resolved. Insurance has been renewed and documents have been posted on Website.
- b. **INSURANCE COVERAGE FOR BOARD MEMBERS:** Marilyn has researched with the Insurance Company and found documentation from the Washington State Legislature RCW4.24.670 that outlines the Liability of volunteers of non-profit or government entities. This document has been posted on the Website.

## **12. MAILCHIP**

Birdie has had Zsolt add skills column to membership data base.

**Action Item:** Check with Zsolt Taskai (MailChimp administrator) to see best way to use MailChimp for membership database consistency.

## **13. OTHER and VISITOR INPUT**

**VISITOR INPUT:** None to report.

### **OTHER:**

#### **1. IMPORTANCE OF SEATTLE SINGS:**

There appears to a lack of enthusiasm and commitment by the choir in participation in Seattle Sings. Deadline for honoring sign-up is Sept 1 and Chris is concerned about the low number of committed participants. If we do not have a higher number we may need to cancel participation

**Action Item:** At up-coming rehearsal and in Gazette Chris will announce that a Doodle Poll will be conducted before Sept 1. Based on the response the decision will be made regarding participation in Seattle Sings.

#### **2. GAZETTE FORMAT:** It appears that the Gazette readers are not reading it and not missing critical information. Discussion followed regarding how to get information to members more effectively and if the order in which items are presented in the gazette could have an effect.

**Action Item:** It was decided that items in Gazette would be rearranged with items of critical importance posted first. Message from Chris, other items and general information will follow.

3. **BOARD AWARDS PRESENTED AT ANNUAL MEETING:** At the annual meeting there are usually awards presented to members for outstanding service. In the past these have been Director's Award, President's Award, Board Award, and/or Spirit Award.  
**Action Item:** Need List of past recipients of awards and then board nominations for award will be reviewed at next meeting.
4. **UPDATING MISSION STATEMENT:** Chris has proposed that we may want to review current mission statement and update.  
**Action Item:** Review mission statement at next meeting.
5. **DE-ESCALATION CLASSES:** Chris had opportunity to participate in a class and has suggested that it would be beneficial for the Board and TMSS members to take this class. The Board voted in favor of a Special Session/meeting for a De-Escalation Class to be held to which any choir member can participate.  
**Action Item:** Contact Company to schedule date for class.
6. **ON-SITE DEFIBRILLATOR:** In Case of an Emergency, the Units themselves have details instructions on them and we also have several members who have medical background or training in CPR.
7. VP Mitchell Fund with cover for Marilyn while she is on vacation for the month of September.

**14: FUTURE MEETING DATE AND LOCATION:** Board will no longer be meeting at the offices of Brandy Rinck due to her new employment status. The Board thanks Brandy for allowing us to meet at her former facilities and wishes her Good Luck in her new position.

**NEXT MEETING** will be Julie's in Wallingford on Friday Oct 6th, 2017, at 7pm.

Dismissed 9:17 P.M.

*"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.*

