

# Market Street Singers Board meeting minutes

Monday, February 13, 2017

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

Absent: Gary Woods, Kim Varner, Julie Rampke

The meeting was called to order at 7:00 pm.

## 1. Minutes of 12/5/16

The minutes for the meeting of December 5, 2016 meeting were accepted with three spelling changes: board member names Kim Varner and Gary Woods, and “statuses” instead of “status” on the final page.

Proposed/second: Brandy/Birdie.

## 2. Finance/Fundraising Report

Birdie reported that we are in a healthy position.

There is no action yet for specific fundraising.

Members of the Finance and Fundraising Committee are Birdie Bagwell, Kim Varner, and Terry Monnette.

Brandy recommended that if choir members are needed to help with getting advertising for the spring concert, work should be done in the next couple of weeks.

Chris strongly recommends that the program be designed first and then ads can be added to it. He suggested 10, or maybe fewer, ads, with the possibility of expanding later. He explained that it's important to supply the copy to Russ first, and then sell the ads afterwards.

Brandy suggested helping Russ by setting intermediate deadlines.

Chris suggested two 8.5 by 14 pages (for the program WITH ads), as the maximum.

Barbara asked for more information about how much we expected to charge for the ads.

Birdie reported that the Square refund has been received.

## 3. Membership action report

Chris announced the new section leaders.

Soprano 1: Tiffany Sannes

Soprano 2: Sarah McCoy. Sarah is not available in the summer. Barbara M said that she could be a backup.

Janet Tu has also offered to help but is also not available in the summer.

Alto 1: Kim Colwell and Elaine Mathies

Alto 2: Vicki Nelson

Tenor: Thomas Brigham

Bass: John Marshall

Chris reported volunteers for the Membership Committee are Janet Tu and Kathryn Minturn. Deb Sallee is possibly interested, but is already contributing significantly by writing welcome notes and recording choir practices.

When he is ready, Chris will set a date for the first meeting of the Membership Committee.

Chris asks that Board members keep the member skills list in their binders.

## 4. Volunteer list and related needs for annual grant

Brandy is maintaining the volunteer list.

Marilyn reported that the annual grant has been extended. As part of reporting required by the grant, we need members to report comments (their own or audience) to Cathy Palmer. We will not have to complete a formal application for another year.

## 5. Legal obligations of non-profits

Barbara recommends the “Board in Gear” videos.

The Board reviewed the topics in Wayfind’s *Nonprofit Legal Checklist*, which had previously been reviewed by Ken Molsberry and Marilyn Varas.

Item 39, categorization of volunteers, contractors, and employees. We have three paid contractors, not employees.

Items 48 and 51, intellectual property. Our working assumption is that Russ has given rights to the logo to us, and that we are covering what the state suggests for non-profits.

Birdie and Ken have spoken about the need to clarify treasurer and bookkeeper duties regarding check writing and reconciliation of bank account, and are now in agreement.

## 7. Name tags

The Board thanks Russ for preparing name tags so promptly.

Chris requested that the name tags be revised so that the first name is as large as possible. Marilyn will speak to Russ about this.

## 8. Job Descriptions

Brandy wrote descriptions for director, pianist/accompanist, and bookkeeper, which Chris and Ken have updated. Chris asked that we get Ingrid’s approval.

Barbara asked that all three descriptions be in the same style (i.e. all bulleted).

Brandy will revise for style and additional wordsmithing. Chris asked that the final version be reviewed with Ken.

## 9. Other

Chris would like to free up space in the storage unit by donating the old risers, which we cannot use, to the Sound Singers. Consensus is that we do not need a donation letter. The Sound Singers will pick up the risers. Motion: The Market Street Singers donate the old risers to the Sound Singers.

Proposed/second Barbara/Mitchell.

Brandy asked that The Market Street Singers have the right of refusal if the Sound Singers disband or no longer need the risers, so we have the option of getting them back.

The motion passes with this change.

Motion: approve Mitchell Fund as Assistant Director.

Proposed/second: Brandy/Birdie.

Naming Mitchell as Assistant Director would mean that he would be listed on the website and in the concert program. Consensus: it makes sense for this to be official; Mitchell is already doing this work. He is not being paid.

## 6. Simplify communication between section leaders and members

Chris explained that we'd like to have a simple blanket policy, as we moved from having an open roster to providing more protection of contact information. Developing such a policy has proven to be more complicated than originally hoped. Chris is working with Mitchell on developing a new privacy policy. For now Ellen Whitton is responsible for access via MailChimp. Birdie is her backup. Brandy will send out a PDF file of contact information from the member website.

## 9. Other

Barbara asked for guidance about her role on the Board.

Chris suggested that we discuss what Board members can do.

Brandy recommends starting with reading the by-laws, which can be found on the member section of the website.

Next meeting: Monday March 27.

Move to adjourn. Proposed/second: Birdie/Mitchell. Adjourned at 9:10 pm.

## Market Street Singers Board Meeting Agenda 2/13/17

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, February 13, 2017, 7:00 P.M. Location: SWCA 221 First Avenue West #205**

### Discussion Topics:

1. Minutes of 12/5/16 to be reviewed and approved
2. Finance/Fundraising Report (Birdie – 15 minutes)
  - a. current financials
  - b. fundraising report (merchandising, advertising)
  - c. Square refund received!!! (Last time you'll see this item!)
3. Membership Action Report (15 minutes)
  - a. section leader update (Elaine)
  - b. reorganization of committee (Chris)
  - c. member skills (see *attachment* from Janet Tu)
4. Volunteer list and related needs for annual grant (10 minutes)
  - a. update 2016 volunteer hour list if needed (Brandy)
  - b. annual grant extended one additional year!
    1. what we are still obligated to do related to May concert
5. Legal obligations of non-profits (30 minutes)
  - a. discuss video (*ATTACHED--PLEASE REVIEW INTRODUCTORY VIDEO PRIOR TO MEETING, #2 on Page 2 below Ken Molsberry's email of 11/15/16*)
  - b. review recommended annotated checklist from Wayfind *attached*
  - c. review TMSS nearly-complete checklist *attached*
  - d. assign further research if deemed necessary
  - e. clarify treasurer and bookkeeper duties regarding check writing and reconciliation of bank account (*attachment--Birdie*)
6. Simplify communication between section leaders and members leaders (Chris – 10 minutes)
7. Name tags (Marilyn- 5 minutes)
8. Job Descriptions (*attached* - Brandy – 10 minutes)
9. Additional items and guest input
10. Schedule next meeting