

# Market Street Singers Board Meeting minutes

## March 27, 2017

The meeting opened at 7 pm.

Present: Marilyn Varas, Kim Varner, Brandy Rinck, Barb Mrachek, Birdie Bagwell, Elaine Mathies, Chris Vincent.

Absent: Mitchell Fund, Gary Woods.

Elaine will send the minutes for the February 13 meeting by Monday April 3.

### 2. Finance/Fundraising Report.

Birdie reported that our Ballard Market funds have been significantly high recently. Brown Bear car wash ticket receipts are down.

Donations are up, consistent with the increase in membership. In February, there were donations from only about a third of the choir, which may reflect the choir members who give quarterly.

The Board agreed that an occasional and positive reminder from the treasurer about monthly donations is fine.

For the spring concert, the cost for instrumentalists and the music they need, will be about \$2500.

Birdie suggested an accounting change, to allow for a cash over and short line for petty cash. Marilyn asked that Birdie and Ken come to an agreement and let us know. The Board agrees that the treasurer should not have to cover underages.

Chris reminded us that he has a debit card for our account and could purchase small items if needed.

The Fundraising Committee will discuss spring program ads. Members are: Birdie Bagwell, Kim Varner, Terry Monette, Marie Bati, Amy O'Dell, and Jordan Zeiger.

Brandy asked that Bronwyn Scott receive copy and announcements of the graphic for the spring program. Chris said it was on the website.

Kim said we budgeted about \$800/year for the ad sales. 12 ads would be about half our budget.

Chris said that he had told Russ that there will be more copy because of the Rutter translation as well as Mitchell's piece. Russ was sure he could get it all in.

Birdie will communicate with Russ. She planned to have the ads finalized by April 15.

Kim asked that people email their ideas to the Finance and Fundraising Committee. Birdie expects the ad solicitation process to go quickly because they are only taking checks, and copy must be emailed.

Kim said that Terry will order the concert cards.

Chris reminded us that Fred Meyer requires people to sign up each year for their rewards program. Marilyn asked that a reminder be put in the gazette.

Chris shared information about the GroupRaise organization, which organizes fund-raising events at area restaurants. The restaurant donates a percentage of the receipts to the organization (us). Chris wondered if this might be something we could do in August, to give us something social.

Chris will follow-up with GroupRaise about what our responsibilities would be. Birdie wondered about “commercial co-venturers”. Chris said he would ask if there are other organizations that do this that we could talk to.

Birdie attended a training conference, with an emphasis on fundraising. The training reviewed the WA State Charitable Solicitations Act.

Brandy wondered if we should remind people that there are limits to the deductible amount based on Fair Market Value.

Birdie spoke about risk mitigation strategies, and explained that the Board must be cognizant of what it is overseeing: responsibility, checks, and balances.

Kim and Brandy believe that our insurance covers liability, up to \$1 million per event.

Marilyn reminded us that we also have errors and omission insurance.

In general, the Board members believe that our current insurance will cover liability at events.

Per Marilyn, the insurance renews in September.

[On March 28, post-meeting, Chris forwarded to the Board the summary of insurance coverage that Annamaria Taskai, then Board secretary, wrote up in September 2015. Ken Molsberry confirmed by email that our insurance includes the Liability Plus Endorsement.]

### 3. Membership Action Report

Chris is pleased to have section leaders.  
Chris managed the sectional sign-ups.

Chris wants to devote the summer to the re-organization of the Membership Committee.

### 4. Legal obligations of non-profits.

Marilyn told us that we need to review the by-laws and articles of incorporation periodically. Brandy suggests that we review these items every other year. This year we could review the articles of incorporation.

According to Birdie, the last audit was in April 2016. We need to do an audit this year. Kim suggests that we do the audit in May or June.

Barb recommended that the Board review form 990. The Treasurer signs off on that form. Chris explained that Form 990 includes a summary of contact information, what the organization does, and a high-level report of what is earned.

Marilyn asked that the Board review the articles of incorporation this year. Brandy suggested that new members of the Board be asked to review Board documents. These documents can be found on the website. Brandy also asks that we pick a month to bring this up each year; either February or March.

Chris told us that he and Mitchell continue to work on privacy policies.

Marilyn has discussed intellectual property issues with her son, who works in this area. He will consult with a pro bono person.

Brandy reminded us that that member section of the website has final products.

Brandy suggested that new policies, such as the one based on the Sample Document Retention and Destruction Policy shared by Marilyn, be revised to make them applicable to us, before being sent to Ken for his approval. Brandy offered to work with Birdie and Ken, and asked for guidance about which aspects apply to us.

Brandy is out for most of the month of April.  
Per Chris, Ken will be out of town April 5 - 12.

Website comments:

Kim: It's fine to have the meeting minutes there.

Brandy: There are how-to sheets there.

Brandy: I'll ask Lynn about a backup for the website.

### 5. Job descriptions.

The Board thanks Brandy for her work on the job descriptions.

Motion to approve the job descriptions. Moved/seconded by Kim/Birdie. The motion passes.

Barb asked if we can create job descriptions for Board members.

Marilyn said that we could use the WayFind information for orientation for new Board members. Brandy suggested that new Board members start by reviewing the documents and information at the member section of our website. Brandy volunteered to review these documents from the perspective of a new Board member. Birdie wondered if new board members could have a mentor.

Chris confirmed that Julie Rampke is NOT on the Board.

Motion to officially remove Julie Rampke from the Board. Moved/seconded by Brandy/Kim. The motion passes.

Marilyn reminded us that the minimum number of Board members is 3 people.

Barb expressed appreciation for the section leaders.

Marilyn added her thanks to everyone who helped out with sectionals.

Brandy suggested we create and maintain a calendar for the Board and its committees, to include events such as the summer picnic, fall rummage sale, etc.

Barb requested that "MSS" be part of the subject line of Board-related emails.

## 10. Next meeting

The next Board meeting for The Market Street Singers will be Monday, May 1, 2017.

The meeting adjourned at 9:03 pm. Moved/seconded by Birdie/Kim. The motion passes.

## Market Street Singers Board Meeting Agenda 3/27/17

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, March 27, 2017, 7:00 P.M. Location: SWCA 221 First Avenue West #205**

### Discussion Topics:

1. Minutes of 2/11/17 approved in advance?
2. Finance/Fundraising Report (Birdie – 20 minutes)
  - a. current financials (sent by Ken, please review)
  - b. proposed accounting changes (Birdie, petty cash short/over). See attachment
  - c. fundraising report (merchandising, advertising)
    1. status of ads in May program
    2. Chris' fundraising opportunity See attachments
    3. concert cards for May concert (Terry Monette question)
3. Membership Action Report (15 minutes)
  - a. section leader update if needed (Elaine)
  - b. reorganization of committee (Chris)
4. Legal obligations of non-profits (25 minutes,) See updated checklist attached
  - a. document retention (Brandy) See attachment
  - b. review articles of incorporation (assign)
  - c. review bylaws (schedule)
  - d. review privacy policies (Chris, Mitchell)
  - e. review intellectual property issues (#s 48-51 on Wayfind list), Marilyn
  - f. summary of Wayfind conference Birdie attended (Birdie)
5. Job descriptions (Brandy – 5 minutes) Review and approve, see attachment
6. Job description for board members requested by Barbara (assign?)
7. Boards in Gear (Barbara – 10 minutes) Please review prior to meeting, sent earlier by Barbara
8. Communications with members (Chris, Mitchell – 10minutes)
9. Other and input from visitors
10. Schedule next board meeting