

# Market Street Singers Board Meeting 5/1/17

The Market Street Singers is a choral ensemble 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, May 1, 2017, 7:00 p.m. Location: Ballard Senior Center**

Present: Mitchell Fund, Gary Woods, Marilyn Varas, Birdie Bagwell, Barb Mrachek, Elaine Mathies, Brandy Rinck, Chris Vincent  
Absent: Kim Varner

Meeting called to order 7:04 p.m.

**1. PRESENTATION:** Christopher Varas, Intellectual Property Lawyer (Kilpatrick, Townsend and Stockton) re: TMSS logo.

Chris is providing his time and expertise to TMSS pro bono (free of charge).

Our logo was designed by a member of the chorus, Russ Long, and as such belongs to him. After a general discussion of trademarks, Chris suggested we “purchase” the logo from Russ in a legal transaction. Chris also expressed that it is probably not cost effective for us to do a legal search for same or similar trademarks, nor would it be cost effective to register our trademark. The generally accepted guideline “first in time is first in right” appears to apply to us.

He also suggested we may use our logo on items to sell—t-shirts, mugs, etc.

**ACTION PLAN:** Marilyn will meet with Russ to discuss. Chris will draw up paperwork.

**2. MINUTES** of board meeting 3/27/17 were approved.

**ACTION PLAN:** We will send a copy of this and all minutes to Lynn Arnold to post on member website.

**3. FINANCIALS AND FUNDRAISING:**

Birdie reports we are in a good financial position. Income is higher than anticipated, expenses lower. Extra expenses anticipated in May (perhaps \$2500) due to concert costs, etc.,

Birdie requests from Ken budget vs. actual reports on a regular basis.

Fundraising income is over expected amount partly due to Ballard Market “catching up” with Matching donations.

Discussion of petty cash fund and over/short fund. Decision was made to have board members responsible for collecting money from members in all cases to limit liability to members. Will establish a petty cash fund for incidentals. Overs and shorts will be handled on a case by case basis since it has been rare that we have been short.

Chris has researched a fundraising opportunity where we arrange with a local restaurant to donate a portion of proceeds from our group. Fundraising committee has disbanded, leaving this to Birdie. We will pursue the idea of asking members to sign up for a single activity rather than join an actual committee over the long term.

**ACTION PLAN(S):** Marilyn will talk to Ken regarding budget vs. actual reports. She will also review with him our plans for petty cash and over/under issues that may crop up. Talk at next meeting about asking members to step up to a single fundraising event.

#### **4. MEMBERSHIP COMMITTEE**

Committee is not active at this time. See last paragraph of #3.

GoogleDocs needs organizational overhaul. Barb requests we put dates on all documents and updates.

**ACTION PLAN:** Gather relevant documents for organizational planning.

#### **5. LEGAL OBLIGATIONS OF NONPROFITS**

Customized document retention plan reviewed.

**ACTION PLAN:** Birdie will review plan with Ken for feasibility. Discussion about not making guidelines overly detailed. Remember we must follow to remain in compliance.

Insurance issue unresolved. Marilyn is dealing with insurance agent to resolve questions of coverage limitations and required coverage. Much difficulty in getting information from our agent.

**ACTION PLAN:** Marilyn will continue to follow up.

#### **6. JOB DESCRIPTION FOR BOARD MEMBERS**

Reviewed and tentatively approved with addition of “read and understand bylaws” and “review all documents on TMSS website.

**ACTION PLAN:** Final approval scheduled for next meeting.

#### **7. BACKUPS FOR CRITICAL TASKS**

Maria B has volunteered to be back up for Lynn on website management.

#### **8. REQUIREMENT FOR GRANT REPORT**

Cathy Palmer needs comments from members and audience for final report on spring concert.

**ACTION PLAN:** Marilyn will make request at rehearsals. We will put an article in the Gazette requesting comments from members. Marilyn will ask for comments in pre-concert chat with audiences.

#### **9. SCHEDULE NEXT MEETING**

Next meeting scheduled for July 10.

Meeting adjourned at 8:57 p.m.