

Market Street Singers Board Meeting Minutes 10/06/2017 Approved

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.

Friday, Oct. 6th, 2017, 7:00 P.M. Location: The Dane, 8000 15th Ave NW, Seattle

Present: Chris Vincent, Marilyn Varas, Mitchell Fund, Birdie Bagwell, Barb Mrachek, Brandy Rinck, and Gary Woods,

Guests: Dan Mihalo, John O'Brien, Kathryn Minturn, Catherine Arnaiz, and Birgit McShane

Absent: Elaine Mathies and Kim Varner

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

Call to order at 7:05pm.

1. MINUTES REVIEW:

August minutes were approved via email and posted to Website.

May Minutes still need to be reviewed and posted to website. Marilyn has sent a note reminding.

2. FINANCIALS & FUND-RAISING

- a. **Current Financials from Accountant:** Review by Birdie of report sent by Ken for review via email. Sept Financial Report's net deficit numbers were not available at time of meeting from Accountant. There is still concern regarding how to increase revenues.
- b. **Update QuickBooks:** Our Accountant, Ken needs an updated version of QuickBooks. Cost will be covered by budget and an anonymous donation.
Motion by Birdie to approve purchase, 2nd by Mitchell, Board Unanimously in-favor.
- c. **Status of Membership Contributions.** The continual increase in expenditures and desire to keep funds to cover 6 months of expenses has warranted the board to consider increasing the membership contributions.
Motion was made by Mitchell to increase suggested monthly contributions to \$25/mo. Seconded by Gary. Board: Unanimously in favor.
Action Item: After Seattle Sings Performance, Mitchell will address choir to announce increase monthly contributions to \$25/month and why we are doing so.
- d. **Fund-Raising Committee Recruitment Status:** Request is on-going for committee members.
Action Item: Better define the role or tasks of the Fund-Raising Committee. Define roles as idea versus implementation. Birdie will provide a write-up to Marilyn to differentiate.

e. Status of Fund-Raising Items:

1. **Chinook Books and Car Wash Vouchers** sales are down. Retail matches are increasing.

Action Items: Keep promoting fundraising items at rehearsals. Look for other potential fund-raising items. Ask for suggestions.

2. **Holiday Concert Program Ad Sales**

Action Items: To be addressed at next meeting

3. **On-Line Brand Merchandising:**

Action Items: Brandy will investigate tasks for this and consider single project.

- f. Credit/Debit Card Payment Method:** Discussion to consider having ability again to take Credit/Debit Cards for contributions and payment at events.

Action Item: Barb will check if there is any discount for non-profit from vendor.

- g. ANNUAL AUDIT:** The Annual Audit was finalized on Sept 2 by Birdie and Lynn Arnold. Audit is available on Website and will be announced at the Annual Meeting.

- h. BUDGET 2018:** Birdie presented the 2018 Annual Budget for pre-review. Board reviewed and discussed individual items and made suggestions. She will send out the edits via email to Board for approval and then it will be presented to choir members at Annual Meeting for vote and be posted to the website.

3. MEMBERSHIP ACTION ITEMS

a. Section Leaders Update:

Action Item: Section Leaders will be reappointed for the Fall Season late October.

- b. Status of Membership committee:** To be addressed in Fall Season.

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. New Member Skills

Action Item: Marilyn will add a line to the new members information sheet to identify any unique skill of new member.

d. Status of Board Members and New Board Member Recruitment

Current Board Members: So far only Brandy and Kim will not be returning.

New Board Recruitment: Catherine Arnaiz, Birgit McShane, Kathryn Minturn and John O'Brien have expressed interest in joining the board and attended the meeting to observe.

Action Item: New Board will be announced at the Annual meeting.

4. ANNUAL MEETING STATUS:

EVENT: Terry Monette has resigned as committee chairman. Kim Howard-Lloyd and Sheila Dills have expressed interest in handling the Silent Auction at the Annual Meeting Nov. 7th 6-9pm at the Blue Ridge Community Center, 10040 15th Ave NW. Beth Baily has offered to coordinate the food. Bobann Fogard has offered to pitch in when she returns from trip. Birdie Bagwell, treasurer, will assist with the collection of money at end of the event.

Action Item: Gazette announcements and requests for Silent Auction items will begin at future rehearsals, differing them from the Rummage Sale items. Mitchell needs the "how to" material for posting on the website.

BOARD AWARDS PRESENTED AT ANNUAL MEETING: Nominations for awards were voted on and will be announced at the Annual Meeting.

Spirit Award: Motion by Mitchell 2nd by Birdie, Board Unanimously in favor

Board Award: Motion by Mitchell, 2nd by Gary, Board Unanimously in favor.

Director's Award: by Chris

President's Award: by Marilyn

Action Items:

- a. Marilyn will prepare awards.
- b. Recipient names will be noted in next meeting's minutes.
- c. Document listing recipients needs to be updated in the Secretary Documents and edited on Website after presentation.

5. RUMMAGE SALE STATUS:

Rummage Sale is at the St. Luke's Episcopal Church in Ballard on Oct 20th (set-up 2-7pm) & Oct 21st (Sale 9-4pm). Birdie and Beth Bailey are chairing. Gazette notification have been sent out.

ACTION ITEMS: Announcements at rehearsals. Encourage sign-up for Saturday. Lynn Arnold is collecting sale donations and will be providing security for both days. Patty Stedman helping collect items. Birdie will make arrangements for Charity pick-up at end of Rummage Sale.

6. WEBSITE DOCUMENT REVIEW: Brandy and Mitchell have overviewed the list of website documents. Mitchell will continue editing docs.

Action Items:

Committee Procedures are still in process of review and update.

- a. Request Picnic procedure from Kathryn Minturn
- b. Locate Rummage Sale procedures from Patti Stedman, to be reviewed and updated after event.
- c. Obtain Annual Meeting documents from Terri for new chairman. To be reviewed and updated after Annual Meeting.

7. LEGAL OBLIGATIONS OF NON-PROFITS

LIABILITY INSURANCE: Liberty Mutual failed to update coverage from 45 to 100 members.

Action Item: Additional cost of \$140. Marilyn is waiting for final document. Increase expense will be budgeted for 2018.

8. DE-ESCALATION CLASSES and SAFETY

Action Item:

1. Dates for De-Escalations Classes will be addressed at a future meeting.
2. Marilyn will remind members at rehearsal that for Safety, as evenings get darker to "be mindful of their surroundings" when walking to and from parking.

9. PERFORMANCE VENUES

New Performance Venues: Chris has found several locations to consider and more information will be available after Seattle Sings on Fri Oct 12. Those being considered are Seattle First Baptist Church, Ballard First Lutheran, Seattle Pacific University and other nearby locations. Discussion followed regarding that performance dates, times and format may have to be adjusted due to the venue's cost and availability.

Marilyn made a motion to have Julie Rampke inquire as to availability and requirement of Seattle Pacific University. Brandy 2nd motion. Board: Unanimously in-favor.

Action Item: Chris will follow-up on Julie's inquiry and be in contact with other venues and will keep board informed via email of his finding in case we have to make a timely decision on venue for Holiday Concert.

10. STORAGE UNIT: Unit lacks overhead lighting or an outlet.

Action Item: Mitchell may be able to provide Miner's lamps for test use in unit. Dan Mihalo will donate a lamp to test.

11. GAZETTE

a. Open Click Rate: Click rate appears to have increased to 75% vs 60% with verbal reminders. Urgent Message response was 85%. Reminder that Gazette also is sent to inactive members and those on leave.

b. Format Change: Format has been changed and appears more folks are catching necessary information.

12. UPDATING MISSION STATEMENT: Chris has proposed that the Board may want to review current mission statement and update.

Action Item: Due to volume of items being addressed at this meeting and importance of the mission statement, it was proposed that we have a separate meeting in January.

13. VISITOR INPUT AND OTHER ITEMS:

VISITORS INPUT: Guests, Dan Mihalo, John O'Brien, Kathryn Minturn, Catherine Arnaiz, and Birgit McShane were in attendance to observe while considering joining board.

OTHER:

1. MAILCHIP: Was not address at this meeting.

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

2. Roster Review: Brandy suggested that a roster review to remove people with no status be considered for January. Possibly involve Ellen Whitton who does database input.

Action Item: Discussion regarding a Membership Roster Review be added to the calendar.

14. NEXT MEETING will be Friday Nov 10th. Location to be determined.

*****At time of writing next Board meeting will be Monday Nov 13th, 2017, 7:15pm at the Ballard Senior Center.*

Dismissed 9:07 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.