

# The Market Street Singers Board Meeting Minutes 01/21/2018

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.

**Sunday, Jan. 21, 2018 5:00 P.M. Location: Ballard Senior Center**

**Present:** Marilyn Varas President, Mitchell Fund Vice President, Birdie Bagwell Treasurer, Elaine Mathies Secretary, Barb Mrachek Acting Secretary, Gary Woods, Bobann Fogard, Dan Mihalo, John O'Brien, Catherine Arnaiz, and Chris Vincent Artist Director

Call to order at 5:04pm

## 1. MINUTES REVIEW AND APPROVAL

- a. Nov minutes sent out to board Jan 21st. Any comment to Elaine by Jan 24<sup>th</sup>
- b. May and Annual Meeting minutes are still to be complete.  
**ACTION ITEM:** Marilyn and Elaine will work to complete ASAP
- c. January Special Meeting minutes;  
**ACTION ITEM:** Final was emailed in Jan. Need to be approved and posted.

## 2. FINANCIALS & FUND-RAISING by Birdie

- a. **Current Financials from Accountant:**
  1. Dec Concert: Net \$1050.
  2. Dec: Net Gain = \$140 but lower than usual.
- b. **Year End Financial Reports:**
  - 2017 Comparison to Budget shows a +\$3,043
  - 2017 Comparison to 2016 shows a +\$3,280
  - 2017 Balance Sheet show \$19,430 in bank, PayPal and petty cash accounts.
- c. **Updated QuickBooks:** Has been purchased and implemented.
- d. **Membership Contributions Status.** Birdie has created a separate tracking lists for music fees and contributions.  
**Action Item:** At rehearsals Mitchell will announce monthly contributions have increased to \$25/month. A note will be put in Gazette that donations can be done by PayPal. Remind folks that even minimal contribution is welcome.
- e. **Fund-Raising Committee Recruitment Status:** Request is on-going for committee members.  
**Action Item:** A better definition of the role or tasks of the Fund-Raising Committee is needed, defining roles as idea generating versus implementation. Birdie will write up suggestion on roles and tasks.
- f. **Focus on Fund-Raising Items for 2018:**
  1. Chinook Books and Car Wash Vouchers: Books sold out.  
**Action Items:** Are new books ordered? Keep promoting at rehearsal.
  2. Concert Program Ad Sales  
**Action Items:** Sales for May concert?
  3. On-Line Brand Merchandising:  
**Action Items:** Need to check with Brandy regarding status
- g. **Credit/Debit Card Payment Method:** Per a note from Ken the amount we are charged by PayPal is so small that it may not be time worthy to pursue changing.

**Action Item:** Birdie is attempting to be authorized on the PayPal Account in addition to Ken and Zsolt so that we can take fees elsewhere than website. Reminder that contributions can be made thru PayPal at website.

**h. Other Financial:**

- Note that Storage Unit fee increases in Jan.
- Deposit has been paid for May Concert to the Seattle First Baptist Church

**ACTION ITEM:** Arrangements for summer Festival of Favorites

**3. MEMBERSHIP**

**Board Members:**

- a. Additional Board Member: Catherine Arnaiz elected to board by vote of members at large on Nov 14, 2017
- b. Elaine Mathies has stepped down from Secretary position. Barbara Mrachek was elected by board to fill position. Motion Birdie, 2<sup>nd</sup> Bobann, All approved  
**ACTION ITEM:** Elaine will transfer Secretary docs to Barb. MSS Letterhead and website to be updated.
- c. **New Board Member Orientation:** New board members have been asked to review the Boards in Gear website provided on WA Non-Profit Institute as orientation for the board. New Members should also review the TMSS By-Laws that are on the TMSS Website.  
**ACTION ITEM:** Barb or Marilyn will send out link for Boards in Gear. After new members have reviewed a time will be scheduled to discuss.

**Choir Members:**

- d. Marilyn reported that both Kari Stromsland, volunteer hour tracking, and Kim Colwell, Gazette, are doing excellent jobs.
- e. **Recruitment of Tenors and Basses:** Since we are always in need of male voices, Chris has suggested that we have an annual event - "Bring a Tenor or Bass to checkout TMSS." And that we have our first event at the Feb 6<sup>th</sup> Rehearsal. Several guys have expressed interest in attending.  
**ACTION ITEM:** Chris will present this at the next rehearsals. An invitation will be in the Gazette and Facebook. A sign-up sheet will be provided for snacks.
- f. **Updating of Membership Guidelines.** Discussion regarding amendment of the membership guideline to include statement that the Artistic Director has authority to evaluate musical ability of any member and can request that the person not participate in rehearsals and/ or performances. Membership Guideline document can be found in Goggle Doc's.  
Guidelines also need to reflect the increase of contributions voted on at last meeting. Motion was made by Mitchell that the Membership guidelines will be edited with 1) a statement reflecting above discussion and 2) the contribution amount will be updated to \$25. 2<sup>nd</sup> Bobann, All Approved  
**ACTION ITEM:** Mitchel will create a statement for board to review before guidelines are finalized and posted and given to members.

**4. GAZETTE**

**Open Click Rate:** Mitchell reported that rate is up to 92%

Motion by Mitchell that the Membership Guideline also state that members are expected to read the Gazette. 2<sup>nd</sup> Birdie. All Approved.

**ACTION ITEM:** Update Membership Guidelines doc.

**5. RUMMAGE SALE STATUS:** Rummage Sale date has been moved to April at St Luke's Episcopal Church in Ballard.

**ACTION ITEMS:** Birdie will contact St Luke's for date availability. Announcements at rehearsals of new dates and request for volunteers to chair. Procedures are available from last year.

6. **PICNIC STATUS:** Kathryn Minturn has applied for July dates for Picnic site reservation. The lottery for the sites is in March and she will notify us of the date.
7. **WEBSITE DOCUMENT REVIEW:** Mitchell is continuing the editing docs.  
**Action Items:** Committee Procedures are still in process of review and update.  
 Annual Meeting Procedures: Bobann has offered to assist in updating Action Procedure. Beth will be asked to help with Annual Meeting Food Procedure.
8. **LEGAL OBLIGATIONS OF NON-PROFITS**  
**LIABILITY INSURANCE:** More information has been received by Marilyn regarding Liberty Mutual Insurance and she shared her finding. She has also researched other insurance agency's—State Farm, only to find that they will not cover us due to us having moveable risers. Mitchell has also made some inquiries with the Choral Consortium. Motion was made by Bobann that Marilyn will contact Allen Fugitt, Liberty Mutual Agent in Issaquah who is familiar with choir criteria, and request that he be our agent and review our policy and advise us as to what we need to do to have our policy updated correctly. 2<sup>nd</sup> by Mitchell. All Approved  
**Action Item:** Marilyn to contact Allen Fugitt. Birdie will check on status of insurance payment.
9. **DE-ESCALATION CLASSES and SAFETY:** Motion was made by Mitchell to offer the choir members the opportunity to participate in a a customized 3-hour de-escalation training course by the Roots Shelter. This program will be paid for by TMSS and held at the Ballard Senior Center. A minimum of 15 participants is requested. Motion Mitchell, 2<sup>nd</sup> Bobann, All Approved  
**Action Item:** Chris will send out a Doodle Poll with dates and request for participants.
10. **CIVIC PARTNERS GRANT APPLICATION STATUS:** Cathy Palmer will inform us as to what we need to do to apply for funding for 2018. Application should arrive in April. Marilyn, Barb, Bobann and Birdie have expressed interest in going to information sessions offered in February.
11. **OTHER ITEMS:**
- a. **Date on Correspondences:** Motion was made by Barb that all document should be dated to note most current version. 2<sup>nd</sup>: Gary. All Approved
  - b. **Changing Rehearsal Time:** Motion was made by Marilyn to extend rehearsal time to 9:15pm  
 2<sup>nd</sup> Birdie, All approved.  
**ACTION ITEM:** Chris will make rehearsal announcements and post change in Gazette.
  - c. **Volunteer Coordinator:** Birdie will draft a Job Description for a potential Volunteer Coordinator position.
  - d. **Mission Statement Review:** Pending
  - e. **Section Leader Reappointment:** Pending

**NEXT MEETING** will be Sunday March 18, 2018, 5 p.m. at the Ballard Senior Center.

Dismissed 7:02 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.*