

Market Street Singers Board Meeting Minutes 03/18/2018 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.

Sunday, March 18, 2018 5:00 P.M. at the Ballard Senior Center 5429 32nd Ave NW, Seattle, WA 98107

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

Call to order at 5:01pm

1. MINUTES REVIEW and Approval:

May 1, 2017 and Jan 21, 2018 Minutes have been accepted via Doodle Poll, posted to Website and Google Docs

Special Meeting Minutes approved by board and to be posted.

Status of Annual Meeting Minutes Nov 2017: Draft due for review but approval is by members at Annual Meeting in Nov 2018.

2. FINANCIALS & FUND-RAISING

a. **Paying Contractors via Autopay:** The board has wanted to use the convenience of autopay to pay our Contractors. It appears that only Ken's bank can accept autopay from the TMSS account. We will continue to pay Chris and Ingrid by check until autopay is accepted by their banks.

b. **Current Financials Report from Ken:** by Birdie

a. January net: +\$1470 due to donations and music fees; expenses ACDA Conference Registration and Music.

b. February net: +\$80; expense Insurance fee

Overall Financials show that bank account is stable. Chris said that Conference had good music offerings but cost of music continues to increase.

c. **Donations** appear to increase when mentioned at rehearsals.

ACTION ITEM: 1. Mitchell will continue donation reminders trying to keep requests non-redundant with explanations of why important to donate.

2. If available, statistics on how many folks are contributing routinely, number of folks volunteering only so that we can have a more accurate report of donation activity.

Fundraising: Birdie

a. **Fundraising Items:** Fred Meyer, Amazon Smile, Ballard Market donations down but this could be due to timing of report. Bobann has volunteered to collect and total Ballard Market Recipes.

b. **On line Branded Merchandise from Zazzle:** Birdie has received a list of items from Brandy Rinck

ACTION ITEM: Birdie will report on status of these at a future meeting.

c. **Rummage Sale Status:** Rummage Sale is at the St. Luke's Episcopal Church in Ballard April 27th (set-up 2-7pm) & April 28th (Sale 9-4pm). Birdie, Beth Bailey, Kathy Sa and Kim Howard-Leigh have volunteered to run the Rummage Sale.

ACTION ITEMS: Volunteer sheets will be posted at next rehearsals. Gazette notification to post with acceptable items. Russ Long has designed flyer. Lynn Arnold will provide security. Certificate of insurance for St Luke's obtain from Allen Fugitt of Liberty Mutual. Announcements by Birdie at rehearsals. Check with Lynn Arnold for availability of place to store pre-sale items. Birdie will make arrangements for Charity pick-up at end of Sale.

- d. Status of PayPal:** WiFi connection at Sr. Center is weak. Per Barb via Ken it's not worth switching from PayPal since we are already set up on Website to receive donations. And is not an expense that increases significantly. Chris suggested that we might try an alternate HotSpot via a cell phone or computer.

ACTION ITEM: Birdie and Barb will see if an Android or computer may work differently than an I-phone for connectivity to PayPal account on location.

- e. Program Ads for Spring May 19th & 20th Concert Brochure:** There will not be program ads for this. Poster and brochure already being prepared by Russ Long.

3. Annual Calendar Items:

- a. Bi-Annual Review of By-Laws: By-Laws are to be reviewed every two years.**

ACTION ITEM: Catherine, Barb and Gary will review and report back to board

- b. Member Contact information see discussion below.**

4. Membership

- a. New Board Members Orientation:** All new board members have said that they have reviewed the Boards in Gear Website Videos and MSS By-law found on website and have no comments or questions. Time for Bi-annual document review of By-laws see above

- b. Gazette Click Rate:** Mitchell reported that efforts have paid off. Clicks are good.

- c. Membership Needs:** Chris stated what he felt was needed the most is consistency of members tracking—a data base where all membership info, lists can be coordinated. Various lists needed for tasks: Rehearsal Attendance- Vivian MacKay; Vests – Joie Brennan; New member info and Mail Chimp – Ellen Whitton; Music distribution list – Librarians: Eileen Davidson; Gazette distribution; Financial Donation and Music Fee – Birdie. In Spring we also ask for Members to review their contact information for the above. Discussion regarding an insurance disclaimer should be added to member contact info sheet. See below under Insurance

ACTION ITEM: 1. Marilyn and Chris will ask Ellen Whitton if she will be interested in being a database coordinator, so lists will be more consistent.

2. According to Calendar it is time to provide contact information update sheets to members.

5. Insurance Status:

- a. YAHOOO!!** Marilyn reported that we now have Allen Fugitt as our agent with Liberty Mutual and Thanked Chris and Mitchell for their contribution in this lengthy endeavor. Ken has reported that the insurance premiums dropped from \$1511 to \$379 and we should receive a refund on paid premium. Marilyn is tracking attendance to confirm number of attendees for fee adjustment in future.

- b. Need for an insurance coverage waiver or disclaimer:** Purpose for TMSS obtaining liability insurance was due to requests for proof of insurance for locations where we perform or hold activities covering individuals on premise and damage to facilities, but no members are covered. Dan brought up concern regarding our members need to know that they are not

covered by this policy. Discussion followed how we should inform members regarding non-coverage. And if so, then how to update Membership Guideline and Member Contact Information Sheet. John proposed that we look closer at a waiver/disclaimer. Birdie has copy of Member Contact Information Sheet if we chose to add a disclaimer to it when member information is updated.

ACTION ITEM: 1. John will draft a disclaimer for board members to review via email with discussion to follow on how it will be added to membership guidelines and membership information sheets.

2. Member Contact Information Sheets according to calendar are due to be updated each spring. How to add disclaimer.

6. WEBSITE DOCUMENT REVIEW and Posting:

a. **Website Docs:** Review of list is progressing nicely. Marilyn and Mitchell presented docs that have been updated and will be dated and posted on website. Board approved updates to Ballard Senior Center, Ballard First Lutheran Church, Retail Partners, and Participation in NW Folklife Festival and these will be dated and posted on Website in PDF form and old copies will be archived on Google docs.

b. Document Retention Policy for Non- Profits from May 2017

ACTION ITEM: Needs to be revisited and included in document retention discussion to make sure we are in compliance as a Non-profit Organization.

c. **Document Posting Location:** The above started a discussion regarding what doc are posted on Website (public viewing), Google Docs (board only) and for Google Docs Archiving according to non-profit guidelines.

ACTION ITEM: Barb will present a rough draft of a policy next meeting on some guidelines where docs should be posted.

7. SAFETY:

a. **De-Escalation Class by Roots Shelter Executive Director Kristine Scott, held March 3, 2018 Review:** Everyone attending class has expressed how valuable this experience was. Names of the 25 participants attending the class will be posted on Google Docs. It was discussed that future classes will be offered dependent on need and availability. Elaine noted that it was not only a great safety offering but a great way for members to interact with one another. It was suggested that the training be added as a Safety Training Item and Bobann suggested that a De-Escalation Plan Review be scheduled on the Calendar. A De-Escalation Class Summary document written by Kari Stromsland was presented by Chris. Chris will ask Kari to do some edits to document so that it can be posted on the TMSS website.

b. **Door Monitor:** Per discussion with Kristine Scott, the Class Presenter, Chris was advised that for safety we should have someone monitoring the door at the Senior Center during rehearsals.

ACTION ITEM: Chris will present request at rehearsals. Mitchell will write a Gazette request for non-member volunteers to assist us or how we can provide this added level of security. Catherine Arnaiz to coordinate this.

c. **Safety Review:** At least once a month it was recommend there be a safety reminder of exits, location of fire extinguisher and defibrillator and any other safety issues.

d. **Senior Center defibrillator:** It has been stolen and we discussed checking to see how much a replacement would cost and if it is feasible to donate one to the Center from TMSS.

ACTION ITEM: Marilyn will check with Patti Steadman as she may have information on how we can apply for a grant to accomplish this. Chris will also check with his resources.

OTHER:

- a. **PICNIC STATUS:** Kathryn Minturn reported that reservations have been confirmed for the Picnic at Woodland Park on July 17th, Shelter #3.
- b. **NEW GRANT APPLICATION:** Marilyn and Cathy Palmer are taking care of this.
- c. **PRODUCTION AND PERFORMANCE ISSUES:**
 - a. **PERFORMANCE SUPPORT:** Even though they try their best, our Bass and Tenor sections have limitation and we have lost strong performers. Chris is concerned that he may be pressuring them too much. As an alternative way to support them we discussed giving Chris option of hiring support performers if he determines there is a need for extra support. Also, to address those who aren't performing up to par. Motion was made by Mitchell to allocate \$800 to hire 4 additional singers. John 2nd. All approved.
 - b. **PRODUCTION COORDINATION:** After discussion regarding production efficiency improvements, a motion was made by Catherine that \$300 of the \$600 in the TMSS budget allocated for production, will be used to hire an assistant for the Production Coordinator. Mitchell 2nd. All Approved.
 - c. **MOBILITY ISSUES FOR PERFORMANCES:** Any ADA issues/needs will be addressed before the designated rehearsal time so as not to take away from the actual time allocated for these essential sessions. All performers will be informed of this change in policy and the expectation of the need to address their concern with the production coordinator in enough time prior to the date of the onsite performance rehearsal to address their need. If issue has not been pre-address with coordinator in a timely matter – the member may be asked to decide if they can participate or not.

ACTION ITEMS: Performers need to be informed at rehearsals and via Gazette of new policy. We will ask Julie Rampke, Production Coordinator to assist in write-up of these expectations.

PENDING ITEMS: 1. Volunteer Coordinator position, 2. Re-appointment of Section Leaders, 3. Mission Statement Review.

NEXT BOARD MEETING: TMSS will be performing for opening of the Nordic Heritage Center in Ballard on May 6th at 3:45 pm. Since we will be in the Ballard area the next Board meeting will be held on May 6th at the Ballard Senior Center at 5:30 pm.

Adjourned at 7pm.

"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.