

# Market Street Singers Board Meeting Minutes May 06, 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 May 6th, 2018 5:30 P.M. at the Ballard Senior Center, 5429 32<sup>nd</sup> Ave NW, Seattle, WA 98107**

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

Call to order at 5:46pm

### 1. MINUTES Review and Approval:

Mar 18, 2018 Minutes Motion: Bobann, 2<sup>nd</sup> Catherine, All approved.

Annual Meeting Nov 2017 Minutes emailed, Board to review and pre-approve via email.

The Annual Meeting Minutes Nov 2017 will be approved by Members at Annual Meeting in Nov 2018.

### 3. FINANCIALS & FUND-RAISING

#### a. Current Financials Report from Ken: by Birdie

1. March net: -\$572

2. April net: +\$965

#### b. Rummage Sale Status: \$894.88 sales +\$231 Value Village sales = \$1125.88 final

Which according to Birdie is similar to last year. Changing the date to spring may have missed regulars who came in fall. In future may want to have a sign in sheet for names to add to publicity email list.

##### **ACTION ITEM:**

a. Kim Howard Lloyd is updating the Rummage Sale procedure document.

b. 10% of Sales will be sent to St. Luke's Episcopal Church for use of venue.

#### c. Civic Partners Grant: Marilyn has information regarding contract.

#### d. Other Fundraising: There will be no advertising sales for spring concert. Brown Bear sales have increased. Bobann reported that Ballard Market receipts should have a good return due to increased number received in April.

#### e. PayPal Issue regarding how to get access to our PayPal account to use for electronic payments at concerts and for contributions at rehearsals. After lengthy discussion it has been decided that the current PayPal account has somehow become dysfunctional leading to confusion as to how to get access to it to properly utilize it for electronic payments. Conclusion was that Ken may have to close the current account and open a new one where passwords and access to functions are centralized under the Accountants/Bookkeeper. Ken would issue access based on need and function.

**ACTION ITEM:** Birdie will send an email to Chris requesting a new PayPal Account

#### f. Annual Financial Audit: Will be conducted in July due to Ken on vacation in June.

#### g. Defibrillator Grant Status: (Birdie) AED Grant was approved for \$1995 for Defibrillator. Must be submitted by May26th . Board decided that TMSS should be owner of the equipment. Item may need to be added to insured list of items owned by choir. Other detailed information regarding, best model, where stored, who will be caretaker of unit, training on use etc. was discussed.

Motion to use Grant to purchase a unit by Bobann, 2<sup>nd</sup> Mitchell. All approved.

**ACTION ITEM:** 1. Birdie will provide Ken (Bookkeeper) with application to purchase.

2. Dan will evaluate models and help address any concerns.

### 4. BYLAWS – Biennial Review. Bylaws were reviewed by Barb, Catherine and Gary. No corrections, or suggested additions were noted.

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**ACTION ITEM:** Barb will update Bylaws with "Reviewed on May 06, 2018".

Reviewed version should be posted in Secretary Book, Website, and Google Docs and copy to Ken.

## 5. MEMBERSHIP:

- a. **Database coordinator status.** Ellen Whitton has agreed to accept position of database coordinator. After the Spring Concert and summer vacation, Chris would like to do an audit of the Mailchimp data files and all the other different membership lists and clean up data.

Question was asked as to who has editorial privileges for Mailchimp and all the lists. Chris, Birdie, Mitchell and Marilyn. It is a levels based system with permissions for levels based on need.

Those utilizing lists include PR list for communication to non-members, Current Members List, Music Librarian List, Attendance List, Mailchimp lists for Gazette and Member communication, and Birdie and Ken for lists of contributors, fees and financial needs.

### **ACTION ITEMS:**

1. Audit to clean up MailChimp and other lists before Fall Session.
2. A plan on how to utilize effectively for all who need lists.
3. Barb update contact list for Website and Google Docs

- b. **Click Rate:** Only 65% (35 active members) clicked during the last two weeks for Important announcements for Nordic Museum performance on May 6th . Tenor Section responded at 90%, Bass only 44%. Communication by Gazette is important as an information conduit to the members so that time isn't taken away from rehearsals.

It was discussed that questions may be answered by a generalized answer and then referral to Gazette and stated that in future the section leaders could field questions and refer folks to Gazette.

**ACTION ITEM:** Marilyn and Mitchell will emphasize future Gazette referral in rehearsal announcements

## 6. DOCUMENTS:

- a. **WEBSITE PROCEDURE UPDATES:** (Mitchell) Lots of progress has been made. Several Documents are completed and soon to be posted on website and old removed. Barb reminded that old documents can not be deleted but must be archived on Google Docs when being replaced by updated versions. Documents need to be dated and initialed by creator.

**ACTION ITEMS:** Outstanding Docs include Annual Meeting and Silent Auction, Rummage Sale, Membership Guidelines.

**OTHER WEBSITE ITEMS:** The Picture Gallery is outdated and there are some functionality issues that Lynn may have to address. Lynn and Birdie (back-up) have access to Website.

**ACTION ITEMS:** When found, share functional issues with Lynn.

- b. **DOCUMENT RETENTION POLICY:** In May 2017 Ken and Brandy Rinck started working on a policy and list for document retention following the guidelines of WayFind, a State Agency for Non-Profits. This covers what documents are needed, and how long are retained for Government compliance for a

**501 (c) (3)** non-profit organization.

**ACTION ITEM:** Marilyn and Barb will meet to review and continue work on what Brandy and Ken started.

- c. **DOCUMENT LOCATION POLICY:** The compliance rules for Document Retention have brought up discussions as to where MSS documents, audits, budgets, 990 Report should be posted and archived on Website and/or Google docs. And how to access Documents on Google Docs

### **ACTION ITEM:**

1. Birdie will help us with how to use and provide link to Google Docs and tutorial.
2. Further discussion as to which documents/ financials should be on Website and Google Docs. Catherine will check out GuideStar and see if she can find out what public info is required to be posted by a non-profit for its members. Members are welcome to contact Board or Chris with info requests.
3. Board suggested that a list be prepared of which documents are to be posted, where and by whom.

## 7. LIABILITY INSURANCE STATUS:

- a. **How to inform Members regarding terms of MSS Insurance Policy**, i.e. that members are not covered. Via email John provided us an example of a disclaimer document that could be added to Guideline or contact info sheet. Edits were suggested by Bobann. Much discussion on details of document. All agreed that some sort of disclaimer was needed to inform members however there is a difference of opinion as to the wording of the document, i.e., informal vs legalistic. John expressed that disclaimer docs should be very explicit to insure members are informed while Bobann felt that a simpler statement would be sufficient to inform members. Other concerns are tracking of document and what happens if member doesn't sign. More discussion on this to follow.  
**ACTION ITEM:** Chris is checking with Chorus America to see what choruses around the country do regarding the above insurance issue.
- b. **Board Member Liability Insurance:**  
**ACTION ITEM:** 1. Marilyn will check on cost of additional insurance to cover Board Member Liability.

8. **DE-ESCALATION DOCUMENT.** Not addressed at this meeting.

9. **MEMBER CONTACT INFORMATION FORMS:** Birdie has access to document.  
**ACTION ITEM:** To be addressed at next meeting.

10. **SPRING CONCERT STATUS:** May 19th and 20th at Seattle First Baptist Church. Board has approved, via email, to pay for use of parking lot for rehearsal and event. Gabriel Kyne will be the new Assistant Product Coordinator. Desperately need volunteers. With hired voices, the confidence of men has increased.

11. **PICNIC STATUS:** July 17<sup>th</sup> at Woodland Park. Kathryn Minturn reports ready to go. Will request volunteers at upcoming rehearsals.

## NEW ITEMS:

1. **Volunteer Coordinator Position:** As choir has grown there appears to be fewer folks contributing and could a volunteer coordinator assisting in getting folks to volunteer more? Birdie has provided an example of a Job Description. Discussion regarding purpose, role, need, type of person. Could Section Leaders assist with need?

**ACTION ITEM:** More discussion on this to follow. Birdie will edit role/job description.

## Other Discussion Topics:

**Give Big** - For a small organization it is not worthwhile participating due to way Give Big calculates to whom it gives Grants.

## Pending Items:

1. Section Leader reappointment – Not addressed at this meeting
2. Mission Statement review – Not addressed at this meeting

Next Meeting July 15, 2018 Sunday 5pm at the Ballard Senior Center.

Adjourned at 7:39pm.

*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, and physical and mental abilities among our singers and audiences.*

## Market Street Singers Board Meeting Agenda May 6, 2018

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.

**Sunday, May 6, 2018 5:30 p.m., Location: Ballard Senior Center**

Old Business:

1. Accept minutes of 3/18/18 provided in advance

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2. Review minutes of Annual Meeting, 11/17 (Elaine)
3. Finance and Fundraising
  - a. current financials (Birdie)
  - b. update on rummage sale
  - c. fundraising summary
  - d. status of credit/debit card sales (Barb, Birdie)
4. Bylaws review report (Gary, Catherine, Barb)
5. Membership
  - a. status of newly developed data base manager position
  - b. Gazette click rate (Mitchell)
6. Updates to member site
  - a. any updates pending? (attachments? - Mitchell)
  - b. document retention policy (Barb, Marilyn)
  - c. access to and organization of documents on GoogleDocs, member website (Birdie)
  - d. which financial reports should be available on the member site?
7. Liability insurance (review John's email and attachments prior to meeting. Also see emails from GSCC members 4/29 and later, forwarded by Marilyn)
8. De-escalation document revision (Chris)
9. Status of member update forms
10. Update on May concerts (Chris)
11. Picnic update—date confirmed, Tuesday, July 17, coordinator is Kathryn Minturn

New Items:

1. Volunteer coordinator position proposed by Birdie. See attachment Birdie provided as a starting point.

Pended Items:

1. Section leader reappointment (address at March meeting?)
2. Mission statement review (pended per Chris)

Schedule next meeting.