

# Market Street Singers Board Meeting Minutes 09/16/2018

## 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 Sept. 16<sup>th</sup>, 2018 5:00 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 5:05 pm.

### 1. MINUTES Review and Approval:

July 15, Minutes Approval: Motion: Bobann Fogard, 2<sup>nd</sup> Gary Woods , All approved.

### 2. FINANCIALS & FUND-RAISING

a. **Current Financials Report from Ken by Birdie.** Based on each month's income and expenses, there is a net outflow of:

1. July: -\$65

2. Aug: -\$730

We are on track as budgeted. See Financial Statements for additional details.

#### b. Fundraising:

1. **Program Sales for Dec. Concert:** Bobann stated that we should start program ad sales as soon as possible so that Russ can have ads in timely manner.

**Action Item:** Birdie will solicit someone to help with ad sales at rehearsals.

2. **Zazzle Status:** Percentage of sale from Zazzle is 10 – 15 % volume of sale.

**Action Items:** a .Birdie needs to get the administrative password from Brandy  
b. Article in Gazette to encourage purchases of items from Zazzle. Brandy has sent out link in an email. Bobann has volunteered to resend out info with link. And then we can forward to members.

c. **Annual Audit** was completed on July 2, 2018 by Birdie Bagwell, Treasurer and Lynn Arnold.

To be posted on Website.

**Action Item:** Change date on Board Schedule of Annual Audit to late summer versus spring.

d. **Budget** is to be completed by Birdie before the Annual Meeting Nov 6<sup>th</sup>, and reviewed by the Board before presenting to membership for approval.

**Action Item:** Since we will not have another meeting until after the Annual Meeting, the Budget will be sent electronically to Board for review before its presented to members at Annual meeting.

e. **Sandwich Board** purchase was approved by Board electronically.

f. **A Special Donation** of \$360 was received and a Thank You was sent.

### 3. MEMBERSHIP:

a. **Click Rate:** has increased to 74%. Possible due to clearing of database.

b. **Status of MailChimp Database Audit:** Chris shared that Ellen Whitton has completed entries into MailChimp and now info can be coordinated with the Eileen Nicholson, Music Coordinator.

This database is a fluid document, but now is much more manageable. Thank you, Chris.

c. **Electronic PR Volunteer** needed: Bronwyn Scott has stepped down from position. Brandy Rinck has electronically forwarded the Publicity Distribution List and an Insight Into the Role of the Publicity Representative document. Bandy and Chris both have offered to work closely with the new PR person for a smooth transition.

**ACTION ITEM:** Interest was expressed by a member and Bobann will discuss opportunity with them. Otherwise request volunteer at rehearsal.

**d. Membership Committee:** Chris has suggested that the Membership committee to be composed of the Database Coordinator, Music Coordinator, Attendance Monitor focusing on coordinating these duties.

**e. Civic Partnership Grant volunteer:** Need to find replacement for Cathy Palmer in coming year. All info provided by Cathy has been posted to Google Docs for future reference.

#### 4. DOCUMENTS:

**a. Website Documents:** Marilyn, Mitchell and Birdie have reviewed Website documents and are forwarding them to Lynn to update Member Procedure Manuals on the TMSS Website. Barb has requested that the documents be dated and initialed so most current version can be identified.

#### **b. Additional Procedure and Documents:**

1. **Silent Auction Procedure** Status of. Bobann has sent draft to Marilyn and It has been reviewed. Birdie will update and send to Lynn to post.

2. **Annual Meeting Procedure** is still outstanding and Bobann has volunteered to review and edit.

3. **Board Calendar:** update with Annual Audit in September versus Spring.

4. **Volunteer Coordinator Job Description:** Has been submitted by Marilyn for review along with a Volunteer Activities document. See #9 below.

**c. Document Retention Checklist:** Draft that Barb and Marilyn created was sent to Ken and he has reviewed with multiple suggestion and suggested that it be placed on pending list.. Motion made by Bobann to let Document Retention Checklist and Policy be put on pending list till next year. 2<sup>nd</sup> by Catherine. All approved. Document drafts will be posted in a file on Google Doc.

#### 5. INSURANCE STATUS:

**a. Status of Directors and Officers Insurance:** Based on Marilyn's extensive reviews of options, she was asked to suggest which policy was preferred. It was Navigator Insurance Company for \$559.00 per year, referred by Allen Fugitt. Motion was made by Bobann, 2<sup>nd</sup> by Dan. All approved to purchase insurance to cover Board Members.

**b. The Liability Insurance Policy has been updated to include the AED** in time for policy renewal in October.

**6. STORAGE UNIT RELOCATION:** Via email, Board has approved a move to an upper unit at Interbay Self Storage, 1561 West Armory Way, Seattle, WA 98119. Size of unit is 10x15 for a fee of \$239 /month, with a rate lock for one year. Move date was discussed and decided on Sept 29<sup>th</sup> at 10am so as to not pay additional month fee at current location. Mitchell will coordinate move.

**7. MEMBER CONTACT INFORMATION FORMS and RELEASE OF LIABILITY:** Discussion continued on this topic and a motion was made that the New Member Contact information form will be updated and distributed to the members at upcoming rehearsal with a Release of Liability document attached. All members will be asked to sign. There has been much discussion over the wording of the Release document and the Board has voted to use that which was provided by Bobann. Motion for above was made by Catherine, 2<sup>nd</sup> by Gary, 9 approved with 1 opposed (Elaine Mathies).

**ACTION ITEMS:** 1. Bobann will format release, forward document to Birdie who will add it to the current New Member Contact form for distribution at Oct rehearsal.

2. Mitchell will make announcements at rehearsals regarding purpose of the Form and

Release

3. A notification will be placed in Gazette

4. Catherine Arnaiz has volunteered to distribute, collect and tabulate forms.

5. Discussion and a vote are needed regarding what course of action is to be taken with those that chose not to sign the Release of Liability Form and procedure for tracking forms in future and if it should be called Active Member Form.

**8. REHEARSAL/PERFORMANCE VENUE SEARCH COMMITTEE:** Members will be asked if they have suggestions for venue locations. Mitchell has volunteered to review the suggested locations and confer with Chris.

**9. VOLUNTEER COORDINATOR POSITION DESCRIPTION:** Marilyn has prepared a Volunteer Coordinator Role Description and provided an excellent list of Volunteer Activities that will be posted

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on the Website and given to New Members with information regarding volunteer opportunities. In future the New Member info sheet could have a check off sheet for interests and skills. Marilyn will write an article for the Gazette posting the New Volunteer Activities List.

**10. DOOR MONITORING during rehearsals:** Proposed is that we have a volunteer choir member monitor door and then at 8:15 P.M. door will be locked. Mitchell and Marilyn offered their cell phone numbers to be contact numbers for anyone who was late and wanted entry. Chris will write notification for Gazette.

**11. ANNUAL MEETING, SILENT AUCTION AND AWARD NOMINATIONS:**

**a. Silent Auction Committee Chair:** Gordon Kennedy is considering coordinating the Silent Auction and has asked for a co-chair. It is advised that request for auction items start earlier than last year.

**ACTION ITEM:** Ask at rehearsal for co-chair and start requests for auction items.

**b. Annual Meeting procedure** is being finalized by Bobann.

**c. Awards:** Nominations were made for Board and Spirit Awards. Bobann made Motions for the nominees, 2<sup>nd</sup> by Mitchell. All approved. Presidents and Directors Awards will also be given this year. Nominations will be noted in next Board Meetings Minutes.

**12. NEW BOARD RECRUITMENT.** New board members are determined at the Annual Meeting and then the Board elects the Executive Board at the next meeting.

**1. Non-returning board members.** 1. Marilyn will not be returning as President and Bobann Fogard has been asked to consider Presidents position. 2. All other non- returning Board Members must give notification in writing or via email and this will be noted in the next Board Minutes.

**2. Secretary Position:** Barb will remain on Board but would like to retire from the Secretary position.

**3. New board members** will be announced at the Annual Meeting and election of officers at following Board Meeting.

**ACTION ITEM:** Each Board Member has been asked to talk to choir members and share with Board any prospects.

**13. ANNUAL SCHEDULE EDITS:** a. Move Annual Audit to July.  
b. Budget Process move to Sept.

**14. ADDITIONAL ITEMS:**

**a. Defibrillator Training Classes** held at Sept 11 rehearsal by Dan were very well received. Members have requested more in the future when Dan returns from leave..

**b. May Concert** will be 2 performances at the First Baptist Church on Capitol Hill, on Sat, May 11<sup>th</sup>, 2019. To increase attendance, Elaine suggested more distribution of flyers on Capitol Hill where venue located. Bobann suggested reaching out to Senior Centers with Vans. Parking lot volunteers. New Volunteer coordinator can assist with volunteer opportunities.

**c. New Name Tag Monitor** is Deb Stewart.

**15. PENDING ITEMS:**

**Section Leaders Reappointment:** Has been announced and is in progress at rehearsals.

Next Meeting will be the Annual Meeting, Nov 6<sup>th</sup>, 2019 6:30 P.M. at the Blue Ridge Community Center,  
10040 15<sup>th</sup> Ave NW, Seattle, 98117

Next Board Meeting will be Sunday, Nov 18<sup>th</sup>, 2018, 5 P.M. at the Ballard Senior Center.

Adjourned at 7:10 pm,

*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.*

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Note:

Documents that were attached to agenda and/or discussed at this meeting are listed below and can be found on Google Doc, Folder: Board 2018-0916

1. TMSS Board Meeting Minutes Approved (See Folder Board 2018-0716)
2. Electronic PR
3. Publicity Job Description
4. Volunteer Opportunities
5. Document Retention Checklist draft
6. TMSS Director and Officer's Insurance #1
7. Quick Questions
8. MSS D&O Quote
9. Great American Quote
10. New Storage Proposal and Vote email
11. Proposal Language (for Release of Liability) to Add to New Member Contact List
12. MSS Release
13. Venue Email
14. Volunteer Coordinator Description
15. Annual Meeting Minutes Copy
16. Annual Schedule
17. Section Leaders Job Description