

Lawrence Civic Choir (LCC) Board Meeting

August 18, 2003

Andi Parson's Home

7:00 pm

Present: Present at the August 18, 2003, meeting were board members Lois Orth-Lopes, Mike Boring, Andi Parson, Elaine McCullough, Fred Johnson, Robert J. Vaughan, Matt Veatch, Steve Eubank (ex-officio), Dave Ice, Marlene Merrill, Karen Abraham. Also in attendance was Judy Veatch.

1 Approval of Minutes – The board did not vote on approval of the minutes of the June 2, 2003 meeting.

2 President's Report

2.1 Stationery

- 2.1.1 Lois reported that the executive committee had been exploring options for producing stationery.
- 2.1.2 The primary issue was whether to produce it on demand using computer printers or to contract with a local printing company to create a supply of letterhead.
- 2.1.3 She indicated that the executive committee would make a decision in the near future on the most cost effective approach to producing letterhead and envelopes.

2.2 Tax-exempt status and mailing permit

- 2.2.1 Lois reported that Marty Miller had reported via an email that the choir's tax-exempt status was up to date with the State of Kansas.
 - 2.2.1.1 Marty indicated, however, that it is not clear where all the 501(c)(3) paperwork from the IRS resides.
- 2.2.2 Lois commented that the executive committee had been investigating bulk mailing permit issues.
 - 2.2.2.1 She stated that for the last few years the LCC had been using the Lawrence Arts Center permit.
 - 2.2.2.2 Lois observed that using the Arts Center permit was legal provided that the LCC used the Art's Center address as the return address.
 - 2.2.2.3 She indicated that the executive committee would discuss options whether it would be more cost effective for the LCC to purchase its own bulk mail permit or use regular first class mail.

2.3 Future meeting dates, times, location

- 2.3.1 **Decision:** Board members agreed to hold regular meetings at 6:15 p.m. on the first Monday of each month.

2.4 LCC table at Lied Center

- 2.4.1 Lois reported that the LCC would have a table at the Lied Center season kickoff concert on Friday, Aug. 22, 2003 at from 6:00 – 7:00 pm.
- 2.4.2 Setup begins at 5:30 pm.
- 2.4.3 Lois indicated that Judy Veatch had arranged for the purchase of balloons with the LCC logo.
 - 2.4.3.1 The balloons will be distributed at the Lied Center event.
 - 2.4.3.2 **Action item:** Judy will look into getting the balloons filled with helium.
 - 2.4.3.3 Steve said that a welding company generally has helium supplies available.
- 2.4.4 Lois asked for volunteers to help with the Lied Center event.
 - 2.4.4.1 Matt, Judy, Marlene, Steve, Marty, and Lois will assist.
- 2.4.5 Marlene suggested that the choir include something in the door prize drawing.
 - 2.4.5.1 **Decision:** The board agreed to include as door prizes two free tickets to the December concert and one free registration for participation in the LCC during the fall semester.

3 Director's report

3.1 Concert dates and locations

- 3.1.1 Steve confirmed the LCC's 2003-2004 season concerts:
 - 3.1.1.1 Saturday, Dec. 13, 2003 at First United Methodist, 7:30 p.m. Dress rehearsal on Dec. 12, 2003, 7:00 p.m.
 - 3.1.1.2 Saturday, April 24, 2004, 8:00 p.m. at Free State High School. Dress rehearsal on April 23, 2004, 7:00 p.m.

3.2 Music

- 3.2.1 Steve distributed a list of the pieces to be performed at the December concert; John Rutter's Gloria will be the featured work.
- 3.2.2 **Action item:** Steve will send Matt a list of the composers of each piece so that he can post the information on the LCC web site.

3.3 Possible additional concerts

- 3.3.1 Steve reported that the LCC has been invited by Ken Fullerton from the Louisiana State University to perform with his choir at Carnegie Hall in New York City in late May or early June 2004.
 - 3.3.1.1 Dr. Fullerton was a clinician at the Kansas Choral Directors Association meeting in July 2003, and saw the LCC perform at Grace Cathedral.
 - 3.3.1.2 **Action item:** Marlene agreed to work with Steve to investigate this opportunity.

3.4 Music Committee members

- 3.4.1 **Action item:** Steve will work on appointing new members to the committee to replace members who are leaving the committee.
- 3.4.2 **Action item:** Matt will send Steve a choir roster to facilitate this process.

3.5 Other

- 3.5.1 Steve reported that KU Continuing Education had agreed to give students one credit hour for participating in the LCC.
- 3.5.2 Marlene reported that the Dole Institute had offered the choir 125 copies of four pieces of music.
 - 3.5.2.1 **Decision:** The board agreed that the choir should add these copies to its library.
 - 3.5.2.2 **Action item:** Matt will write a letter thanking the Dole Institute for this gift.
- 3.5.3 **Action item:** Karen asked Andi to send her information on recent music acquisitions so that she could update her repertoire inventory.

4 Treasurer's Report

- 4.1 Treasurer Jeff Morphew was not in attendance; there was not an official treasurer's report.
- 4.2 Lois asked for a motion giving her as president authority to write checks on the LCC account.
 - 4.2.1 **Motion and vote:** Andi moved that Lois be given authority to write checks on the LCC account. Marlene seconded the motion and it was approved.

5 Fundraising

5.1 Band concert concession sales

- 5.1.1 Judy reported that the LCC netted \$1610 on band concert concession sales in spite of having two concerts rained out.
- 5.1.2 Judy agreed to coordinate band concert concession sales again next year.

5.2 Promotional items

- 5.2.1 Judy distributed a report detailing the anticipated cost of various promotional items (t-shirts, water bottles, pencils, coffee mugs, travel mugs) and the responses to her email asking for choir feedback on what they might order.
- 5.2.2 Judy recommended that the board consider purchasing 100 t-shirts and having them available for purchase at the first rehearsal of the fall season.
- 5.2.3 She suggested holding off on the other promotional items due to lack of interest.
- 5.2.4 Lois commented that the t-shirts were intended to function both as a fundraiser and as a promotional effort.
- 5.2.5 **Motion and vote:** Mike moved that the choir invest \$1000 in 100 white and black t-shirts. Karen seconded the motion and it was approved unanimously.
- 5.2.6 Steve suggested that Judy bring sample shirts to the first rehearsal so that she can ascertain the proper mix of sizes and colors.
 - 5.2.6.1 **Action item:** Judy will bring shirts in the available range of sizes to one of the choir's early rehearsals.
- 5.3 Steve suggested handing out ten tickets to each choir member at the first rehearsal and asking them to sell the tickets during the course of the semester.

5.4 Poinsettia mailing

- 5.4.1 Dave reported that he was working on a letter to about 125 potential corporate purchasers of poinsettias.
- 5.4.2 He stated that he was waiting on decisions concerning the production of letterhead and envelopes before he distributes the letter.

5.5 Donation mailing

- 5.5.1 Lois reported that she would be working on a letter to potential donors.
- 5.5.2 She would like to include with the mailing a brochure listing LCC 2003-2004 concert dates.
 - 5.5.2.1 **Action item:** Lois, Matt, and Steve agreed work on a brochure.
 - 5.5.2.2 They will try to have something ready for the August 22nd Lied Center event.
- 5.5.3 **Action item:** Matt, Lois, and Andi will work on updating the donor mailing list.

5.6 Corporate sponsorship

- 5.6.1 Lois asked for suggestions on who could chair a corporate sponsorship initiative.
 - 5.6.1.1 Steve suggested Linda Penney.
 - 5.6.1.2 **Action item:** Lois will contact Linda.

6 Approval of 2003-04 budget

- 6.1 Marlene distributed a proposed LCC budget for 2003-2004.
- 6.2 Revisions to the budget
 - 6.2.1 Marlene observed that the dollar amount for the Artistic Director's should have been \$8000 and the amount for the accompanist should have been \$3000.
 - 6.2.2 Karen noted that the band concert sales were \$390 less than the \$2000 estimate included in the proposed budget.
 - 6.2.3 Marlene stated that the total projected expenses should have been \$23,500.
- 6.3 Dave asked about the \$3000 estimated cost for instrumentalists
 - 6.3.1 Steve said the estimate was fairly accurate and certainly was not too low.
- 6.4 Andi asked about the interest received on Certificates of Deposit and whether that should be included in the projected income numbers.
 - 6.4.1 Several board members observed that with interest rates being so low the CD income would be fairly negligible.
- 6.5 **Motion and vote:** Marlene moved that the budget be accepted as revised. Elaine seconded and the motion carried.

7 Casual concert attire polo shirt

- 7.1 Steve commented that an LCC polo shirt would be useful for the Cancer Walk performance, a KU football game and other potential casual concerts.
- 7.2 Mike observed that most of the casual attire concerts had been optional performances.
- 7.3 Lois commented that this raised the question of whether there should be any optional concerts.
 - 7.3.1 Steve observed that he had hoped to have more choir members participate in the July KCDA concert and he felt that it would have been easier if the concert had been a required performance.
 - 7.3.2 Elaine stated that she felt that requiring choir members to attend a summer concert was expecting too much.
 - 7.3.3 Dave commented that the choir could consider moving away from a semester schedule and going to a 12-month membership year with all concerts required.
 - 7.3.4 Karen commented that one of the attractions of the LCC was that it required a minimal time commitment.
 - 7.3.5 **Motion:** Marlene moved that the board present to the choir as a whole the idea that the LCC is a year round organization and that the entire schedule (including a second concert in Baldwin in April and the Cancer Walk) be included in the LCC brochure. Matt seconded the motion.
 - 7.3.6 Mike suggested that perhaps the choir could have two levels of membership - one level that is committed to a 12-month year and another committed to two concerts per year.
 - 7.3.7 **Motion:** Andi suggested revising Marlene's motion to state that "the board present to the choir as a whole that the LCC is an *extended season* organization and that the entire schedule (including a possible second concert in Baldwin in April and the Cancer Walk in June) be included in the LCC brochure."
 - 7.3.7.1 **Vote:** Lois called the question and the revised motion carried 6-3.
 - 7.3.8 **Motion and vote:** Following further discussion of the issue, Robert J. Vaughn moved to rescind the previous motion. Karen seconded the motion and it carried unanimously.
 - 7.3.9 Steve suggested using 30 minutes of a rehearsal to have the choir discuss the issue in small groups.
 - 7.3.9.1 Dave agreed and suggested that this occur early in the semester.
 - 7.3.9.2 Steve suggested holding the small group sessions on September 22nd.

- 7.3.10 Lois suggested having another board meeting to discuss the issue more fully.
 - 7.3.10.1 **Decision:** The board agreed to meet at 6:45 on Sept. 15th to discuss how will we approach the small group sessions with the choir on Sept. 22nd.
- 7.3.11 Marlene suggested including a point/counterpoint piece in the Scoop on the issue of whether the LCC should become a year round or extended season choir.
 - 7.3.11.1 **Decision:** Board members agreed that this would help frame the issue prior to the Sept. 22nd small group sessions with choir members.
 - 7.3.11.2 **Action item:** Mike (opposed to an year round/extended season) and Marlene (in favor of a year round/extended season) agreed to write pieces on the two sides of the issue.
 - 7.3.11.2.1 They will get the pieces to Matt by Sept. 5th.

8 First fall rehearsal (September 8, 2003) activities

8.1 Registration starts at 7:00; board members should arrive at 6:45.

8.2 Cookies

8.2.1 **Action item:** Board members will bring cookies.

8.3 Photos

8.3.1 Matt and Judy will take digital photos of choir members.

8.4 Music

8.4.1 Andi, Jean, and Karen will coordinate the distribution of music.

8.5 Returning members registration

8.5.1 Marlene and Elaine will administer.

8.6 New members registration

8.6.1 Mike and Robert V. will administer.

8.7 Money

8.7.1 Jeff and Dave will coordinate recording registration fee payments.

8.8 Email to members

8.8.1 **Action item:** Matt will send out an email to recent singers announcing the first rehearsal.

8.9 Press release

8.9.1 **Action item:** Lois will ask Joan if she would be willing to coordinate the press release announcing the first rehearsal.

9 Sectional rehearsals and sectional leaders

9.1.1 Steve stated that he would hold sectional rehearsals if he felt they were needed.

9.1.2 Lois suggested that Steve give homework assignments to the choir at the end of each rehearsal.

9.1.2.1 **Action item:** Steve agreed to do so.

9.1.3 Dave suggested that section leaders be selected early in the season (at the first rehearsal, if possible) if the choir is going to have them.

10 Attendance monitors

10.1 Sopranos – Karen Abraham

10.2 Altos – Joan Pease

10.3 Tenors – Bob Franz

10.4 Basses - Gene Johnson

11 Next meetings

11.1 **Interim meeting:** Monday, September 15, 2003, 6:45 pm, First Baptist Church

11.2 **Regular meeting:** Monday, October 6, 2003, 6:15 pm, First Baptist Church