

Lawrence Civic Choir Board Meeting
November 3, 2003
First Baptist Church
6:15 p.m.

Present: Present at the November 3, 2003, meeting were board members Lois Orth-Lopes, Dave Ice, Mike Boring, Larry Mallett, Andi Parson, Elaine McCullough, Fred Johnson, Robert J. Vaughan, Sandra Walton, Margaret Holdeman, Jeff Morphew, Gloria Baker, Matt Veatch, Steve Eubank (ex-officio), Marlene Merrill, Karen Abraham.

1. Approval of minutes

1.1. **Motion and vote:** Dave moved approval of the October 6, 2003 meeting minutes as submitted. Andi seconded the motion and the minutes were approved.

2. Director's report

2.1. Spring concert

2.1.1. Ticket sales

2.1.1.1. Steve stated that the Lawrence Chamber Orchestra normally charges \$15 for tickets

2.1.1.2. Steve proposed that we charge the \$15 price and split the gate receipts for the concerts with the Lawrence Chamber Orchestra.

2.1.1.3. The other option would be to charge our normal ticket price (\$10) and pay the orchestra.

2.1.1.4. Andi observed that the LCC would need to make arrangements with the Lawrence Chamber Orchestra to receive a prorated share of their season ticket sales receipts.

2.1.1.5. **Motion and vote:** Margaret moved that the LCC split the gate receipts for the spring concerts with the Lawrence Chamber Orchestra and that the board investigate a method for acquiring the choir's share of Chamber Orchestra season ticket sales. Dave seconded the motion and it carried.

2.1.2. Baker University venue

2.1.2.1. Lois asked Steve to investigate where the choir would perform at Baker Univ. in April 2004.

2.1.2.2. **Action:** Steve will investigate the venue for the LCC's performance at Baker.

2.1.3. Carnegie Hall trip

2.1.3.1. Steve reported that he had been in contact with MidAmerica Productions and had passed along all information to Jeff.

2.1.3.2. Steve observed that there would be one free tour for every 20 sold and that the board would need to address this issue.

2.1.4. Music availability

2.1.4.1. Steve inquired about the availability of additional copies of the version of *Silent Night* that the choir will be performing at the holiday concert.

2.1.4.2. **Action:** Matt and Andi will see if they can find additional copies.

2.1.5. Rehearsal length

2.1.5.1. Dave asked Steve whether he foresaw a need to lengthen rehearsals as the concert approached.

2.1.5.2. Steve indicated that he was pleased with the progress on the program except for the Barber but that he would be happy to start rehearsals at 7:00 (with the exception of Nov. 17th).

3. President's report

3.1. Thank you's

3.1.1. Lois thanked the LCC for the lovely plant she and her husband Steve received after her mother-in-law's passing.

3.1.2. She thanked Dave for chairing the October 6, 2003 meeting on short notice.

3.1.3. She thanked Matt for designing the holiday concert tickets.

- 3.1.4. She thanked Andi for giving an excellent presentation for Jean Lominska's Phoenix award.
- 3.2. Bulk mailing permit
 - 3.2.1. Marty Miller looked into clarification of the legalities of the LCC using the Lawrence Arts Center's bulk mailing permit with the LCC return address on the envelopes.
 - 3.2.2. Marty determined that the Lawrence post office would accept bulk mailings using the Arts Center permit with the LCC return address.
 - 3.2.3. Therefore, Dave has arranged to have envelopes printed with the permit number for the LCC's large mailings.
- 3.3. Donor mailing
 - 3.3.1. Lois reported that she, Andi, Dave, and Matt were putting together a mailing list for the LCC letter requesting contributions.
 - 3.3.2. She indicated that the mailing would include a card listing LCC concerts for the 2003-2004 season.
- 3.4. Director and accompanist contracts
 - 3.4.1. Lois stated that she would set up meetings with Steve and Geoff to formalize their contracts for the 2003-2004 season.
 - 3.4.2. She indicated that Steve has never had a written contract and Geoff has not had one since Rob left.
 - 3.4.3. **Action:** Lois has sample contracts and volunteered to put together contracts for each of them.
 - 3.4.4. Mike suggested that the board review the contracts and do a review of the contracts each March.

4. Treasurer's Report

- 4.1. Jeff distributed a written treasurer's report.
- 4.2. Carnegie Hall trip
 - 4.2.1. Jeff reported that he had sent a check to MidAmerica Productions (MAP) for the Carnegie Hall trip deposits
 - 4.2.1.1. He said it was for an amount larger than he had actually received money for in order to cover people who had signed up for the trip but had not yet given him checks.
 - 4.2.2. Jeff indicated that MAP will want an additional \$200 per person deposit on November 15, 2003 **[actually December 15, 2003]**, and another \$200 per person deposit on December 15, 2003 **[actually January 15, 2004]**.
 - 4.2.2.1. The board agreed to make an announcement tonight about additional deposits as well as the need to establish foursomes for sharing hotel rooms.
 - 4.2.3. Dave indicated that he had tried to contact MAP several times about making special arrangements regarding accommodations but had received no response.
 - 4.2.3.1. He asked Jeff to contact MAP and have a conversation about the choir's special needs.
 - 4.2.3.2. **Action:** Jeff agreed to contact MAP.
 - 4.2.4. Mike suggested that Jeff distribute a form to each individual planning to go to NY to gather full information about their plans
 - 4.2.4.1. **Action:** Jeff agreed to do this.
 - 4.2.5. Jeff stated that airline tickets would cost approximately \$370 per person.

5. Fund raising

- 5.1. Poinsettias
 - 5.1.1. Dave reported that about 250 poinsettias had been sold with the goal being about 1,000.
 - 5.1.2. Dave or Forrest will make an announcement tonight about poinsettias.
- 5.2. T-shirts
 - 5.2.1. Matt reported that the t-shirts were in and would be distributed tonight.
 - 5.2.2. Jeff reported that the choir would net about \$500 if all shirts were sold.
- 5.3. Holiday sampler CD

- 5.3.1. Elaine reported that the music committee made selections of 60 minutes of music from 1995 to 2002 for a holiday sampler CD.
- 5.3.2. Mike suggested that Terry Rombeck might be willing to do some design work for the CD artwork.
- 5.3.3. Jeff suggested that the choir distribute the CD to Borders and other retailers.
- 5.3.4. Sandy asked whether we would need to get permission from the music publishers to produce a CD.
 - 5.3.4.1. Larry said we would need to get permission.
 - 5.3.4.2. **Action:** Larry said he would try to help with the issue of getting permission by providing lists of the publishers. Andi will assist with this as well.
- 5.4. Corporate sponsorship
 - 5.4.1. Gloria reported that she had lunch with an experienced fundraiser to gather information.
 - 5.4.1.1. Gloria distributed a packet of information based on this conversation.
 - 5.4.2. She observed that a letter probably would not elicit big donations but it would be a good place to start.
 - 5.4.3. She also suggested that it might make sense for the choir to join the Chamber of Commerce.
 - 5.4.4. **Action:** Lois will work with Gloria on corporate fund raising issues.
- 6. Publicity and Concert Program**
 - 6.1. Sandy reported that signup sheets for poster distribution would be set out starting tonight.
 - 6.1.1. **Action:** Karen agreed to take care of putting the sheets out.
 - 6.2. Mike reported that Terry Rombeck was working on a design for the posters and concert program.
 - 6.2.1. **Action:** Lois said she would pass around a roster to the choir tonight so that people could check the spelling of their names for the program.
 - 6.3. Gloria is making media contacts in Topeka.
- 7. Future concert with Olathe choir**
 - 7.1. **Action:** Dave agreed to investigate the potential for a joint concert with the Olathe choir.
- 8. Performance configuration**
 - 8.1. Motion and vote: Sandy moved that Mike and Steve work together on a proposal for a performance configuration to be delivered prior to Thanksgiving. Andi seconded the motion and it passed.
- 9. Saturday morning planning meeting**
 - 9.1. Lois suggested a Saturday morning meeting to address the future direction of the LCC.
 - 9.1.1. Topics to be discussed would included:
 - 9.1.1.1. A fuller discussion of the concept of a season versus a semester;
 - 9.1.1.2. The number of concerts;
 - 9.1.1.3. Expectations of the director and accompanist;
 - 9.1.1.4. Expectations of LCC members.
 - 9.1.2. Lois proposed January 10, 2004 for the meeting and the group agreed to this date.
 - 9.1.3. **Action:** Lois will send out details about the meeting.
- 10. Lawrence Sesquicentennial activities**
 - 10.1. Performance of Geoff's piece
 - 10.1.1. Andi has been trying to contact Judy Billings to discuss the situation.
 - 10.1.2. Andi suggested that it might make sense to partner with other groups looking to perform a partial concert.
 - 10.1.3. The group expressed its support for the idea of a partnership.
 - 10.1.4. Mike suggested that the group consider preparing a recording of the piece with a small group of choir members
 - 10.1.4.1. **Action:** Mike will ask Geoff about this.
- 11. Hiratsuka choir visit**
 - 11.1. Margaret reported that Linda Penney is not interested in working on this project any longer.

- 11.2. Lois asked if anyone was willing to take on organizing this event.
 - 11.2.1. No one volunteered.
- 11.3. Dave suggested that perhaps the choir reach out to the Lawrence sister city committee for help in planning this event.
 - 11.3.1. Mike suggested that we ask someone from the sister city committee to come talk to the board.
- 11.4. Andi pointed that there had been no request in writing from the Hiratsuka choir.
- 11.5. **Motion and vote:** Margaret moved that Lois contact Linda Penney and Joan Pease and request that they contact the Hiratsuka choir and let them know that board does not believe the choir can host the Hiratsuka choir in 2004. Karen seconded the motion and it carried with one opposed (Dave).

12. Other business

- 12.1. Karen stated that she had not heard from our scholarship winner yet.
- 12.2. **Action:** Jeff and Karen will look into it.

The meeting adjourned at 7:25.

Next meeting: Monday, December 1, 2003