

**Lawrence Civic Choir Board Meeting**  
**February 2, 2004**  
**First Baptist Church**  
**6:15 p.m.**

**Present:** Present at the February 2, 2004, meeting were board members Lois Orth-Lopes, Dave Ice, Larry Mallett, Andi Parson, Elaine McCullough, Fred Johnson, Robert J. Vaughan, Sandra Walton, Margaret Holdeman, Jeanine Morton, Gloria Baker, Matt Veatch, Steve Eubank (ex-officio), Marlene Merrill, and Karen Abraham.

**1 Approval of minutes**

- 1.1 Matt distributed copies of the minutes for the December 1, 2003, board meeting and the January 10, 2004, board retreat.
- 1.2 Corrections to January 10, 2004, minutes
  - 1.2.1 Jeanine noted that Gloria Baker was present for part of the meeting but was not listed as present on the minutes.
  - 1.2.2 Andi asked Matt to change the language in 4.2.1 to read, "might sell."
  - 1.2.3 Fred observed that 2.3.3.1 included an extra word ("how") in the sentence.
- 1.3 **Motion and vote:** Dave moved approval of the December 1, 2003, minutes as submitted and the January 10, 2004, minutes as amended. Marlene seconded the motion and the minutes were approved.

**2 President's report**

- 2.1 Lois reported that she would be ordering new stationery.
- 2.2 Concert dress
  - 2.2.1 Lois reported that the concert dress committee had ordered samples of four different woman's' dress styles for evaluation.
  - 2.2.2 Steve indicated that his catalog listed men's tuxedos for \$125 (including shirt, cumberbund, and tie).

**3 Director's report**

- 3.1 Steve reported that the music committee was close to making decisions on the major works for the winter 2004 and spring 2005 concerts.
  - 3.1.1 He said the committee would meet again tonight and would try to reach a consensus on the major pieces by next week.
  - 3.1.2 Lois asked whether the board traditionally had final approval of the music committee's selections.
    - 3.1.2.1 Dave suggested that it might be appropriate for the board to have some input on the music committee's selections.
    - 3.1.2.2 Steve stated that in his view it was the responsibility of the artistic director and the music committee to put together the program.
      - 3.1.2.2.1 He also commented that he received frequent programming suggestions from choir members and that he and the music committee were quite open to these suggestions.
    - 3.1.2.3 Dave agreed with Steve's assessment of the artistic director's and music committee's role in setting the program.
- 3.2 Lois asked Steve about his plans for coordinating with the Lawrence Chamber Orchestra (LCO) on the spring 2004 concerts.
  - 3.2.1 Steve said he planned to meet with Eric Williams of the LCO in the near future to discuss issues related to ticket sales, printed program, etc.
  - 3.2.2 Karen asked how LCO season ticket money would be shared with the LCC.
    - 3.2.2.1 Steve suggested that considering the choir's savings on musicians with the arrangement with the LCO, it might be prudent to let the season ticket money issue slide.

**4 Treasurer's report**

- 4.1 Jeanine distributed a treasurer's report.

- 4.2 She reported that she had submitted the paperwork for the American General annuity so the proceeds would be received soon.
- 4.3 Jeanine also said she was trying to locate the Capitol Federal Certificate of Deposit but had not been successful to date.
- 4.4 Jeanine summarized the budgeted income versus actual income figures.
- 4.5 She stated that she planned to submit an application for a Lawrence Arts Commission grant seeking money to subsidize the cost of Geoff Wilcken's sesquicentennial piece.

## 5 Sesquicentennial activities

- 5.1 Grant
  - 5.1.1 Marlene reported that the LCC had not received a grant from the Lawrence Sesquicentennial Commission.
  - 5.1.2 Performance date
    - 5.1.2.1 Marlene observed that the LCC had no obligation to perform Geoff's piece in September.

## 6 Kansas Arts Commission grant

- 6.1 Marlene said she would submit an organizational support grant application to the Kansas Arts Commission in late March.

## 7 Fundraising

- 7.1 T-shirts
  - 7.1.1 Jeanine reported that the LCC was still \$41 short of breaking even on the t-shirts and sweatshirts.
- 7.2 CD's
  - 7.2.1 Robert reported that he produced 90 CD's of the Holiday Concert of which 50 have been sold.
- 7.3 Corporate
  - 7.3.1 Gloria reported that she had been making phone calls to a number of corporations and everyone has told her that the LCC would be considered for funding.
  - 7.3.2 Lois asked Jeanine whether she could provide information on the amount of money the choir made from each of the grocery stores for which we sell coupons.
    - 7.3.2.1 Lois commented that these grocery stores represented corporate donors and should be recognized as such.
- 7.4 Lois read to the board a list of proposed **categories of giving**:
  - Trustee: \$5000+ - Onstage recognition and photo with the Choir, optimal Web page recognition, 8 free tickets, full-page ad in program.*
  - Underwriter: \$2500 - \$4999 – Optimal Web page recognition, 4 free tickets, half-page ad in program.*
  - Sponsor: \$1000 - \$2499 – Optimal Web page recognition, 2 free tickets, ¼ page ad in program.*
  - Director: \$500 - \$999 – Web page recognition, 2 free tickets, business information listed in program.*
  - Benefactor: \$250 - \$499 – Web page listing, 2 free tickets, name listed in program.*
  - Contributor: \$100 - \$249 – Name listed in program.*
- 7.4.1 **Motion and vote:** Marlene moved approval of the categories of giving as read, Andi seconded the motion, and it was approved.
- 7.5 New mailing list
  - 7.5.1 Lois suggested that the choir make an effort to compile a list of one or two hundred **good** contacts for an annual mailing.
  - 7.5.2 Lois asked all board members to develop a list of potential contacts.
- 7.6 **Motion:** Marlene moved that Gloria be authorized to send a copy of an LCC CD and concert tickets to potential corporate donors. Fred seconded the motion.
  - 7.6.1.1 Matt suggested creating a smaller format CD with just a few pieces on it.
  - 7.6.1.2 **Amendment to motion:** Marlene amended the motion to authorize Gloria to use her judgment in how and when to distribute CD's to potential donors.
  - 7.6.1.3 **Amendment to motion:** Marlene also amended the motion to remove concert tickets.
  - 7.6.1.4 **Vote:** The motion passed.

## 8 2004-05 season

- 8.1 As Steve reported earlier, the music committee will make a decision by next week on the major pieces for the winter 2004 and spring 2005 concerts.

**9 Scholarship**

- 9.1 Karen reported that she is putting together the mailing for the scholarship.
- 9.2 Jeanine suggested that Karen work with the schools to determine the deadline for the scholarship application.
- 9.3 Steve suggested sending the mailing directly to the vocal music teachers in addition to the counselors.

**10 Wales trip in 2005 committee**

- 10.1 Marlene and Gloria agreed to co-chair a committee.
- 10.2 A sample CD must be submitted by November 2004 if the choir wants to participate in the contest.

**11 Replacement for Mike Boring**

- 11.1 **Motion and vote:** Matt suggested and Jeanine moved that Judy Veatch be appointed to the board to replace Mike Boring. Dave seconded the motion and it passed unanimously.
- 11.2 Andi commended Judy for the work she is doing with the music library.

**12 Signature song**

- 12.1 Karen will bring to the next meeting a list of pieces that the choir has performed multiple times.

13 **Next meeting:** Monday, March 1, 2004, 6:15 p.m., First Baptist Church

Respectfully submitted,

Matt Veatch  
Secretary