

Lawrence Civic Choir Board Meeting

March 1, 2004

First Baptist Church

6:15 p.m.

Present: Present at the March 1, 2004, meeting were board members Lois Orth-Lopes, Dave Ice, 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, Judy Veatch.

1. Approval of Minutes

- 1.1. Jeanine noticed a misspelling of the word "stationery" in 2.1.
- 1.2. **Motion and vote:** Dave moved approval of the February 2, 2004, minutes as amended. Jeanine seconded the motion and the minutes were approved.

2. President's Report

2.1. LJ World contacts

- 2.1.1. Lois reported on feedback she received from the Lawrence Journal World on getting concerts listed in the date book section of the newspaper, placing ads, attracting pre-concert feature articles, and getting our concerts reviewed.

2.2. Soloist auditions

- 2.2.1. Lois stated that solo auditions would be held on March 15, 2004, at 8:30 p.m.
- 2.2.2. She indicated that soloists could come from outside as well as inside the choir.
- 2.2.3. Karen asked whether Steve had made this decision without consulting the board.
 - 2.2.3.1. Lois said that Steve made the decision without consulting the board and that he did so because he felt it was important to recruit the highest quality soloists for the joint concert with the Lawrence Chamber Orchestra.
- 2.2.4. Lois observed that the soloists would be paid.

- 2.2.4.1. When Steve arrived a bit later he indicated that soloists would be paid \$125-\$150.

2.3. Meeting with Eric Williams from Lawrence Chamber Orchestra

- 2.3.1. Lois reported that Eric had expressed concern about the cost (approx. \$2400 - \$2600) of a second concert in Baldwin City on April 25, 2004.
- 2.3.2. Steve reported that he had a meeting scheduled with John Buehler at Baker University to discuss the Baldwin City concert.
 - 2.3.2.1. Steve observed that attendance at the Baldwin concert also was a concern.
- 2.3.3. Steve suggested that the executive committee make a final decision on whether to perform a second concert in Baldwin City.
- 2.3.4. **Motion and vote:** Dave moved that the executive committee be authorized to make a final decision on whether the choir should perform a second concert in Baldwin City on April 25, 2004. Marlene seconded the motion and it was approved.
- 2.3.5. **Action:** The executive committee agreed to meet at 5:45 p.m. Tuesday, March 2, 2004, at Dave Ice's home in order to make the decision.

2.4. Update on concert attire

- 2.4.1. Lois reported the seamstress would take measurements for some women tonight.
- 2.4.2. Lois said she would announce tonight that women who would like to try on a different size dress could do so.
- 2.4.3. She also observed that a date for payment would have to be set.
 - 2.4.3.1. She said that the final payment amount would be \$80, including alterations.
 - 2.4.3.2. Margaret suggested that payment should be due next Monday, March 8, 2004.
 - 2.4.3.3. Lois suggested allowing choir members to postdate checks or write two different checks, each with a different date.
 - 2.4.3.4. **Motion and vote:** Margaret moved that March 8, 2004, be established as the deadline for payment in full for women's dresses. Marlene seconded the motion and it was approved.

3. Director's Report

3.1. Men's concert attire

- 3.1.1. Steve reported that we could start taking measurements at any point.
- 3.1.2. Dave suggested having a tailor/seamstress take the measurements.
- 3.1.3. Steve said he would announce tonight that men should be prepared to be measured on March 8, 2004.

4. Treasurer's Report

- 4.1. Jeanine distributed the treasurer's report.
- 4.2. She suggested that the choir's bylaws should be amended to reflect who is authorized to invest money for the choir.
- 4.3. **Motion:** Marlene moved that Jeanine Morton, current Lawrence Civic Choir treasurer, be authorized to make investment decisions for the choir during her term in office. Judy seconded the motion.
 - 4.3.1. **Amendment and vote:** Marlene and Judy accepted a friendly amendment authorizing the current president, president-elect, treasurer, and finance committee chair to make investment decisions on behalf of the Lawrence Civic Choir during their terms in office. The board approved the motion as amended.
- 4.4. Marlene announced that the Finance Committee would meet next Monday, March 8, 2004, at 6:00 p.m.

5. Financial assistance committee

- 5.1. Lois announced that Dave would be chairing a committee (with Nancy Yacher and Beth Davis) to consider requests for financial assistance associated with choir costs (concert attire, registration fees, etc.).
- 5.2. Dave said he would make an announcement about the committee to the choir at tonight's rehearsal.

6. Help needed

- 6.1. Printed program for spring concerts
 - 6.1.1. Lois reported that a choir member, Gretchen Anderson, had expressed interest in working on the program but that she needed some help.
 - 6.1.2. Steve pointed out that the program would need to be coordinated with the Lawrence Chamber Orchestra.
- 6.2. Press contacts
 - 6.2.1. Lois said she had already made some contacts with the press but could use help making additional contacts.
 - 6.2.2. **Action:** Gloria agreed to help with press contacts both in Lawrence and Topeka.
- 6.3. Radio contacts
 - 6.3.1. **Action:** Steve said he would contact Rachel Hunter at KPR to arrange an appearance on her show before the spring concert.
- 6.4. Ad
 - 6.4.1. Lois reported that the Lawrence Chamber Orchestra would run an ad for the concert in the LJ World.
- 6.5. Representative on Arts Roundtable
 - 6.5.1. Lois asked for a volunteer to replace Marlene as the choir's representative on the Lawrence arts roundtable.
 - 6.5.2. Marlene reported that the group meets once a month at the Lawrence Arts Center at noon (second Thursday) and that Ann Evans is the contact.
 - 6.5.3. **Action:** Margaret Holdeman volunteered to be the LCC representative.

7. New York trip update

- 7.1. Steve reported that KU would provide the music.
- 7.2. John Paul Johnson has not gotten rehearsal cd's yet.

8. Fundraising

- 8.1. Spring fundraising letter
 - 8.1.1. Lois suggested that the board delay the spring fundraising letter.
 - 8.1.2. Marlene agreed and suggested that it be pushed back to late spring or even late summer.
 - 8.1.3. **Action:** Lois asked Andi to prepare a report on the proceeds from last fundraising letter that was sent out in November 2003.
- 8.2. Corporate fundraising
 - 8.2.1. Gloria reported that Dave and Forest Swall were helping her out with phone calls.

- 8.2.2. She indicated that getting corporate donations was a challenging proposition.
- 8.2.3. Dave commented that it would be best to contact corporations in the fall so that the requests coincide with corporate budgeting.
- 8.2.4. **Action:** At the next meeting, Dave and Gloria will present a plan for a corporate fundraising effort during fall 2004.

9. 2004-2005 Season

9.1. 2004 Holiday Concert – Saturday, December 11, 2004

9.2. 2005 Spring Concert – Saturday, April 23, 2005

10. **Next meeting:** Monday, April 5, 2004

Respectfully submitted,

Matt Veatch
Secretary