

## **Lawrence Civic Choir Board Meeting**

**April 5, 2004**

**First Baptist Church**

**6:15 p.m.**

**Present:** Present at the April 5, 2004, meeting were board members Lois Orth-Lopes, Dave Ice, Andi Parson, Larry Mallett, Elaine McCullough, Fred Johnson, 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 **Motion and vote:** Marlene moved approval of the March 1, 2004, minutes. Fred seconded the motion and the minutes were approved.

### **2 President's Report**

#### 2.1 Evaluations

- 2.1.1 Lois proposed doing Steve and Geoff's evaluations at the May 2004 meeting.
- 2.1.2 Board members assented to Lois' suggestion.

#### 2.2 Concert attire

- 2.2.1 Lois thanked Margaret for organizing the process of getting everyone measured by the seamstress.
- 2.2.2 Lois commented that the alterations were well within the estimated cost for the dresses.

### **3 Treasurer's report**

- 3.1 Jeanine distributed and summarized her treasurer's report.

#### 3.2 Douglas County Foundation

- 3.2.1 Jeanine suggested the possibility of placing some LCC funds with the Douglas County Foundation, a local organization that helps non-profit's manage their money.
- 3.2.2 Jeanine reported that the foundation currently uses Commerce Bank as their investment managers.
- 3.2.3 She handed out a summary of the pros and cons of investing with the Douglas County Foundation.
  - 3.2.3.1 The main cons are a \$500 annual fee and the existence of market risk due to the fact that the investment mix would be 60% stocks and 40% fixed income.
  - 3.2.3.2 Jeanine explained that the investment mix would give the LCC the opportunity for investment growth.
- 3.2.4 She stated that it was her recommendation that the board seriously consider investing with the Douglas County Foundation.
- 3.2.5 Jeanine said she was willing to investigate it further and defer a decision until next month.
- 3.2.6 **Action:** Jeanine agreed to distribute more complete information on the Douglas County Foundation.

- 3.3 **Motion and vote:** Marlene moved that the LCC put its endowment funds into a short-term (2 or 3 months) certificate of deposit. Judy seconded the motion and it was approved.
- 4 Mary Rosenbloom Scholarship
  - 4.1 Karen reported that she had received five applications for the scholarship.
  - 4.2 **Action:** She asked that board members review the applicants and vote on the applicant they felt should receive the scholarship.
  - 4.3 She stated that the schools needed to be informed of the board's decision by April 16, 2004.
- 5 Director's report
  - 5.1 Soloists
    - 5.1.1 Steve reported that the Mozart Requiem soloists would be:
      - 5.1.1.1 Soprano, Linda Canaday
      - 5.1.1.2 Alto, Elizabeth Schellman
      - 5.1.1.3 Tenor, Bob Franz
      - 5.1.1.4 Bass, Jim Smith
  - 5.2 Steve said he would work with the Lawrence Chamber Orchestra tomorrow night for the first time.
  - 5.3 Steve indicated that he still needed to meet with John Paul Johnson to discuss NYC details, especially getting the scores and rehearsal cd's.
  - 5.4 Tuxedos
    - 5.4.1 Elaine and Steve reported that the NYC men would be re-measured tonight to verify sleeve length and then the tuxes would be ordered.
  - 5.5 St. Joseph Community Chorus
    - 5.5.1 Steve said he had discussed with the director of the St. Joseph, Mo. Community Chorus the possibility of an exchange concert.
    - 5.5.2 He suggested that the board consider it.
  - 5.6 Wales trip
    - 5.6.1 Steve reported that he had talked with a travel agent who organized trips to Wales.
    - 5.6.2 The travel asked if the board would want him to make a presentation.
    - 5.6.3 The board agreed that it would consider a presentation for a June meeting.
- 6 Budget for 2004-05
  - 6.1 Marlene distributed a proposed budget for 2004-05.
  - 6.2 She observed that the budget reflected the significant in-kind contributions that the LCC receives.
  - 6.3 She also noted that the income reflected the LCC's desire to increase corporate donations.
  - 6.4 Lois commented that Robert Vaughn contributed a significant amount to the creation of concert CD's and that it should be reflected as an in-kind expense.
  - 6.5 Jeanine suggested that the KS Arts Commission grant line item be changed to a more generic "Grants" line item.
  - 6.6 The board agreed to vote on the budget at the May meeting.
- 7 Fund raising

- 7.1 Effectiveness of last fund raising letter
  - 7.1.1 Andi reported that the last letter generated approximately \$2000.
  - 7.1.2 She noted that a significant portion of the donations came from current or former choir members.
- 7.2 Lois pointed out that the bylaws contain language about how donors should be listed in the program.
  - 7.2.1 **Motion and vote:** Andi moved that all the names of donors that appeared in the December program and all donors since December be included in the spring concert program, recognizing that this as a variance from the by-laws. Margaret seconded the motion and it was approved.
- 7.3 2004-2005 Fundraising plans
  - 7.3.1 **Action:** Dave stated that he would email a fundraising plan to the board for review.
  - 7.3.2 Lois requested that board members "reply to all" when making comments on the plan.
- 8 Hospitality for April 24 concert
  - 8.1 Steve said the LCO planned to hold a reception following the April 24, 2004, concert.
  - 8.2 **Action:** He said he would determine the LCO contact person for the reception.
  - 8.3 **Action:** Elaine agreed to coordinate the LCC's participation in the reception.
- 9 Arts Roundtable
  - 9.1 Lois reported that she and Margaret met with Ann Evans from the Lawrence Arts Center.
  - 9.2 Margaret reported that she would attend an arts roundtable meeting on April 14th.
  - 9.3 Matt agreed to put together a small flyer for Margaret listing the April concert, December 2004 concert, and spring 2005 concert.
  - 9.4 Lois commented that having Margaret attend the roundtable would help the LCC make good contacts in the arts community.
- 10 Spring potluck picnic
  - 10.1 The board agreed to have a spring picnic on Monday, April 26, 2004 at 6:00 p.m.
  - 10.2 **Action:** Lois will check on the availability of the Centennial Park shelter.
- 11 Board Elections
  - 11.1 Term expirations
    - 11.1.1 Margaret's and Karen's terms were up - both are choir-elected positions.
    - 11.1.2 Andi's term expires this year.
    - 11.1.3 Lois' term also expires this year.
    - 11.1.4 Jeanine was elected to finish out the year.
  - 11.2 Margaret observed that the by-laws allowed the board to renew the terms of board members who had served only one term.
    - 11.2.1 Karen indicated that she wished to leave the board.

- 11.2.2 Margaret agreed to serve another term.
- 11.2.3 Lois expressed willingness to serve another term.
- 11.2.4 Jeanine agreed to stay one more year.
- 11.2.5 Andi agree to another term.
- 11.3 Marlene moved that Margaret, Lois, Andi, and Jeanine be extended offers to serve second three-year terms. Judy seconded and the motion was approved.
- 11.4 Lois observed that one choir-elected board position needs to be filled.
- 12 Next meeting: Monday, May 3, 2004, 6:15 p.m.