

Lawrence Civic Choir Board Meeting

May 3, 2004

First Baptist Church

6:15 pm

Present: Lois Orth-Lopes, Marlene Merrill, Larry Mallett, Elaine McCullough, Fred Johnson, Sandra Walton, Gloria Baker, Margaret Holdeman, Jeanine Morton, Karen Abraham, Robert Vaughan, Beth Davis, Andi Parson, and Steve Eubank (ex-officio).

Absent: Dave Ice, Matt and Judy Veatch.

1. Approval of Minutes

1.1. Amendment

1.1.1. 11.1.4 Jeanine was elected to finish out the year (until June, 2004).

1.1.2. 11.2.4 Jeanine agreed to stay one more year (until June, 2005).

1.2. **Motion and vote:** Jeanine moved approval of the April 5, 2004, minutes with amendments. Fred seconded the motion and the minutes were approved as amended.

2. Douglas County Community Foundation (DCCF)

2.1. Mr. Bob Georgeson representing the Douglas County Community Foundation shared information about the Foundation.

2.1.1. Started 4-5 years ago with Tensie Oldfather donation of \$3.5 million.

2.1.2. Can set up a Donor Advised account or an Endowed Fund.

2.1.3. Commerce Bank is the financial fund manager. Returned 16-17% on the investments to the common pool. Involvement means taking a "market risk".

2.1.4. DCCF provides bookkeeping, reports, tax statement, and audit reports for a fee. The cost for DCCF services is 1% of the assets up to one million or \$500 minimum for one year of services.

2.1.5. Organization can withdraw funds as the organization needs at any time.

2.1.6. Organization can submit grants for consideration from DCCF even if DCCF is manager of that organization's assets.

2.2. **Motion and vote:** Karen made a motion to approve placement of Lawrence Civic Choir's funds of \$22,000 into management of these funds by Douglas County Community Foundation as a Donor Directed Account. The LCC treasurer will gradually move funds into the DCCF investment fund over the next several months using a "dollar cost averaging" approach. Larry seconded the motion and the motion was approved by the board.

3. Treasurer's Report

3.1. Jeanine reviewed the actual expenses and income compared to the budgeted amounts.

3.2. She indicated that the LCC is in fine financial condition.

3.3. Jeanine commented that a federal form 1099 needs to be turned in each year to the IRS for our Director and Accompanist' salaries.

3.3.1. **Action:** She will take care of this form for this tax year.

4. President's Report

4.1. Lois reported that our concert collaboration with the Chamber Orchestra was successful.

4.1.1. Approximately \$3700 in gross receipts from the concert were gained.

4.1.2. Expenses and profit sharing needs to be discussed and decided; Lois will set up a meeting between Steve E, the Orchestra committee, and herself.

4.2. Margaret's efforts supporting the ordering of women's dresses and the hemming were appreciated. She is doing a great job.

4.3. Potluck picnic was a successful event. Everyone had a great time; it was a good way to end the season.

5. Director's Report

5.1. 2004 Spring Concert

5.1.1. Steve commented that he was pleased with the spring concert.

5.1.2. He indicated that he made a donation to the Free State High School Vocal Department of \$50 on behalf of the choir.

5.1.3. He also provided treats to the janitors.

5.1.4. Free State provided a wonderful venue for our spring concert and Steve has insured that we will be welcome in the future.

5.2. 2004 - 2005 Season

5.2.1. Spring Concert

5.2.1.1. April 30, 2005 is a free date for next year's spring concert.

5.2.1.2. **Action:** Lois will do the USD497 Building Facility Request form to reserve the space for us.

5.2.2. Winter Concert

5.2.2.1. December 11, 2004, is the date for our Winter Concert.

5.2.2.2. **Action:** Lois and Steve will talk with staff at First Methodist church about the arrangements.

5.2.3. Topeka performance

5.2.3.1. To round out our season next year, Steve is working on a performance date in Topeka.

5.2.3.2. **Action:** He will talk with Grace Cathedral and suggest a May 7, 2005, date for a repeat performance of our spring concert.

5.3. Steve thanked Karen Abraham for her service to the choir. Her term of office is finished.

6. Mary Rosenbloom Scholarship

6.1. Karen reported that board members had reviewed the applications and provided her with feedback.

6.2. The scholarship winner for this year is George Brahler from Free State High School.

6.2.1. He will be presented with this award on May 10, 2004, at 7:00 pm.

6.3. **Assignment:** Elaine McCullough volunteered to take over administering the scholarship program next year.

7. Evaluation of Steve and Geoff

7.1. The board discussed the strengths and any areas needing improvement for each person.

7.2. **Action:** Lois and Marlene will meet individually with Steve and Geoff for this year's job performance evaluation.

8. Budget for 2004-05

8.1. Board members discussed the 2004-2005 budget outline.

8.2. **Motion and vote:** Marlene made a motion to increase Steve's salary line item by \$200 and \$400 for Geoff's salary line item. Fred Johnson seconded. The motion passed.

8.3. The board agreed to defer until June a vote on the entire budget so that figures can be revised.

9. Election of Officers for 2004-05

9.1. The slate of officers is

9.1.1. Lois Orth-Lopes for President

9.1.2. Marlene Merrill for President Elect

9.1.3. Dave Ice for Vice-President

9.1.4. Marty Miller for Past President

9.1.5. Matt Veatch for Secretary

9.2. **Motion and vote:** Andi made the motion to approve the slate of candidates. Elaine seconded and the motion passed.

10. NYC trip

10.1. Arrangements for the New York trip appear to be on-track.

10.2. The Choir will begin practicing the musical selection.

10.3. A Lawrence concert will be May 17 at First United Methodist Church in the evening.

11. Next Meeting

11.1. The next meeting will be at Steve's home on June 14, 2004.

11.2. Lois asked Marlene to conduct the meeting in her absence.

11.3. On the agenda for the June meeting are:

11.3.1. Budget for 2004-05 (Marlene)

11.3.2. Summer Band Concert popcorn and cookie sales update
(Judy)

11.3.3. Committee work prior to the 2004-05 year

11.3.3.1. Bylaws & Policies – Margaret, Marlene, Jeanine

11.3.3.2. Fundraising strategies – Gloria, Dave, and Forest

11.3.4. Individual contributions strategies

11.3.5. Sign Up for Committees

11.3.5.1. Scholarship – Elaine McCullough

11.3.5.2. Publicity

11.3.5.3. Hospitality

11.3.5.4. Music

11.3.5.5. Finance

11.3.5.6. Historian

- 11.3.5.7. Formalize Relationship Art Center
- 11.3.5.8. Bylaws - Margaret