

**Lawrence Civic Choir
Board Meeting Minutes
August 2, 2004**

Present: Lois Orth-Lopes, Judy Veatch, Elaine McCullough, Margaret Holdeman, Fred Johnson, Steve Eubank, Robert J. Vaughan, Gloria Baker, Jeanine Morton, Marlene Merrill, Matt Veatch

1 Approval of minutes

- 1.1. Matt distributed minutes of the June 2004 board meeting.
- 1.2. **Motion and vote:** Jeanine moved approval of the minutes as submitted, Judy seconded the motion, and it was approved.

2 President's report

- 2.1 Evaluations
 - 2.1.1 Lois reported that she and Marlene met with Steve in May regarding his evaluation and salary.
 - 2.1.2 They still need to meet with Geoff.

3 Director's report

- 3.1 Music committee
 - 3.1.1 Music has selected for holiday concert:
 - 3.1.1.1 Selections from Bach's Christmas Oratorio
 - 3.1.1.2 Selections from Handel's Messiah
 - 3.1.1.3 Clausen's Hosanna
 - 3.1.1.4 Nely Belle's Estampe Natilis
 - 3.1.1.5 Thomas's African Noel
 - 3.1.1.6 Carols from Around the World arr. Carolyn Jennings
 - 3.1.1.7 Betlehemu
 - 3.1.1.8 We Wish You a Merry Christmas
 - 3.1.1.9 Silent Night
 - 3.1.2 The committee has narrowed the list of potential Spring 2005 concert selections, which include
 - 3.1.2.1 Brahm's Liebeslieder Waltz
 - 3.1.2.2 Gilbert and Sullivan's The Gondoliers
 - 3.1.2.3 Selections from Showboat by Rogers
 - 3.1.2.4 Geoff Wilcken, Phoenix of the Plains
- 3.2 Steve is still investigating the possibility of an additional performance in Topeka of the spring concert program.
- 3.3 Application to Llangollen
 - 3.3.1 Steve reported that he had submitted the application for the choral festival in Wales on behalf of the Lawrence Civic Choir.

4 Treasurer's report

- 4.1 Jeanine distributed and summarized the treasurer's report.
- 4.2 She stated that the choir's financial condition at the end of the fiscal year was quite solid.

- 4.3 She observed that the choir has an inventory of concert cd's and suggested that Judy try to sell some of the older cd's to choir members for \$5.00 each.
- 4.4 Jeanine reported that she had placed \$10,000 in the Douglas County Community Foundation account.
- 4.5 She asked about the LCC's filing of an IRS 990 form.
 - 4.5.1 No board members knew whether the choir had filed this form recently.
 - 4.5.2 Jeanine indicated that she believed the choir was delinquent in filing the 990 and would perform additional investigation.
- 4.6 Marlene reported that the LCC received a Kansas Arts Commission grant of over \$2800.
- 4.7 **Motion and vote:** Marlene moved approval of treasurer's report, Robert seconded and the motion passed.

5 Llangollen Festival/Wales/Great Britain trip

- 5.1 Steve observed that if the choir were selected for the competition then it would be important to have a balanced ensemble.
 - 5.1.1 Steve felt at least 40 or 50 singers would need to go, including 16 men.
 - 5.1.2 Steve indicated that if the choir was not accepted for the competition, it could perform in several venues and attend the competition as spectators.
- 5.2 In the past, Marlene observed, 30-35 singers traveled to Europe for the choir's trips.
 - 5.2.1 Marlene noted that the choir had engaged in targeted fundraising for most of these trips.
- 5.3 Jeanine suggested that the board consider delaying the trip until 2006 to provide more time for fundraising.
 - 5.3.1 **Motion:** Judy moved that the choir pursue a trip to Wales in 2006. Marlene seconded the motion.
 - 5.3.2 Gloria asked Steve whether the festival organizers would look askance at the choir if it pulled out in 2005.
 - 5.3.2.1 Steve did not believe that pulling out in 2005 would hurt the choir's chances of getting accepted in 2006.
 - 5.3.3 **Vote:** The motion to delay pursuing the Wales trip until 2006 was approved with 1 nay and 1 abstention.
- 5.4 Lois emphasized that the board had passed a motion to seriously pursue the Wales trip in 2006.
 - 5.4.1 Marlene suggested establishing a committee for 2006 Wales trip fundraising.
 - 5.4.2 She also suggested picking a travel agency in the near future and having the agency speak to the choir.
 - 5.4.3 Jeanine suggested that the board present the trip idea to the choir this season.
 - 5.4.4 **Action:** Marlene and Gloria volunteered to work on a standing committee. Marlene will chair the committee.
 - 5.4.4.1 Marlene felt they needed at least five other people on the committee.

- 5.4.5 **Action:** Steve suggested that the Executive Committee (plus Gloria) make a decision on the travel agency by the October 4th board meeting.

6 Future collaboration with Lawrence Chamber Orchestra

- 6.1 Steve said it would be possible to use the Lawrence Chamber Orchestra (LCO) for some elements of the Holiday Concert – specifically, the Bach and the Handel.
 - 6.1.1 He emphasized, however, that the Holiday Concert was a Lawrence Civic Choir, not an LCO concert.
 - 6.1.2 Lois commented that working with the LCO on the Spring Concert had been a bit frustrating for several reasons.
 - 6.1.3 Jeanine noted that there would not be enough room at First United Methodist Church for the choir and the orchestra.
 - 6.1.4 Jeanine also observed that the LCO would want a cut of CD's sales.
 - 6.1.5 Margaret asked Steve about other instrumentation options.
 - 6.1.5.1 Steve indicated that a smaller ensemble or organ might work.
- 6.2 **Motion and vote:** Judy moved that it was the choir's intention to collaborate with the Lawrence Chamber Orchestra in the future and with smaller ensembles from the LCO when appropriate. Jeanine seconded the motion and it was approved.
- 6.3 Lois suggested that she, Steve, and Jeanine meet with the LCO to discuss future collaborations.
 - 6.3.1 **Action:** Lois will arrange for this meeting.
- 6.4 Robert suggested that the LCC consider a formal contract in any future collaboration with the LCO.

7 Policy on used dresses and tuxedos

- 7.1 Lois stated that the board needed to decide whether it was going to help facilitate members' efforts to sell their tuxedo or dress to other choir members.
- 7.2 Members agreed that facilitating this resale would be acceptable but they also agreed that the board should **not** implement a buy back policy.

8 Preparation for fall registration

- 8.1 Registration tables
 - 8.1.1 Music – Andi, Elaine, Margaret
 - 8.1.2 Registration – Jeanine, Marlene, Matt, Judy
 - 8.1.3 T-shirts, CD's, grocery certificates – Fred, Bob Franz
- 8.2 Music preparation
 - 8.2.1 Andi would like the music to be in bags prior to the rehearsal.
 - 8.2.2 Steve will get music to Andi by August 16th.
- 8.3 Printed materials for choir members – Lois, Judy, and Matt will work on a handout for choir members that will include:
 - 8.3.1 2004-05 season program and rehearsal schedule
 - 8.3.2 Expectations of choir members
 - 8.3.3 Dress and tuxedo information
- 8.4 Refreshments for August 23

- 8.4.1 Board members will bring cookies. Lois will send out a reminder.
- 8.4.2 Lois will pick up tea.
- 8.4.3 Steve suggested having bottles of water available for choir members.
 - 8.4.3.1 Judy and others will investigate this concept.

9 Lied Center season kickoff event, Friday August 20, 2004

- 9.1 Marlene indicated that she did not feel that having a table at this event had been a particularly effective promotional activity for the choir.
- 9.2 **Decision:** Board members agreed that the choir should not participate in the Lied Center kickoff event.

10 Other business

- 10.1 Lawrence Arts Center (LAC) partnership
 - 10.1.1 Lois hopes to meet with Ann Evans of the Lawrence Arts Center to discuss ways in which the LAC and LCC can cooperate.
- 10.2 Fund raising letter
 - 10.2.1 Lois requested that board members attempt to identify individuals and organizations to which the LCC should send a fund raising letter.
- 10.3 Committee reports
 - 10.3.1 Music Committee – Elaine will set up quarterly meetings of the committee.
 - 10.3.2 Volunteers for committees
 - 10.3.2.1 Judy and Matt volunteered for Program Committee.
- 10.4 Future meeting dates
 - 10.4.1 Regular board meetings 1st Monday of the month.
 - 10.4.2 Lois proposed that committee meetings and study sessions be set for the 3rd Monday of the month.
 - 10.4.2.1 Board members agreed to that this would be worth a try.
- 10.5 Spring semester rehearsals will begin January 10, 2005.
- 10.6 Future meeting agenda items
 - 10.6.1 Future choir CD's for public sale
 - 10.6.2 Greatest hits CD
 - 10.6.3 Signature song for LCC.

11 Next meeting: Monday, September 13, 2004