

**Lawrence Civic Choir
Board Meeting
Minutes
September 13, 2004**

Present: Marlene Merrill, Sandy Walton, Andi Parson, Elaine McCullough, Larry Mallett, Margaret Holdeman, Fred Johnson, Lois Orth-Lopes, Matt Veatch, Judy Veatch, Beth Davis, Steve Eubank, Robert J. Vaughan, Jeanine Morton

1 Approval of minutes

- 1.1 Matt distributed minutes of the August 2, 2004, meeting.
- 1.2 **Motion and vote:** Fred moved approval of the minutes as written, Marlene seconded, and the motion was approved.

2 President's report

- 2.1 Lois reported that dresses for all women sized in August had been ordered and should arrive by the end of September.
 - 2.1.1 **Action:** Margaret and Judy will coordinate determining which women still need to be measured for a dress and which women owe money for a dress.
- 2.2 Tuxedos
 - 2.2.1 Lois observed that the board needed to find someone experienced to measure men for tuxes.
 - 2.2.2 Steve suggested calling Southeastern to discuss how to perform the measurements.
 - 2.2.3 **Action:** At Dave's suggestion, Andi volunteered to call several tailors in town to see if someone would be willing to do the tux measurements.
- 2.3 Lois said that she had secured the First United Methodist Church for the Holiday Concert on December 11, 2004.
 - 2.3.1 Lois also reserved the church for the Monday night rehearsal (Dec. 6th) before the concert and for a Saturday afternoon (Dec. 11th) dress rehearsal.
- 2.4 Lois reported that she and Margaret had facilitated the purchase of a dress – a current member purchased from a previous member.

3 Director's report

- 3.1 Steve detailed the Messiah selections that the choir will perform at the December 11, 2004, concert:
 - 3.1.1 No. 4 And the glory
 - 3.1.2 No. 7 And he shall purify
 - 3.1.3 No. 9 O thou that tallest good tidings
 - 3.1.4 No. 12 For unto us a child is born
 - 3.1.5 No. 18 Glory to God
 - 3.1.6 No. 42 Hallelujah
- 3.2 Carols Around the World – arr. Carolyn Jenkins – Steve is trying to get the music for this piece.
- 3.3 Bach scores – Steve will have the additional copies of the Bach Christmas Oratorio for next week's (Sept. 20th) rehearsal.

3.4 Second spring concert in Topeka

3.4.1 Steve reported that Grace Cathedral had contacted him asking him about dates for a spring concert.

3.4.2 **Action:** The board instructed Steve to inquire about the availability of Monday, May 2, 2005, for a second performance of the choir's spring concert program.

3.5 Steve said that Kathy Mallett would substitute for him at rehearsals on October 25th and November 1st.

4 Treasurer's report

4.1 In Jeanine's absence (she arrived late), the board reviewed her written report.

5 Rehearsal refreshments

5.1 Elaine stated that she and Larry are seeking replacements for arranging refreshments for rehearsals.

5.2 Sandy volunteered to coordinate rehearsal refreshments.

6 Sale of CD's and t-shirts

6.1 Judy indicated that she had CD's and t-shirts with her and would sell them at rehearsal.

7 Lawrence Arts Center (LAC) collaboration committee report

7.1 Lois indicated that the LAC was willing to give Arts in Action feature article space to the choir if we agreed to write the copy.

7.1.1 Deadline for the Winter 2005 issue is November 11th.

7.1.1.1 **Action:** Judy volunteered to prepare the article and submit it.

7.1.1.2 The group agreed that focusing on the tenor soloist would be a good hook for the article.

7.1.2 Deadline for the Summer 2005 issue is March 24

7.1.2.1 **Action:** Judy will prepare an article featuring Geoff and his new Lawrence Sesquicentennial piece.

7.2 **Action:** Lois said that the committee (Lois, Margaret, and Marlene) would examine the LAC building use policy more thoroughly and present additional information to the board.

8 Fund raising – Poinsettias

8.1 Dave passed out a draft letter that he planned to send to potential corporate poinsettia purchasers and said that Forrest would be assisting with the details.

8.2 Dave said he needed help hand-addressing envelopes.

8.2.1 Matt suggested entering the addresses into a database.

8.2.2 **Action:** Dave will coordinate this with Matt.

9 Committees that need to meet – Sept. 20th or Sept. 27th

9.1 Fundraising letter

9.1.1 Andi stated that a list of names is what is really needed.

9.1.2 **Action:** The committee (Andi, Judy, Matt) will meet on Sept. 20th at 6:15.

9.2 Constitution and by-laws

9.2.1 Lois stated that the committee needed to meet to determine how big the job really is.

9.2.2 **Action:** The committee (Margaret, Jeanine, Lois) will meet Sept. 20th at 6:15.

9.3 Wales trip

9.3.1 **Action:** The executive committee and Gloria will meet on Sept. 20th at 6:45 and prepare a report for the November 1, 2004, meeting.

10 Water bottles/mugs promotion/fund raiser

10.1 Beth presented a promotions catalog that included water bottles and mugs.

10.2 She suggested the possibility of purchasing some water bottles/mugs with the LCC logo and selling them to choir members.

10.3 **Action:** Jeanine said she would work with Beth on this promotion.

10.4 **Motion and vote:** Judy moved authorizing Beth and Jeanine to spend up to \$500 on the water bottles/mugs. Marlene seconded the motion and it passed.

11 Black folders

11.1 Andi will poll the choir on interest in purchasing black folders.

12 **Next meeting:** October 4, 2004, 6:15 p.m.