

**Lawrence Civic Choir  
Board Meeting  
Minutes  
October 4, 2004**

**Present:** Lois Orth-Lopes, Jeanine Morton, Beth Davis, Marlene Merrill, Gloria Baker, Judy Veatch, Steve Eubank, Fred Johnson, Elaine McCullough, Andi Parson, Matt Veatch

**1 Minutes**

- 1.1 Matt distributed minutes of the September 13, 2004, meeting.
- 1.2 Lois observed that Steve was not in the list of those present.
  - 1.2.1 Matt will make the correction.
- 1.3 **Motion and vote:** Marlene moved approval of the minutes as amended, Beth seconded, and the motion was approved.

**2 President's report** – No report

**3 Director's report**

- 3.1 Steve reported that he had confirmed a second spring concert for Monday, May 2, 2005, 7:30 p.m. at Grace Cathedral in Topeka.
  - 3.1.1 Steve suggested a 6:00 p.m. dress rehearsal prior to this performance.
- 3.2 Steve said he would call a Music Committee meeting this evening and discuss potential revisions to the large quantity of music programmed for the Holiday Concert.

**4 Treasurer's report**

- 4.1 Jeanine distributed the treasurer's report.
- 4.2 She noted that all choir funds were now invested with Douglas County Community Foundation.

**5 Concert attire**

- 5.1 Tuxedos
  - 5.1.1 Andi reported that the tuxedos would be ordered soon.
  - 5.1.2 She indicated that it did not appear that the tuxedo company had a tuxedo to fit one tall choir member.
    - 5.1.2.1 Andi observed that this could increase the price of a tuxedo for this choir member.
    - 5.1.2.2 Lois observed that women were being charged a flat rate for their dresses.
    - 5.1.2.3 **Motion and vote:** Fred moved that the cost of dresses and tuxedos be set at a fixed price and that the choir make up the difference in cost for concert attire that exceeds that fixed price. Marlene seconded the motion and it was approved.
- 5.2 Dress update
  - 5.2.1 Lois reported that all dresses had been ordered.
  - 5.2.2 She also stated that a former choir member had a dress that she was hoping to sell to a present choir member.
    - 5.2.2.1 Lois observed that the board would not buy back the dress but would help find a buyer.

**6 Fundraising**

- 6.1 Poinsettias
  - 6.1.1 Lois reported on an email that Dave Ice sent out providing details on the poinsettia fundraiser.
    - 6.1.1.1 Dave indicated that he and Forrest mailed 122 letters to potential corporate/organizational donors.

6.1.1.2 He also reported that he distributed 60 of the “corporate” letters to choir members for distribution to other organizations in the community.

6.1.1.3 Dave said that Forrest planned to distribute order forms to choir members at tonight’s rehearsal.

6.1.1.4 He observed that the choir had committed to purchase 1,000 poinsettias from Sunrise Garden Center and that the choir would make about \$3400 if it sells all 1,000 plants.

## 6.2 Fundraising mailing

6.2.1 Andi reported that the Lied Center donor list was quite lengthy.

6.2.2 Andi, Matt, Lois, Jeanine, and Judy agreed to meet over the weekend to work on the fundraising mailing list.

## 6.3 Avon

6.3.1 Judy reported on a potential Avon fundraiser in which 40% of the amount sold would come back to the choir.

6.3.1.1 The investment would be \$40 for 100 brochures.

6.3.2 Marlene suggested that the Avon fundraiser should be designated strictly for the Wales trip.

6.3.3 Jeanine noted that the choir was close to the \$25,000 gross income limit above which the organization would need to file an IRS form.

6.3.4 **Motion and vote:** Judy moved that the choir purchase 100 Avon brochures for fundraising. Marlene seconded but offered a friendly amendment to require that proceeds be designated to subsidize a choir trip. The motion passed.

## 6.4 Water bottles

6.4.1 Beth reported that she had ordered samples of a coffee cup and a water bottle and indicated that she and Jeanine would make a decision on what to purchase in the near future.

## 6.5 Borders bookstore

6.5.1 Gloria stated that Borders has a template for a flyer promoting local organizations.

6.5.1.1 Organizations using the flyer receive 10%-15% of the proceeds from sales from Borders customers showing the flyer when they purchase something.

6.5.2 **Motion and vote:** Judy moved to authorize Gloria to investigate this fundraising possibility, Elaine seconded and the motion passed.

## 7 Constitution and by-laws

7.1 Lois reported that the committee formed to evaluate the constitution and by-laws had been discussing issues, but she did not believe the committee would propose anything to the board until next semester.

## 8 Wales trip

8.1 Gloria reported that she had talked to the travel agency and suggested that they come talk to the board after we find out whether we have been accepted for the contest in 2005.

## 9 Lawrence Arts Center collaboration

9.1 Lois reported that she, Marlene, and Margaret, still needed to meet to discuss this issue.

10 **Next meeting:** November 1, 2004