

Lawrence Civic Choir
Board Meeting
Minutes
November 1, 2004

Present: Lois Orth-Lopes, Jeanine Morton, Beth Davis, Marlene Merrill, Gloria Baker, Judy Veatch, Fred Johnson, Elaine McCullough, Andi Parson, Sandy Walton, Larry Mallett, Robert J. Vaughn, Dave Ice, Matt Veatch

1 Minutes

- 1.1 Matt distributed minutes of the October 4, 2004, meeting.
- 1.2 **Motion and vote:** Andi approval of the minutes as submitted, Dave seconded, and the motion was approved.

2 President's report

- 2.1 Lois reported that tryouts for Messiah solos would be held on November 8, 2004, at 9:00 p.m.

3 Director's report

- 3.1 No report

4 Treasurer's report

- 4.1 Jeanine distributed the treasurer's report.
- 4.2 She emphasized that board and choir members needed to clearly identify the nature and purpose of all checks that they give to her.
- 4.3 Jeanine asked for permission to transfer \$700 recently received for a matured CD to the Douglas County Community Foundation account.
 - 4.3.1 **Motion and vote:** Marlene moved that Jeanine be authorized to transfer \$1000 (\$700 from the matured CD and \$300 in additional funds) to the choir's Douglas County Community Foundation account. Andi second and the motion carried.
 - 4.3.2 Jeanine noted that she planned to investigate the possibility of setting up an endowment account with the Douglas County Community Foundation.

5 Concert attire

- 5.1 Tuxedos
 - 5.1.1 Andi reported that the tuxedos had arrived and would be distributed at rehearsal.

6 Donation to First Baptist Church

- 6.1 Lois suggested that the board consider increasing the amount of the donation to First Baptist Church for rehearsal space in consideration of the extra use the choir has made of the church during the dress fitting activities.
- 6.2 **Motion and vote:** Dave moved that the choir make a special contribution of \$200 to First Baptist Church for the fall 2004 semester in recognition of the choir's extra use of church facilities during that time. Fred seconded the motion and it passed.
- 6.3 Sandy suggested that the choir could consider singing at a First Baptist Church worship service as another contribution to the church.
 - 6.3.1 Board members were supportive of this idea and it will be considered more fully at a later time.

7 Publicity

- 7.1 Judy reported that she had submitted an article to the Lawrence Arts Center for inclusion in the Arts in Action supplement in the Lawrence Journal World.
- 7.2 Lawrence Journal World ad

- 7.2.1 Board members expressed general support for purchasing an ad in the Journal World for the Holiday Concert.
- 7.2.2 Judy and Lois will meet to develop the ad.
 - 7.2.2.1 They also will investigate how to get on the Lawrence Journal World calendar of events.
- 7.2.3 Dave suggested exploring the potential of purchasing a larger ad than the choir traditionally has placed in the paper.
 - 7.2.3.1 He asked Judy and Lois to investigate the cost of various ads and discuss the results with other board members via email.
- 7.3 Margaret said she would add something about the choir to the Lawrence Convention and Visitors Bureau web site.

8 Fundraising

- 8.1 Poinsettias
 - 8.1.1 Dave reported that a number of churches had placed orders and that a total of 300 plants had been ordered thus far.
 - 8.1.2 He said he was looking for volunteers to make follow-up calls to potential organizational donors.
 - 8.1.3 The deadline for poinsettia orders is 11/29/04 and the plants will be delivered on 12/3/04 and 12/4/04.
- 8.2 Mailing
 - 8.2.1 Judy reported that letters had been sent to 560 potential individual donors.
 - 8.2.2 She indicated that she and Andi had created a new donor database using lists of donors to other arts organizations.
- 8.3 Water bottles
 - 8.3.1 Beth reported that water bottles had been ordered and that they should arrive shortly before or just after Thanksgiving.
- 8.4 Avon
 - 8.4.1 Judy reported that Amy Thompson had received several orders as part of the Avon fundraiser, most of them being fairly sizable.

9 Holiday Concert

- 9.1 Ticket prices - \$10 for adults, \$8 for seniors, and \$5 for students
- 9.2 Lawrence Arts Center ticket sales
 - 9.2.1 Judy brought up the possibility of having the Lawrence Arts Center sell tickets for the concert.
 - 9.2.2 Margaret observed that the LAC would get a percentage – she thought it would be approximately 15%.
 - 9.2.3 Larry commented that 15% was quite reasonable.
 - 9.2.4 **Motion and vote:** Dave moved that the board authorize the Lawrence Arts Center to sell tickets for the choir's 2004 Holiday Concert. Jeanine seconded the motion but offered a friendly amendment that the board ensure that choir members could still sell tickets themselves if the LAC sold tickets. The motion was approved as amended.
- 9.3 Program
 - 9.3.1 Judy indicated that she was working on the concert program.
 - 9.3.2 Several board members observed that Dillons, Checkers, Hyvee, and the Merc should be recognized in the program as corporate donors.
 - 9.3.3 Selling ads in the program
 - 9.3.3.1 Board members discussed the possibility of selling advertising in the program.

- 9.3.3.2 **Motion and vote:** Marlene moved that the choir accept ads in its concert programs with the price of a business card-size a being \$60 and larger ads sold at proportionately higher rates. Robert seconded the motion and it passed.

10 Future Meetings

10.1 January work session

- 10.1.1 Lois suggested that the board engage in an extended work session in January 2005.

- 10.1.2 **Motion and vote:** Judy moved that the board conduct an extended work session in January 2005. Marlene seconded and the motion passed.

10.1.3 Agenda for January 2005 work session

- 10.1.3.1 Relationship with the Lawrence Arts Center.

- 10.1.3.2 Ticket prices

- 10.1.3.3 By-laws

- 10.1.3.4 Fall/winter concert timing

- 10.1.3.5 Wales trip fundraising

- 10.1.3.6 Vermont trip possibility

- 10.1.3.7 2005-2006 season concert dates

- 10.2 **Motion and vote:** Marlene moved that members of the Music Committee be included in the January work session. Elaine seconded the motion and it was approved.

11 Douglas County Community Foundation Grant

- 11.1 Marlene and Margaret reported that DCCF grant proposals were due before the December board meeting.

- 11.2 They stated that the proposal need to center on a specific project that would benefit Douglas County.

- 11.3 Margaret said grant awards would be announced March 1, 2005, and that typical awards were in the \$3,000 - \$5,000 range.

- 11.4 Marlene asked board members to give some thought to potential proposals and to email her with their ideas before the next board meeting.

- 11.5 Margaret observed that simply submitting a grant proposal would be good publicity for the choir.

12 Next meeting: December 6, 2004

- 12.1 Lois will check on a meeting space at First United Methodist Church since the December 6th rehearsal is scheduled for that location.