

**Lawrence Civic Choir**  
**Board Meeting**  
**Minutes**  
**December 6, 2004**

**Present:** Lois Orth-Lopes, Jeanine Morton, Marlene Merrill, Beth Davis, 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 November 1, 2004, meeting.
- 1.2 **Motion and vote:** Marlene moved approval of the minutes as submitted, Larry seconded, and the motion was approved.

**2 President's report**

- 2.1 Publicity
  - 2.1.1 Lois complimented Judy on getting the article in Lawrence Arts Center Arts in Action insert in the LJ World.
  - 2.1.2 Judy pointed out that an article on the holiday concert appeared in a special holiday insert of the LJ World.
- 2.2 Dresses
  - 2.2.1 Lois thanked Margaret for all the work she did on dress orders.

**3 Director's report**

- 3.1 Holiday concert
  - 3.1.1 Steve reported that all seemed in order for the concert.

**4 Treasurer's report**

- 4.1 Jeanine distributed the treasurer's report.
- 4.2 She summarized a special fundraising section of the report that detailed income and expenses for each of the choir's fundraising projects.
  - 4.2.1 She observed that the Avon fundraiser, in particular, was quite successful – the choir received approximately \$1700.
- 4.3 Jeanine asked Fred if he could provide monthly reports on the inventory of grocery certificates.
  - 4.3.1 Fred agreed to provide the reports.
- 4.4 Jeanine noted that she attended the Douglas County Community Foundation (DCCF) annual meeting.
  - 4.4.1 She reported that it did not make sense for the choir to create an endowment account with DCCF because it would be difficult to access the money.
    - 4.4.1.1 Jeanine will work on other options for an endowment.

**5 Fundraising**

- 5.1 Poinsettias
  - 5.1.1 Dave reported that the choir sold 1,063 poinsettias, representing a profit of approximately \$3400.
  - 5.1.2 He reported that the poinsettia distribution went smoothly.
  - 5.1.3 Dave suggested that the board send thank you notes to the organizations that purchased poinsettias.
    - 5.1.3.1 Steve suggested the possibility of printing a supply of thank you cards and envelopes.
    - 5.1.3.2 **Action:** Lois will check on prices for thank you notes.

## 5.2 Fundraising letter

5.2.1 Andi estimated a 10%-12% response rate to the letter.

## 5.3 Water bottles

5.3.1 Beth reported that the bottles had arrived and she would start selling them at break tonight for \$6.00 each.

6 **By-laws** – Lois commented that the by-laws committee needed to meet before the January meeting.

## 7 Publicity

7.1 Dave agreed to send holiday concert ad copy to the Journal World.

## 8 Choir attire buy-back policy

8.1 Lois asked board members to consider the possibility of a dress/tuxedo buy-back policy for purposes of lowering the cost of joining the choir.

8.2 Matt suggested that board members think about this in preparation for discussing it more fully at the January planning session.

## 9 January planning session

9.1 Date, time, & place: January 29, 2005, 9:00 am – 12:00 pm, First Baptist Church

9.2 The Music Committee will be invited to the meeting.

9.3 Sandy will see if a large room is available.

9.4 Additional agenda items

9.4.1 Policy for purchasing gifts

9.4.2 Choir attire buy-back policy

9.4.3 Frequency and length of board meetings

9.4.4 Purchasing music

9.4.5 Date of first spring rehearsal

## 10 Holiday Concert logistics

10.1 Program

10.1.1 Judy asked for volunteers to proofread the program.

10.1.2 The board agreed that Judy should have 500 programs printed for the concert.

10.1.3 Board members agreed that the title of Handel's *Messiah* should be just "*Messiah*" not "*The Messiah*."

10.1.4 Judy asked for advice on the thank you's listed in the program.

10.2 Dave reported that there would be a need for wheelchair access to the church because a number of retirement home residents would be attending the concert.

10.3 Andi mentioned that she, Matt, and Judy could use some help carrying music to their cars after the concert.

## 11 Wales trip

11.1 Gloria reported that the Llangollen festival officials never received the Lawrence Civic Choir's application for the 2005 competition.

## 12 Spring semester

12.1 Registration – show up at 6:30 on January 10<sup>th</sup> to get set up.

12.1.1 Registration table – Matt and Marlene

12.1.2 Music – Andi and Judy

12.1.3 Grocery certificates and other sales – Fred and others

12.2 Steve said he would try to get up to the KU music library over the holiday break and try to have music available for the first rehearsal.

12.3 All board members will bring some cookies for the first rehearsal.

12.4 Judy and Lois will put together a handout with key dates.

13 **Next meeting:** Saturday, January 29, 2005, 9:00 am – 12:00 pm, First Baptist Church