

**Lawrence Civic Choir**  
**Board Meeting**  
**Minutes**  
**February 7, 2005**

**Present:** Lois Orth-Lopes, Jeanine Morton, Marlene Merrill, Beth Davis, Gloria Baker, Judy Veatch, Andi Parson, Robert J. Vaughan, Dave Ice, Matt Veatch

**1 Minutes**

- 1.1 Matt distributed minutes of the December 6, 2004, meeting.
- 1.2 **Motion and vote:** Jeanine moved approval of the minutes as submitted, Marlene seconded, and the motion was approved.

**2 President's report**

- 2.1 Lois passed around sympathy cards for two choir members for board members to sign.

**3 Director's report**

- 3.1.1 None

**4 Treasurer's report**

- 4.1 Jeanine distributed the treasurer's report.
- 4.2 She indicated that the choir lost \$471 on the holiday concert.
- 4.3 She also reported that the choir's Douglas County Community Foundation funds had earned \$2000 since the account was established.
- 4.4 Jeanine asked Lois and Margaret for additional financial data on dresses.
- 4.5 Jeanine reported that she will file the choir's corporation annual report – it currently is overdue and the report needs to be filed by the end of March.
- 4.6 Jeanine distributed a draft endowment policy that she asked board members to review.
  - 4.6.1 Margaret observed that the endowment policy represented an example of the kind of policy that she would like to see included as an addendum to the bylaws.
  - 4.6.2 **Action:** Lois asked board members to review the draft policy and be ready to discuss it at the March board meeting.
- 4.7 Motion and vote: Dave moved approval of the treasurer's report, Andi seconded and the motion was approved.

**5 Committee Reports**

- 5.1 Wales trip
  - 5.1.1 Dave distributed a report on the potential trip in summer 2006 to the Llangollen International Musical Eisteddfod in Wales. (See Attachment A for the full report).
  - 5.1.2 Dave emphasized that the choir had a great deal of flexibility in setting up the trip.
  - 5.1.3 The report proposes a 12-day trip from June 28 through July 9, 2006.
  - 5.1.4 Key dates
    - 5.1.4.1 March 7, 2005 – Board decision on whether to present to the choir
    - 5.1.4.2 March 14, 2005 – Handout to choir
    - 5.1.4.3 April 18, 2005 – Travel agent presentation to choir
    - 5.1.4.4 April 25, 2005 – Final decision
    - 5.1.4.5 August 1, 2005 (est.) – Airline bidding; pay \$100 to hold seat (refundable)
    - 5.1.4.6 October 1, 2005 – Record date for insurance and first \$500 payment
  - 5.1.5 Dave described an alternative plan to perform at the St. David's festival a week earlier if the choir is not accepted in the Llangollen festival.

5.1.6 Beth asked about a policy related to new members of the choir in Fall 2005 participating in the trip in consideration of the August 1 deadline for holding the airline seat.

5.1.6.1 Board members agreed on the need to develop a policy to address this issue.

5.1.7 **Action:** Lois asked board members to review the report and be prepared to discuss and vote on the issue at the March board meeting.

## 5.2 LCC Handbook

5.2.1 Matt reported that the handbook committee planned to create a booklet style handbook with a Frequently Asked Questions approach to presenting orientation information to choir members.

5.2.2 He said that he and Judy would distribute a draft handbook via email within the next two weeks.

## 5.3 Attire

5.3.1 Jeanine distributed a proposed choir attire policy.

5.3.2 She indicated that the choir had absorbed costs for major alterations but needed to change that policy.

### 5.3.3 Key provisions

5.3.3.1 Under the proposed policy member would need to pay for attire prior to order placement except in special circumstances.

5.3.3.2 The policy would allow members who are unable to pay the full amount to pay in three installments but they would need to make full payment prior to wearing the outfit.

5.3.3.3 Under the draft policy a member receiving a “scholarship” for attire would not own the dress or tux – they would sign an agreement requiring that they return the outfit if they leave the choir.

5.3.4 **Motion and vote:** Margaret moved that the attire policy be adopted for the spring 2005 semester on a trial basis. Marlene seconded the motion and it passed.

## 6 Fundraising

### 6.1 Borders fundraiser

6.1.1 Gloria reported that Borders offered April 8,9, & 10, 2005, as the benefit days for the choir.

6.1.2 The choir will be required to distribute the benefit days voucher.

6.1.3 **Motion and vote:** Gloria moved that the choir participate in the Border benefit days program with the option of offering customers a 10% discount and the choir receiving 10% of the sale price. Matt seconded and the motion carried.

## 7 **Next meeting:** Monday, March 7, 2005, 6:15 p.m., First Baptist Church

## **Attachment A**

Feb.7, 05

Presentation notes on 2006 LCC trip to Wales

### **Llangollen International Musical Eisteddfod**

#### **Background:**

Initial sub-committee meetings among Gloria Baker, Marlene Merrill and Dave Ice held in June 04 as a result of a Board decision to enter the Eisteddfod competition for 2005. Proposals from 3 tour managers were reviewed then and in subsequent email meetings. In the interim LCC learned that the tape sent for 2005 had not been received by the Llangollen Music Director, resulting in LCC not being considered for that year. We then focused on 2006.

On Jan 26,05 the sub-committee met with Maury Schulte, Director of Operations, Tour Resource Consultants. Maury had made a proposal for the 2005 trip, which contained a lot of flexibility and creative additional performance venues. And since he had just returned from personally handling the UK/Italy trip with Baker University Choir, the sub-committee wanted to discuss the 2006 LCC tour possibility with him personally.

The discussion was wide ranging because all 3 members had developed a list of questions for him. Maury handled the questions directly and often expanded his reply beyond the narrow scope of the question to include other tangential, but relevant, points.

#### **Following is a list of data ----and some ideas**

##### **Pre-Eisteddfod-----June 28 thru July 5**

We have a great deal of flexibility!

1. Suggested departure on Wed., June 28
2. Thursday, June 29 – arrival and recovery. We can fly to a London area airport or to Manchester airport. (hotel)
3. Coach will meet us and transport us to various locations, and back to London or Manchester on July 10, for departure to U.S.
4. Friday, June 30<sup>th</sup>. Possible lunch time concert at Salisbury Cathedral or Canterbury Cathedral. (hotel)
5. Saturday, July 1 – tour (hotel)
6. Sunday, July 2 – concert (hotel)
7. Sunday/Monday through Thursday a.m. at Harlaxton Manor – tour area and give concerts. (July 3,4,and 5)

This is a cost savings accommodation, which gives us easy access to Cambridge, Ely, etc. (dorm type)

### **Eisteddfod – July 6 through 8**

1. 2006 Eisteddfod dates: July 4 through 9 (Tuesday-Sunday)
2. LCC participation: July 6 through 8 (Thursday through Saturday)
3. Time in Llangollen: 3 nights
4. Cost per person per day is \$20.00 to cover room and board.
5. Competition day is Friday, July 7
6. Reason to stay Saturday: Assuming we win, we need to perform in the Choir of the World Competition.

### **Post Eisteddfod**

Sunday, July 9 – return to U.S. or depart on personal tour to London or other cities.

### **Important Miscellaneous Data**

1. Everything is customized to our needs/desires.
2. Tour will be driven by the concert schedule.
3. Frequent flyer miles can be used.
4. Liability insurance is covered by TRC
5. Travel insurance – individually covered
6. Coach sizes determine number of travelers
  - a. 37 passenger available
  - b. 49 passenger – standard with toilet
  - c. 53 passenger – no toilet

### **Timing/Important Dates – 2005** (plus or minus a week)

1. March 7, 2005 – Board Decision
2. March 14, 2005 – Handout to choir
3. April 18, 2005 – TRC presentation Q & A
4. April 25, 2005 – Decision

5. August 1, 2005 (est.) – Airline bidding; pay \$100 to hold seat (refundable)
6. October 1, 2005 – Record date for insurance and first \$500 payment