

Lawrence Civic Choir
Board Meeting
Minutes
March 7, 2005

Present: Lois Orth-Lopes, Gloria Baker, Judy Veatch, Robert J. Vaughan, Dave Ice, Matt Veatch, Elaine McCullough, Andi Parson, Robert J. Vaughan, Beth Davis, Steve Eubank, Margaret Holdeman, Fred Johnson

1 Minutes

- 1.1 Matt distributed minutes of the February 7, 2005, meeting.
- 1.2 **Motion and vote:** Judy moved approval of the minutes as submitted, Elaine seconded, and the motion was approved.

2 President's report

- 2.1 No formal report

3 Director's report

- 3.1.1 None

4 Treasurer's report

- 4.1 In Jeanine's absence, Judy distributed the treasurer's report.
- 4.2 Judy mentioned that Geoff Wilcken would be sending an invoice for the creation of rehearsal CD's.

5 Committee Reports

- 5.1 Finance - Proposed 2005-06 Budget

- 5.1.1 Lois distributed and summarized a draft budget that Marlene Merrill prepared.
- 5.1.2 Lois observed that Marlene needed to submit the proposed budget as part of a Kansas Arts Commission grant proposal.
- 5.1.3 **Motion and vote:** Dave moved approval of the draft budget, Andi seconded, and the motion was approved.

- 5.2 LCC Handbook

- 5.2.1 Judy reported that she and Steve had made good progress on the handbook but that there was still much work to be done.
- 5.2.2 She stated that she would have a handbook ready for the fall 2005 semester.
- 5.2.3 Judy also noted that she planned to exclude date sensitive information in the handbook so that it would not have to be updated frequently.

- 5.3 Concert attire

- 5.3.1 Lois commented on the attire buy back policy, which states that the choir will not buy back dresses as a rule.
 - 5.3.1.1 She suggested that it often would be beneficial for the choir to buy back dresses.
 - 5.3.1.2 Margaret observed that the policy did not prevent the choir from buying back dresses on a case-by-case basis.
 - 5.3.1.3 Andi observed that buying back attire at any time raised questions of fairness.
- 5.3.2 Andi distributed a proposal related to outsourcing the attire issue.
- 5.3.3 Dave suggested that the attire subcommittee reconvene and reconsider the attire policy.
- 5.3.4 Dave also asked that the issue of taxes be included in the attire subcommittee's policy discussions.

5.3.5 **Action:** The attire subcommittee will refine the attire policy.

5.4 By-laws

5.4.1 Margaret reported that some stylistic and organizational changes were being incorporated into the by-laws.

5.4.2 Lois observed that the committee was trying to clarify the duties of officers.

5.4.3 Judy asked about possible addendums for specific policies and procedures.

5.4.3.1 Margaret indicated that the by-laws still envisioned addendums of this type and asked board members to send her suggestions for possible addendums.

5.4.4 **Action:** Lois asked board members to review the draft by-laws that were distributed via e-mail and provide comments.

5.5 Wales trip

5.5.1 Gloria referred board members to the handout she and Dave distributed at last week's rehearsal.

5.5.2 The group discussed the three potential itineraries proposed by the travel agent.

5.5.3 **Motion and vote:** Dave moved that the board present the idea of going to Wales in 2006 to the entire choir for their review, consideration, and vote prior to the spring 2005 concert. Andi seconded the motion and it was approved.

5.5.4 Dave suggested that the board present the concept of the trip to the choir next week (March 14, 2005) in the form of a brief handout (including dates and cost).

5.5.4.1 The handout will include a tear off portion (including name and section) through which choir members can express whether they are interested in the trip.

5.5.4.2 Gloria will prepare the handout.

5.6 Public relations

5.6.1 Dave reported that the subcommittee brainstormed about the public relations activities the choir needed to engage in.

5.6.2 He indicated that Ann Carlin-Ozegovic provided a document with key media contact information.

5.6.3 Dave observed that the key issue was finding people to make the media contacts.

5.6.3.1 He volunteered to coordinate public relations activities – tasks would be assigned to individual board or choir members.

5.6.3.2 Gloria volunteered to help with some of the media contacts.

5.6.3.3 Dave will make an announcement at rehearsal asking for volunteers to help with media relations.

6 Name tags and attendance

6.1 Judy commented on the impact of the name tag attendance method – she observed that choir members appeared to be taking attendance more seriously.

7 Pencils

7.1 **Motion and vote:** Beth moved that the choir purchase 1,000 pencils, white with blue writing stating the choir's name and web address, at a cost of approximately \$186. Judy seconded and the motion passed.

8 **Next meeting:** April 4, 2005