

Lawrence Civic Choir
Board Meeting
Minutes
May 23, 2005

Present: Marlene Merrill, Elaine McCullough, Margaret Holdeman, Judy Veatch, Robert J. Vaughan, Dave Ice, Matt Veatch, Beth Davis, Steve Eubank, Jeanine Morton, Larry Mallett

1 Minutes

- 1.1 Matt distributed minutes of the April 4, 2005, meeting.
- 1.2 **Motion and vote:** Jeanine moved approval of the minutes as submitted, Beth seconded, and the motion was approved.

2 President's report

- 2.1 Marlene reported that the annual picnic, held on May 16, 2005, was successful.

3 Director's report

- 3.1 Music for holiday concert
 - 3.1.1 Steve described the music committee's possible selections for the 2005 holiday concert.
 - 3.1.1.1 Marlene asked whether the selections balanced secular and sacred music.
 - 3.1.1.1.1 Steve and Elaine indicated that the committee made an effort to balance the musical selections.
 - 3.1.1.1.2 Steve observed that billing the December performance as a "Holiday Concert" dictated that many of the selections for that concert would tend toward sacred music.
 - 3.1.1.2 Judy asked Steve whether the music committee could have the program finalized by the June 6, 2005, meeting.
 - 3.1.1.2.1 **Action:** Steve said he would distribute the complete program at the June meeting.
 - 3.1.2 Steve observed that the music committee would need to defer selecting music for the spring 2006 concert until the choir received notice on whether it was accepted into the Wales choral festival.
- 3.2 Steve complimented the choir on excellent Spring 2005 concert performances.
- 3.3 Steve asked that the choir send thank you notes to the Washburn University language teachers who provided the German and French pronunciation guidance on the spring 2005 rehearsal CD.

4 2005-2006 Season

- 4.1 2005 Holiday Concert: Saturday, December 10, 2005, First United Methodist Church
 - 4.1.1 This date was selected, as per the practice of the past several years, because it is the week after KU Vespers.
- 4.2 2006 Spring Concert: Saturday, April 29, 2006, Free State High School
- 4.3 2006 Spring Encore Performance in Topeka: Monday, May 1, 2006, Grace Cathedral
- 4.4 Rehearsal starting dates
 - 4.4.1 Fall: Monday, August 22, 2005
 - 4.4.2 Spring: Monday, January 16, 2006

5 Treasurer's report

- 5.1 Jeanine distributed the treasurer's report.
- 5.2 She indicated that (if an \$800 grant is included in the calculation) the choir made a bit over \$200 on the two spring concerts.

- 5.3 Jeanine reported that the Borders fundraiser netted approximately \$200.
 - 5.3.1 Jeanine and Gloria recommended that if the Borders fundraiser is attempted again, the choir should avoid the expense of a direct mailing and rely on email and other less costly ways of getting the word out.
- 5.4 Jeanine suggested that in the future concert attire bills be sent directly to her to avoid some of the confusion that resulted from previous attire orders.
- 5.5 **Motion and vote:** Judy moved approval of the treasurer's report as submitted, Margaret seconded, and the motion carried.

6 Meeting schedule for 2005-2006

- 6.1.1 Marlene distributed a handout listing all board meetings for the upcoming year.
- 6.1.2 **Action:** The listing, which Matt will put out on the web site, includes a running agenda of regular tasks.

7 Action planning document

- 7.1.1 Marlene distributed a sample action planning document for the board to review as a potential project management tool.
- 7.1.2 The action planning document facilitates listing all the tasks required to complete a project, the person(s) responsible, the due date, and the date completed.
- 7.1.3 Marlene's sample action plan included a listing of the tasks related to music distribution.
 - 7.1.3.1 Steve observed that he worked hard to borrow music to save the choir money, which sometimes made it difficult to get copies of the music in as timely a manner as everyone would like.
 - 7.1.3.2 He also commented that purchasing a piece on occasion might be appropriate for the choir and board members agreed.
 - 7.1.3.3 Marlene asked for volunteers to complete the action plan for music distribution.
 - 7.1.3.3.1 **Action:** Judy, Elaine, and Steve volunteered to work with Andi to complete the action plan by the June 6, 2005, meeting.

8 Committee Reports

8.1 Music Committee

- 8.1.1 Elaine commented on the dwindling number of people on the music committee
- 8.1.2 She suggested that the membership of the committee be increased to the level listed in the bylaws (two members from each section).
- 8.1.3 She also proposed that the committee get back to a more regular meeting schedule – she suggested a standing monthly meeting.
- 8.1.4 Marlene commented that she felt that it would be appropriate to have occasional reports to the board from a music committee member other than Steve.
- 8.1.5 Margaret noted that the bylaws limited music committee members to two consecutive two-year terms.
- 8.1.6 Steve observed that in his view the music committee was operating relatively effectively, although he had no objection to meeting more regularly and adding members to the committee.
- 8.1.7 **Action:** Steve and Elaine will work to add members to the committee.

8.2 Scholarship Committee

- 8.2.1 Elaine reported that she had received a single application for the scholarship and the scholarship was awarded to Megan Lilly, a senior at Lawrence High School.
- 8.2.2 Elaine suggested that the timeline for the scholarship be moved up in an effort to encourage more applicants.

- 8.2.2.1 Larry agreed with this and also suggested that the scholarship information be distributed to KU music faculty.
- 8.2.2.2 Elaine said she would move the date up to the fall.
- 8.3 Dave suggested mailing meeting materials to absent board members.
 - 8.3.1 **Action:** Margaret agreed to scan and email meeting materials.
- 8.4 Public Relations Committee
 - 8.4.1 Survey results
 - 8.4.1.1 Dave summarized the results of the survey of concert attendees concerning how they found out about the concert.
 - 8.4.1.2 Word of mouth or email from a friend or family member was the most common response.
 - 8.4.1.3 Direct mailing to nursing homes and schools were not effective.
 - 8.4.2 Dave acknowledged that the newspaper ad for the concert was expensive but he speculated that it helped generate news stories about the performance.
- 8.5 Wales trip
 - 8.5.1 Dave reported that 34 people had signed up for the Wales trip, 25 of whom are singers.
 - 8.5.2 He observed that the original list of those interested in going to Wales included 44 names.
 - 8.5.3 Steve observed that sectional balance was the key issue, not sheer numbers.
 - 8.5.4 The current deadline to commit to the Wales trip is August 1, 2005.
 - 8.5.4.1 Dave asked whether money should be taken from the LCC treasury and paid to the travel agency to hold more than 34 airline tickets.
 - 8.5.4.2 Jeanine commented that she felt the payment schedule had not been presented to the choir in a particularly clear manner.
 - 8.5.4.3 Steve suggested a mailing (snail mail) to the choir listing the payment schedule as soon as possible to give more singers the opportunity to get signed up.
 - 8.5.4.4 Steve also suggested that Dave and Gloria see if the travel agency can move the deadline back to September 1, 2005, to allow fall choir members to have the opportunity to sign up for the trip.
 - 8.5.4.4.1 **Motion and vote:** Judy moved that Dave and Gloria make an effort to persuade the travel agency to move the deadline for committing to the Wales trip back to September 1, 2005. Marlene seconded the motion and it passed.
 - 8.5.5 **Motion and vote:** Jeanine moved that Dave and Gloria be appointed co-chair the Wales trip committee, Margaret seconded, and the motion carried.
 - 8.5.6 Steve suggested that Maury or someone from the board make an audio-visual presentation regarding the Wales trip to the choir in the fall before the September 1, 2005, deadline.
 - 8.5.7 Gloria reported that Maury had emailed her earlier in the day and was interested in signing a formal agreement.
 - 8.5.7.1 **Action:** Dave and Gloria will present a sample agreement at the June 2005 meeting.
 - 8.5.8 Fund raising for Wales trip
 - 8.5.8.1 Steve suggested using some of the funds for uniform casual attire (polo shirts) for those going on the trip.
 - 8.5.8.2 Judy expressed concern that some choir members expected the fund raising efforts to subsidize a substantial portion of the trip costs.

9 LCC Elections

9.1 Officers

9.1.1 Secretary

9.1.1.1 **Motion and vote:** Margaret moved that the board appoint Matt, who has completed two terms as secretary, as interim secretary pending changes to the bylaws in the fall. Jeanine seconded and the motion was approved.

9.1.2 Other officer elections were deferred to the June 2005 meeting.

9.2 Board members

9.2.1 Marlene stated that there were three board vacancies and asked board members to email her suggestions for possible new board members.

10 **Next meeting:** June 6, 2005, 6:30 pm at Steve's house.