

Lawrence Civic Choir
Board Meeting
Minutes
June 6, 2005

Present: Marlene Merrill, Elaine McCullough, Margaret Holdeman, Judy Veatch, Robert J. Vaughan, Dave Ice, Matt Veatch, Steve Eubank, Jeanine Morton, Fred Johnson, Andi Parson

1 Minutes

- 1.1 Matt distributed minutes of the May 23, 2005, meeting.
 - 1.1.1 Marlene observed that in section 4.3 the date should read May 1, 2006.
- 1.2 **Motion and vote:** Judy moved approval of the minutes as amended, Marlene seconded, and the motion was approved.

2 Treasurer's report

- 2.1 Jeanine did not prepare a formal report.
- 2.2 She stated that the choir was in need of a cash box for use at the band concert concession sales.
- 2.3 Grocery coupons
 - 2.3.1 Jeanine will work with Fred or Bob Franz to arrange the purchase of additional coupons during the summer.

3 Director's report

- 3.1 Steve extended (pending his wife Evelyn's approval) to the board an invitation to hold its August 1, 2005, meeting at his home.
- 3.2 2005 Holiday Concert program
 - 3.2.1 Steve circulated a draft concert program for the board's review.
 - 3.2.2 He indicated that the choir would need to purchase music for two of the pieces.
 - 3.2.3 Steve observed that a brass quartet would be used for the Pinkham Christmas Cantata and that a chamber orchestra would be used for the Feast of Carols.

4 Outgoing President's report

- 4.1 Lois thanked board members for all their hard work during her tenure.
- 4.2 She then turned the meeting over to the new president, Marlene Merrill.

5 Committee reports

- 5.1 Bylaws
 - 5.1.1 Margaret distributed copies of the bylaws showing the proposed changes.
 - 5.1.2 She observed that many of the changes were intended to make the bylaws more streamlined and user friendly.
 - 5.1.3 Attendance policy
 - 5.1.3.1 Margaret reported that the proposed bylaws included a revised attendance policy that Judy suggested that would increase the number of allowed absences from two to four.
 - 5.1.3.2 The board agreed that the nametag attendance policy worked well and that it should continue.
 - 5.1.3.3 Steve suggested that the bylaws include some provision for appointing an official attendance monitor.
 - 5.1.4 Other proposed bylaws revisions or additions of note included:
 - 5.1.4.1 The addition of a conflict of interest statement relating to board members.
 - 5.1.4.2 A simplification of the board member election procedures.
 - 5.1.4.3 A more detailed description of the treasurer's duties.
 - 5.1.4.4 Requiring the artistic director to present to the board by February the musical selections for the upcoming season.
 - 5.1.4.4.1 Steve felt that this deadline probably would be workable for the music committee.

- 5.1.4.4.2 Elaine agreed but wanted to read the language carefully.
- 5.1.4.5 Several new appointed positions were added: music librarian, grant writer, historian, attendance monitor, webmaster.
- 5.1.4.6 A provision authorizing the creation of policies and procedures for specific topics and activities that can be changed as needed without requiring a bylaws change.
- 5.1.5 **Action:** Marlene, Margaret, and Lois asked board members to carefully review the proposed bylaws, provide comments and suggestions to the committee (Margaret, Marlene, Lois, and Jeanine) via email, and be prepared to vote on the revised bylaws at the August 1, 2005, meeting.
- 5.1.6 Once the board approves the revised bylaws they then have to be submitted to the choir for a vote.
- 5.2 Nominations for LCC Board
 - 5.2.1 Marlene reported that she had been unable to find a president-elect and vice-president.
 - 5.2.2 She asked for help in recruiting individuals to these positions.
- 5.3 Music distribution action plan
 - 5.3.1 **Action:** Judy reported that the plan was not completed but that she, Andi, Elaine, and Steve would try to complete it in the next few weeks.
 - 5.3.2 **Action:** Steve said he would get copies of all the music for the holiday concert to Geoff as soon as possible so that Geoff could get started on rehearsals files.
- 5.4 Wales trip
 - 5.4.1 Contract update
 - 5.4.1.1 Dave reported that Gloria had received a proposed contract from the travel agent.
 - 5.4.1.2 **Motion and vote:** Lois moved that Dave and Gloria chair a subcommittee to deal with all Wales contract details, Judy seconded the motion and it passed.
 - 5.4.1.2.1 Marlene, Steve, and Jeanine volunteered to serve on the subcommittee with Dave and Gloria.
 - 5.4.1.3 Jeanine suggested that the subcommittee send out the contract to the entire board to solicit feedback.
 - 5.4.1.4 **Action:** Dave said he would send the contract out to the board following the meeting.
 - 5.4.1.5 He reported that the contract included a July 15 deadline rather than the September 1 deadline suggested at the May 23, 2005, meeting.
 - 5.4.1.5.1 Dave indicated that this could be negotiable and he would try to get the deadline extended to September 1.
 - 5.4.1.6 Dave commented that it would be important to establish the number of people going on the trip as soon as possible.
 - 5.4.1.7 He also observed that once people get beyond the \$100 deposit in making their payments, then they have made the commitment to the trip and they have to find a substitute in order to get out of the commitment.
 - 5.4.1.8 **Action:** Dave also said he would send an email to the entire choir updating them on the Wales trip.
 - 5.4.2.1 Marlene, Steve, and Jeanine volunteered to serve on the subcommittee with Dave and Gloria.
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- 5.5 Member handbook
 - 5.5.1 **Action:** Judy reported that the member handbook would be ready for fall rehearsals.
- 5.6 Committee sign-up
 - 5.6.1 Marlene distributed a sign-up sheet and encouraged board members to sign up for committee service.
- 6 Relay for Life performance
 - 6.1 Judy reported that 14 people had volunteered to sing at the June 10, 2005, Relay for Life performance at Free State High School.
 - 6.2 The group will meet at the Veatch's house at 7:00 for a rehearsal and the performance is at 9:00.
- 7 **Next meeting:** August 1, 2005, 6:30 pm at Steve's house.