

**Lawrence Civic Choir
Board Meeting
Minutes
October 3, 2005**

Present: Marlene Merrill, Susan Gandhi, Jeanine Morton, Judy Veatch, Matt Veatch, Andi Parson, Jean Milstead, Margaret Holdeman, Gloria Baker, Lois Orth-Lopes, Laura Morgan

1 Minutes

- 1.1 Matt distributed the minutes of the September 12, 2005, meeting.
- 1.2 **Motion and vote:** Margaret moved approval of the minutes as submitted. Andi seconded the motion and it was approved.

2 By-laws revisions

- 2.1 The choir held a general membership meeting on September 12, 2005, at which Marlene presented information on proposed bylaws changes. The membership approved the revised bylaws by unanimous vote.

3 Treasurer's report

- 3.1 Jeanine distributed her treasurer's report.
- 3.2 She reported that she had deposited \$2000 in the Douglas County Community Foundation account as per instructions from the board.
 - 3.2.1 She indicated that procedures needed to be established to make it clear that \$2000 was in the DCCF specifically to defray costs of a future choir trip.
 - 3.2.2 **Action:** The finance committee will discuss these procedures as well as an endowment policy at a meeting on October 17, 2005.
- 3.3 Jeanine reported that she had gathered information on the choir's need to collect sales tax on its sales of goods and services.
 - 3.3.1.1 She indicated that if the choir implemented this we would have to pay sales tax on membership dues.
 - 3.3.1.2 Judy observed that if the choir is going to have to collect sales tax then it should pursue tax-exempt status as well.
- 3.4 Scholarships
 - 3.4.1 Lois reported that four women had requested help in paying for dresses but none of them had filled out scholarship forms yet.
 - 3.4.1.1 She observed that three of them wanted to pay over time.
 - 3.4.2 Marlene stated that two scholarships had been approved for membership dues.

4 President's report

- 4.1 Marlene reported that Free State High School had approved the facility request for the spring dress rehearsal and concert.
 - 4.1.1 Later in the meeting, the board observed that the dates reserved were April 21 and 22, 2006, when they should have been April 28 and 29, 2006.
 - 4.1.2 **Action:** Marlene will see if she can change the reservation date.

5 Director's report

- 5.1 Steve reported that the music committee met and agreed on performing Brahms' Requiem (in English) for the 2006 Spring Concert.
 - 5.1.1 He indicated that rehearsal files should be available commercially for this piece.
- 5.2 Steve stated that the choir's Topeka performance at Grace Cathedral on May 1, 2006, is set.
- 5.3 Contract for Steve
 - 5.3.1 Marlene still needs to work on a contract for Steve.

6 Fundraising

- 6.1 Fundraising letter
 - 6.1.1 Andi reported that the letters were nearly ready to mail.
- 6.2 Poinsettias

6.2.1 Dave Ice recently mailed letters to potential purchasers.

6.3 Avon fundraiser

6.3.1 The Avon fundraiser, coordinated by Amy Thompson, starts next week.

6.3.2 **Action:** Laura and Gloria will collect the orders on October 31, 2005, because Amy will be busy with Halloween activities.

7 Publicity

7.1 Lois suggested placing Lawrence Civic Choir brochures at the Lawrence Art's Center.

7.1.1 Gloria observed that there were brochures remaining from last year's fundraiser that could be used.

7.1.2 **Action:** Judy will make an insert with concert dates for the brochure.

7.2 **Action:** The publicity committee will meet on October 17, 2005, at 6:15.

7.3 Concert tickets and posters

7.3.1 Margaret suggested having tickets and posters available for the Holiday Concert by November 1.

7.3.2 **Action:** Judy will attempt to meet this deadline.

8 Attire

8.1 Lois reported that the dress order had been placed and that all the sizes ordered were in stock.

8.1.1 She commented that the dress ordering process went better because the choir had a number of dresses that people could try on.

8.2 Lois stated that she still had to determine how many tuxes needed to be ordered.

8.3 Marlene asked about the choir's attire policy.

8.3.1 Several board members observed that a draft attire policy had been discussed at a previous meeting.

8.3.2 **Action:** Margaret will attempt to find the draft and bring it to a future meeting.

9 Other issues

9.1 Holiday Concert

9.1.1 Margaret noted that the Holiday Concert dress rehearsal had been moved to Wed., Dec. 7, 2005, due to a conflict with a Women's Chorale concert on Fri., Dec. 9th.

9.1.1.1 **Action:** Judy suggested that someone make an announcement to the choir about this change.

9.1.2 Jeanine reported that she had spoken to the director of the Women's Chorale about cross-promotion possibilities and the director was quite willing to cooperate.

9.1.2.1 Jeanine suggested possibly going in together on a newspaper ad.

9.2 Rehearsal on Halloween

9.2.1 Steve will poll the choir to assess how many members plan to attend rehearsal on the 31st.

9.2.2 Steve observed that from the perspective of concert preparations Oct. 31st would be a good time for a fall break.

9.3 Kansas concert tour

9.3.1 Marlene observed that the Music Committee had discussed the possibility of a choir tour of Kansas communities.

9.3.2 Steve suggested a long weekend in late May or early June 2006 as a potential time frame.

9.3.3 **Action:** Steve and Gloria will put together a proposal for a Kansas concert tour.

9.4 Insurance for music library

9.4.1 Andi will look into valuing the music library, with possible assistance from KU School of Music students, for insurance purposes.

10 **Next meeting:** November 7, 2005, 6:15 pm