

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

**Present:** Marlene Merrill, Susan Gandhi, Jeanine Morton, Judy Veatch, Matt Veatch, Elaine McCullough, Margaret Holdeman, Gloria Baker, Laura Morgan, Fred Johnson, Robert J. Vaughan

**1 Minutes**

- 1.1 Matt distributed the minutes of the October 3, 2005, meeting.
- 1.2 Judy suggested that section 9.4.1 be amended to read “Andi will look into valuing the music library, with possible assistance from KU School of Music students, for insurance purposes.”
- 1.3 **Motion and vote:** Judy moved approval of the minutes as amended, Margaret seconded, and the motion passed.

**2 Treasurer’s report**

- 2.1 Jeanine distributed her treasurer’s report.
- 2.2 She indicated that her next report would reflect the fact that \$2000 in the Douglas County Community Foundation account has been set aside to defray the costs of a future choir trip.
- 2.3 Susan asked about the results of the donor letter.
  - 2.3.1 She observed that there were several individuals to whom she sold concert tickets were not on the mailing list.
  - 2.3.2 Jeanine stated that it was too early to determine the success of the fund raising letter.
    - 2.3.2.1 She observed that last year the choir received over \$3000 in response to its donor solicitation letter.
- 2.4 Jeanine reported that she had paid Wendy Wilcken an additional amount for the production of rehearsal CD’s to reflect the level of effort she and Geoff expended on the project.

**3 President’s report**

- 3.1 Marlene reported that contracts with Steve and Geoff had been signed.
- 3.2 She also reported that she had revised the Free State High School venue reservation to reflect actual Spring Concert rehearsal and performance dates of April 28 and 29, 2006.
- 3.3 Elaine observed that there had been some interest expressed at a music committee meeting in exploring alternatives to Free State as a venue in future years.
  - 3.3.1 She commented that some of the more desirable venues were churches that would not allow ticket sales – the choir would have to collect donations.
  - 3.3.2 Marlene suggested discussing a possible venue change at a future meeting.

**4 Director’s report**

- 4.1 Steve was not in attendance.
- 4.2 Judy noted that Geoff has a conflict with the Wednesday evening (Dec. 7) dress rehearsal.
  - 4.2.1 The choir will focus on a cappella pieces that evening and work on the instrumental pieces on Monday evening (Dec. 5).

## 5 Committee reports

### 5.1 Publicity

5.1.1 Judy reported that she had printed Holiday Concert posters and tickets.

5.1.1.1 She noted that she had given posters to Jean Milstead for distribution.

5.1.2 Jeanine indicated that the choir had agreed to a joint newspaper ad with the Lawrence Women's Chorale.

5.1.2.1 **Action:** Jean and Judy will coordinate the ad with the Women's Chorale.

5.1.3 Judy said she had emailed a PDF file of the poster to all choir members and suggested that they send it out to friends and family.

5.1.4 Gloria read Jean's update on publicity activities.

### 5.2 Finance Committee

#### 5.2.1 Endowment Policy

5.2.1.1 Jeanine distributed copies of the choir's temporary endowment policy.

5.2.1.2 Marlene reported that the Finance Committee had reviewed the policy and concluded that the policy was sound and should be adopted by the board as a permanent policy.

5.2.1.3 Marlene commented that the policy describes procedures for accessing funds from Douglas County Community Foundation (DCCF) account in extraordinary circumstances.

5.2.1.3.1 She stated that the policy made it clear that access to the DCCF funds should be quite limited.

5.2.1.3.2 She also observed that the policy reflected the intent that the board spend only interest on the DCCF account except in extraordinary circumstances.

5.2.1.4 **Motion and vote:** Lois moved approval of the endowment policy as submitted. Judy seconded the motion and it was approved unanimously.

#### 5.2.2 Attire Policy

5.2.2.1 Marlene deferred discussion of the attire policy to the next meeting.

5.2.2.2 **Action:** Jeanine will prepare an updated attire policy and present it at the next meeting.

### 5.3 Fundraising

#### 5.3.1 Avon

5.3.1.1 Judy noted that the Avon fundraiser had been extended two weeks due to a lack of orders.

#### 5.3.2 Poinsettias

5.3.2.1 Marlene summarized a report from Dave Ice and Forrest Swall indicating that about 150 plants had been sold to organizations.

### 5.4 Summer Tour

5.4.1 **Action:** Gloria reported that Steve would be exploring the possibility of a summer 2006 choir tour of selected Kansas locations.

### 5.5 Scholarship

5.5.1 Elaine reported that she had distributed letters to high school counselors in Lawrence.

5.5.2 **Motion and vote:** Lois moved that the choir include Perry-Lecompton High School among the high schools receiving scholarship notices and that the notice emphasize that the scholarship is for Douglas County students only. Susan seconded the motion and it was approved.

## 6 Other Business

### 6.1 Stationery

- 6.1.1.1 **Action:** Andi agreed to order additional stationery from Meserall.
- 6.1.1.2 Board members agreed that Andi should order 5,000 pieces of stationery.
- 6.2 Dates
  - 6.2.1 Next meeting
    - 6.2.1.1 Marlene suggested that the date of the December board meeting be changed because it conflicts with the December 5 dress rehearsal at First United Methodist Church.
    - 6.2.1.2 Andi volunteered to host the meeting at her home on Monday, December 12, 2005, 6:30 pm.
    - 6.2.1.3 It will be a potluck.
  - 6.2.2 Spring semester rehearsals start Monday, January 9, 2006.
  - 6.2.3 Board retreat on Saturday, January 21, 2005, 9:00 am – noon at First Baptist Church.
    - 6.2.3.1 **Action:** Marlene encouraged board members to send her agenda items for the retreat.
- 6.3 Used dress and tuxedo exchange
  - 6.3.1 Lois proposed using the LCC website to advertise used dresses and tuxes.
  - 6.3.2 Marlene suggested that the choir pursue a moderated forum to facilitate the attire exchange.
  - 6.3.3 **Motion and vote:** Lois moved that Matt set up a link to an attire exchange forum on the LCC website and include a disclaimer to limit the choir's liability. Jeanine seconded the motion and it was approved.
- 6.4 Bagaduce Lending Library
  - 6.4.1 Andi presented an appeal from Bagaduce for donations to support their music lending library.
  - 6.4.2 Andi recommended that the choir make a modest donation of \$50.
  - 6.4.3 Jeanine observed that it seemed a bit odd for the choir, as a donation seeking organization, to make a donation to another organization.
  - 6.4.4 Other board members expressed support for making a donation because of the valuable service that Bagaduce performs in making choral music available to choirs.
  - 6.4.5 **Motion and vote:** Robert moved that the choir donate \$50 to the Bagaduce Lending Library, Elaine seconded, and the motion passed.
- 6.5 Announcements at break time
  - 6.5.1 Marlene suggested that there might be a need to regulate the number and nature of announcements made at break time.
  - 6.5.2 Lois suggested and other members agreed that all announcements be cleared by the LCC president.
  - 6.5.3 Laura suggested putting up some type of bulletin board on which announcements could be posted.
- 7 **Next meeting:** December 12, 2005, 6:30 pm at Andi's house, 2516 Jasu Drive, Lawrence