

**Lawrence Civic Choir
Board Retreat Minutes
January 21, 2006**

Present: Paul Tucker, Judy Veatch, Susan Gandhi, Steve Eubank, Jeanine Morton, Robert Vaughan, Matt Veatch, Gloria Baker, Jean Milstead, Margaret Holdeman, Marlene Merrill, Laura Morgan, Elaine McCullough, Andi Parson, Lois Orth-Lopes

1 Business meeting

1.1 Introductions

1.1.1 Marlene introduced new board member, Paul Tucker, from KU's Department of Music and Dance.

1.2 Treasurer's report

1.2.1 Jeanine distributed a treasurer's report

1.2.2 She indicated that the choir lost approximately \$1500 on the holiday concert.

1.2.2.1 She observed that the costs for the concert included one time costs for music purchase.

1.2.3 She reported that poinsettia sales netted almost \$3000 and the Avon fundraiser netted approximately \$900.

1.2.4 **Motion and vote:** Judy moved approval of the report, Robert seconded, and the motion carried.

1.3 Music for visually handicapped choir members

1.3.1 Marlene observed that the choir currently has three choir members who need special music for the visually handicapped.

1.3.2 This semester there should be no costs involved with acquiring the music because the Library of Congress will provide it free of charge.

1.3.3 Marlene suggested that the choir consider a policy concerning providing copies of music for visually impaired choir members in the future.

1.3.4 **Motion and vote:** Lois moved that the board assign someone the responsibility for looking into providing music to sight impaired choir members. Jeanine seconded the motion and it was approved.

1.3.4.1 **Action:** Matt agreed to explore options for converting MIDI files to Braille.

1.3.4.2 **Action:** Andi, Marlene, and Matt will work on a policy and try to have it prepared by the end of the year.

1.3.5 **Motion and vote:** Lois moved that the choir pay for the expenses of enlarging music for a visually impaired choir member. Jean seconded and the motion carried.

1.3.5.1 Paul indicated that this would not be a copyright infringement since it does not involve avoiding the purchase of a copy of the score.

1.4 Publicity

1.4.1 Jean reported on negotiations with The World Company about television and print advertising and indicated that the prices suggested were too high.

1.4.2 **Motion and vote:** Jean moved that the publicity project with The World Company be tabled because of the high costs. Lois seconded the motion and it was approved.

1.5 Board positions and officers

- 1.5.1 Jeanine observed that she would need to step down as treasurer in the not too distant future and suggested that a treasurer-in-training be identified.
- 1.5.2 Judy suggested doing a survey to identify choir member's special skills.
 - 1.5.2.1 **Action:** Marlene will put a special skills survey together.

2 Group reports

2.1 Attire Group

- 2.1.1 Lois summarized the attire group's discussion.
- 2.1.2 Recommendations
 - 2.1.2.1 The choir should invest in a sizing set of dresses.
 - 2.1.2.2 The Choir should not get into a buy back policy but the board needs to publicize the website attire exchange forum.
 - 2.1.2.3 The board needs to publicize more effectively the timeline for ordering dresses and the deadlines for payment.
 - 2.1.2.4 Someone needs to research the acquisition of a credit or debit card.
 - 2.1.2.5 The board needs a standing committee on attire
- 2.1.3 **Motion and vote:** Lois moved that the choir purchase and maintain a sizing set of dresses (one of every size). Marlene seconded the motion and it was approved.
 - 2.1.3.1 Lois indicated that having a sizing set would make it much easier to order new dresses in the appropriate size.
 - 2.1.3.2 Steve strongly supported the motion based on his experience of having sizing sets in his work at Topeka High.
 - 2.1.3.3 Jeanine commented that these dresses could also serve as "scholarship" dresses.
- 2.1.4 Lois indicated that she had ordered several yards of the dress fabric and at least one choir member had used some of it to alter a dress. She suggested that the availability of this fabric should be promoted.
- 2.1.5 Marlene suggested that the board consider establishing the fourth rehearsal of each semester as the deadline for ordering and paying for attire.
 - 2.1.5.1 Margaret suggested that the Attire Committee be allowed to set the deadlines for the current semester.
 - 2.1.5.2 **Action:** Lois suggested that the Attire Committee bring an attire policy back to the board later in the spring and board members agreed.

2.2 Performance/Music Issues Group

- 2.2.1 Rehearsals with instrumentalists
 - 2.2.1.1 Judy reported that the group recommended that the choir should consider having two rehearsals with instrumentalists prior to a concert.
 - 2.2.1.1.1 In addition, the group suggested that instrumentalists be identified relatively early in the semester and that they receive the music early in the semester.
 - 2.2.1.2 **Motion and vote:** Judy moved that the choir have two rehearsals with instrumentalists and that Steve get one rehearsal on his own with the instrumentalists. Lois seconded the motion and it carried unanimously.
 - 2.2.1.3 Steve commented that he certainly did not oppose having more rehearsal time with the musicians but he noted that it would add significantly to the costs.

- 2.2.1.4 Elaine explained that the group viewed the extra rehearsal time as an investment that could ensure a quality performance.
- 2.2.1.5 Lois commented that in some instances the musicians needed the extra rehearsal time as much as the choir.
- 2.2.1.6 Steve suggested that the choir rehearse with the musicians on the Monday prior to the concert and at the Friday dress rehearsal.
- 2.2.2 Music acquisition
 - 2.2.2.1 **Motion and vote:** Judy moved that the music librarian be responsible for acquiring all music for the choir's performance in a semester. Robert seconded the motion and it was approved.
- 2.2.3 Concert venue preparations and management
 - 2.2.3.1 **Motion and vote:** Lois moved that a venue committee be formed to present a policy related to concert venue contracting and preparation activities. Margaret seconded and the motion carried.
 - 2.2.3.1.1 **Action:** Steve, Lois, Robert, Elaine, and Laura volunteered to be on the committee.
 - 2.2.3.1.2 The committee will look at a variety of issues including piano tuning prior to the concert, which has been problematic in the past.
- 2.2.4 Other recommendations
 - 2.2.4.1 The board should explore an alternative rehearsal venue – one that would allow for sectional rehearsals, bringing in musicians, better acoustics, etc.
 - 2.2.4.2 Steve should voice and arrange choir members early in the semester.
 - 2.2.4.2.1 **Action:** Steve said he would attempt to do this.
- 2.3 Trip group
 - 2.3.1 Matt presented the group's proposed itinerary and costs for a tour of Kansas in early June.
 - 2.3.1.1 Dates: June 2, 3, 4 or June 9, 10, 11
 - 2.3.1.2 Friday
 - 2.3.1.2.1 Leave Lawrence at 9:00
 - 2.3.1.2.2 Lunch in Salina
 - 2.3.1.2.3 Drive to Lucas – Garden of Eden
 - 2.3.1.2.4 To Victoria for dress rehearsal
 - 2.3.1.2.5 To Hays – Check into hotel and have dinner
 - 2.3.1.2.6 Perform evening concert in Victoria at Cathedral of the Plains.
 - 2.3.1.3 Saturday
 - 2.3.1.3.1 Drive to Dodge City (100 miles)
 - 2.3.1.3.2 Tour Boot Hill Museum and eat lunch
 - 2.3.1.3.3 Perform an afternoon concert (in Dodge City perhaps in new cathedral).
 - 2.3.1.3.4 Drive to Pratt (80 miles)
 - 2.3.1.3.5 Perform an evening concert in Pratt (7:30 pm) – Church or the college
 - 2.3.1.4 Sunday
 - 2.3.1.4.1 Drive to Cottonwood Falls – Tallgrass Prairie Preserve

- 2.3.1.4.2 Drive to Council Grove – Lunch at Hays House
- 2.3.1.4.3 Afternoon concert in Council Grove (2:00)
- 2.3.1.4.4 Drive back to Lawrence (home by 6:00)
- 2.3.1.5 Estimated costs
 - 2.3.1.5.1 Bus
 - 2.3.1.5.1.1 700 miles @ \$2.00 per mile = \$1400 dollars
 - 2.3.1.5.2 Hotels
 - 2.3.1.5.2.1 \$70 per room x 2 = \$140
 - 2.3.1.5.2.2 50 people = 25 rooms
 - 2.3.1.5.2.3 25 rooms x \$140 = \$3500
- 2.3.1.6 Meals
 - 2.3.1.6.1 Breakfast provided with hotel
 - 2.3.1.6.2 One meal at Hays House = \$15
 - 2.3.1.6.3 50 people x \$15 = \$750
- 2.3.1.7 Admission charges to attractions
 - 2.3.1.7.1 \$20 per person x 50 = \$1000
 - 2.3.1.7.2 Total costs = \$1400 + \$3500 + \$750 + \$1000 = **\$6650**
- 2.3.1.8 **Cost per person \$135 (with 50 participants)**
- 2.3.2 Music – Pieces by or relating to Kansas. 45 minute concerts
- 2.3.3 **Motion and vote:** Judy moved that the trip group (Matt, Steve, and Sue) make arrangements for the Kansas trip as proposed for 2006. Lois seconded and it was approved.
- 2.3.4 **Action:** The trip group will prepare a more formal proposal and present it to the choir on February 20, 2006.