

Meeting Agenda
 Choral Society of Durham Board of Governors
 8:00 – 9:30 PM, October 16, 2019
 Rand Board Room, DAC

Board Member		Board Member		Board Member		Ad Hoc		Guest	
*Bennett, John	U	*Junker, James	P	Smigelsky, Melissa	P	Parham, Susan	R		
Butler, Doug	P	Lamb, Gwen	U	*Tremmel, David	L				
Ellis, Alan	P	James, Suzanne	P	*Wynkoop, Rodney	P				
Fries, Justin	A	Poag, Coleman	P	Ziegler, Liz	U				
*Grice, Victoria	A	Sherck, Linda	P	Ziemba, Natalie	P				
Hardman, Carol	A	Sheridan, Ellie	A						

Codes: L = Chair/Leader, R = Recorder; A = Absent, P = Present, U = Unable to attend

* Members of the Executive Committee

Approval of Minutes from September 18, 2019 Mtg	Moved: Coleman	Second: Doug	For: 10	Against: 0	Abstain: 0
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Changes to minutes: amend according to Alan's notes;
 Financial Dev. move 1st bullet point of Fin. Oversight
 Fall Fundraising campaigns add "\$100 match is provided by Rodney"
 Last bullet point "funding a **portion** of Holocaust Requiem"

REPORTS

President:

- Two social chair positions filled - Jacob Robins and Mary Parker
- Audience development subgroup working on proposed templates and instructions to members for advertising our concerts on social media. Generating discussions about marketing and digital presence. Trial run with Messiah Sing-Along, Travis Morrison working on this. Looking at all digital presence, need to think about rules on social media posting, who does what, who approves? Approval for more traditional forms of publicity?

Artistic Director: Messiah Sing-Along is on for Dec 1st. Looking for soloists through his channels.

Administrative Assistant: none

Treasurer: none, discussion of new final end of year budget for 2018-19; ended the year with a surplus of \$2,872.12. Suggestion was made to present final year end budget once the books are closed for the year.

Financial Oversight: Session held on 9/30 from summer groups. Reports were made by each of the heads of the subgroups, good discussion, subgroups are continuing their work. Suggestion coming out of this meeting is to have a Marketing Committee.

Financial Development: Fall Fundraising letter and email are out. Too early to report. 16 sustaining donors; 4 new since the challenge. Auntie Flo dinner location is in flux. Waiting on Hill House due to their renovations. Gavin MacInnes has offered his house to host dinner. Question was brought up about the May 31 Fundraiser at Hill House. We are not sure if the renovations will be completed by this date.

Messiah Sing-Along-needs promotions, volunteers, WCPE, TriangleSings. Need to decide to send email only about Sing-Along.

Policy and Planning: none

Publicity and Programs: none

Technology: Updated photos on the "members" section of CSD website, another update with recently received photos will be made soon.

Diversity, Equity, and Inclusion: surveyed DEI committee about training, Dave, Suzanne and Alan met to discuss training, who, how to pay. Dave and Alan to investigate options how to go forward.

Doug asked about Groundwater training. To be looked at for with other options

Membership:none

Concerts:none

OLD BUSINESS none

NEW BUSINESS

Marketing Committee-ambiguous as to who does what, need more formal roles defined. Recommend to gather recordings of group (retirement homes visits, rehearsals, etc.) for posting on social media

Who should serve on this committee? Publicity chairs, Technology chair, Administrative Assistant,

Offer out to members who may want to join. Travis Morrison, Minna Ng, Lindsey Dunn

We need an approval process for posting-content and style, proofreader, same messaging. Would like to put structure for marketing. Have a list of people to review before final printing, need to decide what skill sets will be needed.

It was suggested to have marketing committee meet to see what skills are available and what are missing and recruit from there.

Member Survey-Susan Parham to send out 2018 survey to board to review and add questions and make suggestions.

CSD struggles with getting new board members up to speed each year. Need better procedures and schedule for when things need to happen. Try a version for the Christmas Concerts. The people who are involved in putting the program together get together Rodney, Susan, Linda, Carol, Dave, Ellie to make a starting point for schedule..

Email, social media, marketing emails need to have the same/similar process.

Some Board Members are having problems logging into Google Suite. Dave will send individual temporary passwords. Group notes will be kept Google Suite.

Motion to Adjourn	Moved:Rodney	Second:Doug	For:10	Against:0	Abstain:0
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