

Choral Society of Durham Board of Governors  
 Minutes  
 8:00 – 9:30 PM, February 20, 2019  
 Rand Board Room, DAC

*Codes:* (P) Present (A) Absent (R) Regrets (TL) Chair/Leader (REC) Recorder

Board Member		Board Member		Board Member		Ad Hoc		Guest	
*Anderson, Mary	REC	Lamb, Gwen	P	Sheridan, Ellie	P	Susan Parham	P		
*Bennett, John	P	*Miller, Darla	TL	Tremmel, David	P				
Butler, Doug	P	Poag, Coleman	R	Wood, Sarah	P				
Fries, Justin	P	Price, Rebecca	R	*Wynkoop, Rodney	P				
Hardman, Carol	R	Scharoun Lee, Melissa	P	Ziegler, Liz	P				
*Junker, James	P	Sherck, Linda	R						

\*Executive Committee

Approval of January 16, 2019 minutes	Moved: Doug	Second: Sarah	For: 12	Against: 0	Abstain: 1
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Changes: Fixed 2 typos

President                      Comments/Updates:

- Rodney's notes regarding his communication with Verena will be added as an appendix to the January 2019 minutes
  - Doug moved
  - Rodney seconded
  - All for

Rodney's notes added as	Moved: Doug	Second: Rodney	For: 13	Against: 0	Abstain: 0
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an appendix to the 1/2019 minutes					
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Conductor's comments and updates:

- For the rehearsal on Sunday, we will be bringing the risers to Grey Stone Church. Coleman will drive the U-Haul. Justin will need to get a few more volunteers who can unload the risers.
- At the concert, there are 100 aisle seats that will be initially reserved for singers during Deep Field, and 110-120 singers can fit on stage.
  - If audience numbers 591 or fewer, there will be no problem with the choir sitting in the aisle seats.
  - If the audience is larger than 591, then we will need to ask singers not to participate.
- Proposal for the year
  - Christmas concert
    - Bach Cantata 63 ("Christen, ätzt diesen Tag") (27') and carols (TBD)
    - December 14 and 15, 2019
  - Winter concert
    - Rutter Requiem (35') with the Chorale
      - Rutter's 75th birthday is in 2020.
    - Vierne "Solemn Mass for Two Organs and Choir" (25') with the Chorale
      - The 150<sup>th</sup> anniversary of Vierne's birthday is in 2020.
    - February 8, 2020
  - Spring concert
    - Britten "Ballad of Heroes" (18')
      - It has been described as a "passionate outburst against the waste and horror of war" and includes text by Auden.
    - Vaughan Williams "Dona nobis pacem" (38') with a high school choir
      - The 7<sup>th</sup> anniversary of the end of WWII is in 2020 (May 8 is VE Day, and Sept. 2 is VJ Day), and the piece includes text by Whitman.
    - Sat, May 2 (?)
  - Chamber Choir concert

- McCullough “Holocaust Cantata” (40') with the Chorale Chamber Choir
  - Sun, Jan. 27, 2020 is the 75th anniversary of Holocaust Remembrance Day, and the piece features songs from concentration camps.
- Howells Requiem (20') with the Chorale Chamber choir
- Sun, Mar. 22 (?) possibly at Judea Reform with a potential 2<sup>nd</sup> performance in Chapel Hill (Friday Center?)

Administrative assistant comments and updates:

- Eleven donors need thank you notes from board members.
- Susan mailed 18 invitations for the dinner with the conductor (31 possible guests), which is on March 29<sup>th</sup> at Parizade.

Treasurer's report:

- The Christmas money arrived from the Duke Box Office (\$6149).
- CSD returned approximately \$600 after cancelling the Sunday performance due to inclement weather.
- The Christmas concert cost CSD \$7297.
- Corporate donations are currently at \$3019.90.
- Individual donations are at \$36,595 (\$1560 since January), which is better than at this time last year (\$31,100).
- The total development income is at \$74,248 (minus the \$26,000 in restricted funds leaves \$48,248, which is substantially better than it was at this time last year (\$34,000)).
- The Triangle Community Foundation is down 5%, while Edward Jones is up 3%.

1. Financial oversight updates - Doug

- The Julian Price Family Fund was supposed to be restricted, and CSD was meant to use the income it generated. We have accumulated approximately \$5000-6000 that we should have used (the original amount was \$10,000 approximately 10 years ago).
- We also have not made regular withdrawals from the other funds, which were not restricted. We have withdrawn money from the CSD fund to cover costs, while the other funds have been growing.
- The financial oversight committee suggests that we take the income from the Julian Price Family Fund.

- Option #1: We could withdraw all the interest and realized gains that have accrued since the original amount was donated.
- Option #2: We could take \$200-300/year from the fund (based on previous earnings), leaving the original sum, interest and realized gains from the past decade.
- It is typical for most non-profits is to make regular withdrawals of a conservative amount (4-5%); the board would have to approve the withdrawal of these funds, which could then be used for operations. This would amount to approximately \$8000 per year. With the withdrawal of a conservative percentage, we would expect the level left to still grow slightly over time, keeping pace with inflation.
- If we approve this approach to managing our funds, the treasurer and administrative assistant would be authorized to spend the funds. If we needed to withdraw more than the authorized percentage, that would be a board decision.
- The next step is to develop specific procedures for the items in the resolution.
- The proposed 4% would be less than we have generally withdrawn. The primary difference would be that board approval would be required before more could be withdrawn.

The board empowers the financial oversight committee to work on developing the specific procedures pertaining to the general proposal.	Moved: Rodney	Second: Gwen	For: 13	Against: 0	Abstain: 0
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## 2. Financial development - Darla for Linda

- \$500 Matching donor
  - We are still collecting toward that amount.
  - The opportunity has been promoted in the e-newsletter and in rehearsal.
- June 2 fundraiser update
  - St. Stephen’s Episcopal Church has agreed that we can hold the event on their premises; however, our preference for a venue would be the Hill House. We are waiting for their board (the Junior League) to approve the dunk tank. Their board met Wednesday, and we hope to hear back from them soon.

- There will be a modified silent auction. Darla and Linda are collecting the gift certificates and other items. There will also be a wine raffle.
- Food will be available at a low cost. The tickets, which include food, will cost \$10 in advance and \$15 at the door.
- Durham Bulls concession opportunity
  - We would need to sign up for 10 games and supply 4 volunteers for each game, plus 2 backup volunteers in case one or more of the four primary volunteers could not attend. The volunteers run the cash register to sell food. They have to arrive approximately an hour before the game and stay through the 7<sup>th</sup> inning.
  - We would need a volunteer coordinator.
  - We would earn \$1800 for the 10 games. We could earn more if we volunteered at more games.
    - There is a concern that we would be expending a lot of volunteer capital while not earning much money, but it is worth a poll of the membership to see how many volunteers we get.
    - It may be an opportunity for those with less to spare financially to contribute.
  - We will poll the members to see if there is interest. Linda will choose the dates, which can start as early as March.

### 3. Draft of the budget for 2019/2020

- The finance committee met Monday before rehearsal.
- The board has received a copy of the budget that is the initial proposal.
- Rodney has permission to use the Chapel for free again next year (saves us \$10,800).
- Highlighted in yellow in the document are the dividends, interest, and Edward Jones gains/losses; we have not taken that as money to use in the past; therefore, the assets increase or decrease by those amounts, but we do not receive them as cash (\$10,400).
- Doug and John are working on changing our financial reports over the summer to make them easier to understand and more transparent.
- In order to perform Rodney's proposed program in the 2019-2020 season, we need an additional \$22,000. This amount is not particularly expensive in the context of previous years.
  - We need to communicate the costs of the performances to the membership.
  - We also need to identify additional sources of donations.
- The finance committee will present an updated budget to the board next month.
- The goal is for the board to approve the budget next month; the budget will then be sent to the membership.

#### 4. Publicity (group photo)

- We have been working to increase our presence on social media.
- We would like to post pictures of rehearsal and a video clip that is less than 2 minutes long.
  - We need to check whether there are participants less than 18 years old. If there are, we will need to obtain parental permission to post their pictures.
- Another idea is to post pictures and brief interviews with choir members on Instagram and Facebook.
- It would be very useful to have a high quality photo of CSD in concert dress on the risers.
  - Pati Darak will be at rehearsal Sunday (2/24) and Friday (3/1), taking pictures. However, those will not be in concert dress. We cannot take a photo before the March 3<sup>rd</sup> concert, so we need to remember this request and determine a time that will work before an upcoming concert, when taking the photo would not be using valuable rehearsal or paid orchestra time.

#### 5. Diversity committee update - Melissa

- The diversity committee will submit a proposal in March. The goal of the proposal is to convince the board that diversity should be a priority. However, it may make sense to revisit the overall strategic plan (5-year plan leading up to CSD's 75<sup>th</sup> anniversary) at the same time so that diversity can be selected as one of several priorities that are chosen to be the focus of the group moving forward.
- The Asheville Choral Society is an example of a non-profit organization that is making good progress in addressing diversity. They started with strategic planning at the board level, and the board endorsed diversity as one of their 4 core values, which started to change the norms for the membership.

#### **Old Business:**

Board terms and Tickets Chair

#### **New Business:**

Motion to adjourn	Moved: Justin	Second: Dave	For: 13	Against: 0	Abstain: 0
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