

Meeting Minutes
 Choral Society of Durham Board of Governors
 8:00 – 9:30 PM, March 18, 2020
 Zoom Meeting

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

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

** Members of the Executive Committee*

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|--|-------------|---------------|---------|------------|------------|
| Approval of Minutes from February 12, 2020 Mtg with corrections/changes made | Moved: Doug | Second: Ellie | For: 11 | Against: 0 | Abstain: 0 |
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REPORTS

President:

- ESC planning meetings underway
 - Had the second meeting Monday 3/16
 - Refining questions to ask
 - Refining lists of people to interview
 - Refining list of CSD members for focus groups
 - Working to get the lists close to finished but expect to add to interview lists as ideas of additional people to add come up during the interviews
- Board recruitment update
 - Hampered without rehearsals to talk directly with people
 - Have a candidate for Ellie's position
 - Eager and has experience in graphic design
 - Have a candidate for Treasurer position, too
 - Has experience with other groups and uses QuickBooks

- Have candidate for Vice Presidency
- Two positions open
 - At-large
 - Liz's position
- Budget for next season nearly finished
 - Need to tweak some things due to the change in concert schedule for chamber choir
 - Otherwise, pretty much there
 - Need to submit in about 10 days for the Durham Arts Council grant
 - Some numbers are in flux because it's hard to tell what will happen
 - We look pretty solid from a cash standpoint
- Working on DAC grant
 - Budget is being prepared for the grant proposal

Artistic Director:

- The person who oversees lighting at the Chapel has responded to Rodney
 - They are still looking into what they will do
 - Some adjustments have been made
 - The ones right above the steps going down have been brightened/cleaned
 - Plans to visit in the evening (after dark) sometime to see the cleaned/brightened lights
- Two concerts postponed
 - CSD Chamber Choir has been rescheduled to November 8
 - All musical personnel are on board
 - Norm Lowenthal is working to secure the readers for that date
 - Expect to still have the Chorale Chamber Choir involved
 - Will have budget ramifications because this won't be the "major" concert of the 20-21 season, but a carryover from 19-20
- Working with soloists and orchestral musicians to reschedule the May 2 concert
 - Looking at June 13 for the concert
 - This would be two weeks after the Fundraiser and two weeks before the Ruggero concert
 - Rehearsal schedule is still being worked out due to uncertainties
 - Still waiting to find out what the plan will be for rescheduling with Duke Chapel
 - Could do with modest rehearsals - as few as three
 - Would be a great concert and don't want to just give up on it at this point
 - Recommend updating the website to reflect that the concert will be postponed and a rescheduled date will be forthcoming
 - Ellie will need six weeks' notice for the program if we want dates listed
 - Won't have the information that far in advance
 - Should go forward with as much of the program as possible
 - Can omit date
 - Can use inaccurate list of singers if needed
 - If we don't make a spring/summer date, want to have a plan for any significant changes
 - Will keep Ellie in the loop on the details and plans as they are solidified

- Having conversations with Jeremy Tucker of Durham Public Schools regarding the idea of CSD forming some kind of high school/youth choir
 - Want to discuss the ideas and what that might look like
 - Meets the educational goals of CSD
 - Different than collaborating because it could be more consistent
 - Would bring back ideas from that meeting and possibly bring a proposal if it seems feasible
- Ruggero concert still scheduled
 - Has hired another pianist that was needed for that performance
- E-mails to connect with current singers have been well received
 - Lots of positive feedback about the recent e-mail with 20-second clips
 - Helps keep a sense of community and connectedness
 - Plan to do some more
 - First day of spring
 - Bach's birthday

Administrative Assistant:

- Chamber Choir concert with NC Central University in February
 - Total attendance was 296
 - \$1,170 in joint donations
 - Half of that came to CSD and half went to NCCU
 - Donations were made directly to NCCU and CSD which were given to the respective groups
 - This covered most of the costs of the concert performances
 - The proceeds are currently included in the individual donations line item
 - May want to move to a different line, such as fundraising functions
 - The Messiah sing along is a similar event and went into fundraising functions
 - Susan will move the income from the concert to the fundraising functions line item
- DAC grant proposal deadline is moved to April 1
 - Rodney will get sound clips to Susan for this
- DAC is closed to the public during the pandemic
 - Susan goes in to get the mail periodically
 - This is a cumbersome process
 - Would like to forward CSD mail to her home until the DAC reopens
 - Board members had no concerns about this plan

Treasurer:

- Have already met our goals for individual donations for the season with more coming.
 - Individual donations as of 3/16/20 are \$42,446.52.
 - Budgeted for \$42,000 so we are already above that amount
 - At this time last year, donations were \$37,557.08 so we have exceeded that by \$4,869.44
- Edward Jones funds are down from last month approximately 14% in value
 - February value was \$33,499.91

- March value is \$28,611.99
- The Triangle Community Foundation don't show as much loss
 - February value was \$204,296.52
 - March value is \$203,534.14
 - This is only 1% change, but they do not update their figures daily like Edward Jones does
 - Expect that we have actually had more losses in the last few days
 - A comparable loss of 14% would be around \$28,000, as an example

Financial Oversight:

- Looking at numbers for the rest of the year based on the current situation
 - Having the spring concert in June versus next year
 - Looks like we are in good shape either way
 - Recommend trying to go forward with presenting the concert
- Before the arrival of the COVID-19 virus had been reviewing our funds
 - Planning to meet with Edward Jones and Triangle Community Foundation
 - These will likely be phone meetings
 - Working to determine where the anonymous donation will go when it is received
 - This process takes some time and we want to make a good decision

Financial Development:

- Determined that the motion approved in February regarding funds from the anonymous donor needs to be changed to clarify and correct the plan for the funds and matching funds.

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| <p>Motion to amend the motion previously accepted at the February Board meeting regarding moving \$50,000 from our CSD reserves into the new endowment that will be seeded with the \$375,000 donation to be received from an anonymous donor over the next 2 years. The amendment should reflect that CSD will not move the \$50,000 in reserves as approved until after it has been determined exactly what account will hold the endowment and at the discretion of our Finance Committee so that the transfer can happen at a time that is financially favorable given market conditions.</p> | <p>Moved: Linda</p> | <p>Second: Coleman</p> | <p>For: 13</p> | <p>Against: 0</p> | <p>Abstain: 0</p> |
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- Update on Conductor's Dinner (originally scheduled for March 27)
 - Expect to be near the end of June
 - Will still be at Parizade
- Discussion about Spring Fundraiser
 - Even if we come out of restrictions by May, seems like it won't be a good time to ask businesses for donations
 - This would mean there would not be anything to auction as a fundraiser
 - The wine pull would also be an issue for the same reason
 - We don't expect to receive much in the way of donations for the food alone

- Depending on what happens with the potluck, could combine the two events as more of a social function
- Could move the event to the end of June
- Expect that regardless of what we do, this would not be a substantial fundraiser for CSD
- Perhaps this would be a good time to be mindful of our business partners
 - Could encourage people to frequent these businesses
- Alternately, could ask our CSD members to buy gift cards from local businesses and then have a silent auction at the end of year gathering for CSD members
 - Could probably do this quite well with two weeks' notice
 - Would recommend spreading the word once we know the concert has been rescheduled and know that it will happen
- Planning to go ahead and cancel the May 31 date
 - Susan will cancel because she is contacting them about the May 4 date, too
- Linda will communicate with the committee members/organizers about the plan to hold off on the fundraiser event

Policy and Planning:

No report

Publicity and Programs:

No report

Technology:

No report

Diversity, Equity, and Inclusion:

- Slowly surveying diversity trainers
 - Nothing new to report about specifics
- Brainstorming about new directions for collaboration, outreach, and education
 - Will be doing remote meetings for the near future

Membership:

No report

Concerts:

No report

OLD BUSINESS

None

NEW BUSINESS

- Discuss options for end-of-year business meeting

- Usually put the budget before the membership at that meeting
 - Need to give two weeks' time for them to review
 - Don't need to have the vote completed until late June
 - If can't have a meeting in person by then, would need to resort to online voting
 - The hope is that this won't be necessary
 - Once we know when the vote will occur, will need to provide the budget to members for review
 - Prefer not to provide this too early because it may be forgotten
 - Expect we won't have the opportunity/resources to give a budget presentation during a rehearsal yet this season
 - Could do this presentation in the fall at the beginning of the season
 - Or could do a presentation with recorded audio to share with members

- In uncharted territory with the virus
 - Is there any kind of mechanism to become aware of our members' needs during this time?
 - Struggling with the situation and need support
 - Need groceries, etc., and needs help
 - There is not a mechanism at this time
 - Perhaps Dave could make an e-mail suggesting/offering so that the group/leadership could help those who need assistance
 - This would be discreetly handled and would not be shared with the general membership
 - Melissa would be willing to be the point person
 - Suggest rotating responsibilities so it doesn't fall to one person
 - Some people might not feel comfortable with technology or surveys, so they may prefer an alternate method of communicating needs
 - Dave could be the one given as a contact person and he will funnel responses to the appropriate person or people to follow up as necessary
 - Dave will prepare the communication and method of receiving responses

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| Motion to Adjourn | Moved: Rodney | Second: Alan | For: 13 | Against: 0 | Abstain: 0 |
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