

Meeting Minutes
 Choral Society of Durham Board of Governors
 8:00 – 9:30 PM, August 21, 2019
 Rand Board Room, DAC

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

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

* Members of the Executive Committee

Approval of Minutes from June 19, 2019	Moved: Rodney	Second: Gwen	For: 11	Against: 0	Abstain: 0
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Changes to minutes: Chamber Choir expects to have a net loss, rather than a net profit.

REPORTS

President:

- Excited about the new year and the work that is already being done
 - Working committees and subgroups doing some great work
- Online presence seems a bit behind and would like to establish a working group for this.
 - Natalie is interested in this and has social media experience.
 - There are some others who might be a good fit to work on this.
 - Hoping to have fresh eyes to bring it more up to the standard of other similar groups.
- Susan has signed us up for a Google for Nonprofits account to have Google Drive and Google Docs to share among the board
 - Folder for each Board meeting
 - Agendas and minutes will be there
 - Easy to archive and review past meetings
 - Can upload and share documents within Google Docs to edit or Drive to view and share
 - Changed agenda for every board member to give a report
 - This will make it easy to add items when editing the Agenda in Google Docs

- Please add some bullet points about what you've been up to or are thinking about so we can collaborate and coordinate across committees and board members
- Would like to develop a timeline of tasks that need to be done
 - Sometimes this is a calendar (complete by this date)
 - Other items are certain number of days/weeks before a concert or other event
 - Shared Google Doc to add these items
 - Should make it easier for new board members to step into positions or for people to fill in if someone is unavailable
- Working to find someone to fill Rebecca Price's vacated At Large seat on the board
 - Contacted Ann Murphy to get ideas of people who could fill this position
 - One person has declined the position
 - Have two other people to talk to
 - President can appoint this person, once someone is identified
- Working to recruit two Social Chairs
 - Currently do not have a Social Chair and need volunteers
 - Dave will send out an announcement to request volunteers
 - Like to have two people to divide the work
 - Ellie will e-mail Dave the name of someone who may be a good fit.
 - Dave will follow up to determine interest/availability.

Artistic Director:

- Still a lot to be decided about the NCCU collaboration concert
- Friday Center logistics are being worked out
 - Trying to keep a small footprint there
 - May not be able to rehearse on site
- Auditions are coming up in two and three weeks
- Messiah sing-along
 - December 1 (Sunday) at the end of Thanksgiving weekend seemed like a good idea
 - Scheduling conflict at Duke Chapel we don't want to compete with
 - Considering the day prior, November 30
 - Pros and Cons for this date
 - Earlier in the weekend of Thanksgiving
 - Out of town guests might come
 - Susan P is not available Saturday afternoon that weekend, but is available that evening or Sunday
 - Concern about Susan not being available
 - Could be a way to force CSD to learn how to fill in, in case of emergency
 - Mary Anderson was a big help last year, but we don't know if she is available
 - Tim Turkington is checking with Duke Memorial to see if we can use their space
 - Option for a second location if DM doesn't work out
 - No organist yet, but Rodney knows someone he would like to use
 - Earlier in November isn't as good because people aren't in the "Messiah mood" yet
 - Last year, did the weekend before Thanksgiving

- Uncertain if that weekend would work this year, but it works better for several board members
- Suggest to keep November 24 open

Administrative Assistant:

- Received Durham Arts Council grant
 - \$750 in cash
 - \$18,000+ in facility use
 - Rehearsal space
 - Board meetings
 - Office space
- Getting an announcement out to everyone about buying music for this season
- Ready to announce the new season
 - Florence has written a newsletter that will be released a week later
 - People using forms on brochures is greatly reduced
 - Uncertain if brochures are necessary and useful at this point
 - Not an easy thing to make and include the required information
 - Highlighting the website more may be a better idea
 - Current season's brochure seems crowded due to additional concerts and more complicated programs
 - Expect to have more complicated programs in the future
 - Other groups don't use forms in their season brochure
 - Direct people to the website
 - Complexity associated with getting the form into the brochure
 - Still want to have the fundraising letter that comes a few weeks later (in October)
- Working on updating the website and the link to buy tickets is ready
- Melissa had wanted to do a ticket selling kit to help members sell tickets last year but was unable to do this during the year
 - Susan is going to try to put something together
 - Needs input and ideas
 - Consider including a discussion of ticket selling strategies during new member orientation
 - Susan will talk with Norm about ideas
 - Pati Barrow is another person who might have thoughts about the kit
- Need all board members to complete the conflict of interest form for grant purposes
 - Must do each year
 - If a conflict comes up later in the year that you haven't disclosed, please notify Dave or Susan

Treasurer:

- Not much activity this early in the year
- Some individual donations, so a little better than this point last year
- Most expenses related to music and office needs
- Edward Jones funds down about 2% from last month
- Triangle Community Funds statement has just arrived for end of June

- Last year's budget looked pretty good after ticket money was added
 - Considering that we canceled the biggest performance of the year, it turned out pretty well
- Uncertain if we are still expecting a \$7,000 deficit for the year, given the new information received
 - Dave is planning to use the information he has to try different scenarios
 - May have changed since the budget was developed and approved

Financial Oversight: No report

Financial Development:

- Update on Summer Financial Sustainability Meetings
 - Meetings have gone very well
 - Twenty people are engaged in the process right now, in some way
 - Open to anyone who wants to join in the process
 - Leads of the four committees will meet September 9 to share with each other
 - Discuss summer meeting outcomes
 - Work on intersections and commonalities
 - May meet as a whole group again or in subgroups
 - Subgroups are:
 - Nuts & Bolts
 - Fundraising
 - Advanced Planning
 - Audience Development
 - No decisions will be made in any subgroup without coming up through the board
- Progress toward goal of obtaining \$7200 in Business Sponsors for FY19-20
 - Work began in the summer to get Business Sponsors
 - Have all of our same advertising sponsors back
 - This year there will be both inside cover ads in color and one or two pages of inside ads in black and white
 - Because Parizade and Ruggero Piano will be moving to inside pages, we still need to sell another inside color cover ad
 - Next e-newsletter will include a paragraph about seeking more business sponsors
 - Ads are for the whole season
 - Cost between \$400 and \$1,000 depending on the ad location, size
- Donor appreciation events: Auntie Flo Dinner and Annual Conductor's Dinner
 - Auntie Flo dinner
 - Florence has agreed to host again
 - Will be at the Hill House again
 - Picking one of three dates in January very soon
 - Conductor's dinner
 - Late March expected
 - Need to confirm with Parizade
- Fall Annual Fundraising Campaign Appeal
 - Plan is to get the appeal letter out as early in October as possible

- Working on the theme for the year
 - Last year focused on clip of music and quotes from kids
 - Rodney working on a clip from Itaipu to use this year
 - Letter includes web URL
 - E-mail has direct link to the clip
- Working with one donor to become a matching donation for sustainers
 - Very easy to become a sustainer
 - The goal is to encourage people to give a little more each year through recurring gifts than they would with a one-time gift

Policy and Planning: No report

Publicity and Programs:

- In the process of making the brochure
 - See discussion under Administrative Assistant report
 - Final product is in flux at the moment
 - Expect to finalize and get to the printer soon
 - Want to have an element that can be used as a bookmark
 - Possibly use a QR code on the bookmark or brochure
 - Definitely want to link to the website's donor page
- Working with News & Observer and Herald Sun
 - Will be in holiday guide for December concerts
 - Spring concerts will be in the spring guide
- Season listing and announcement for auditions
 - Durham Indy
 - Triangle Sings
- Working on Durham Magazine
- WUNC had a price increase this year
 - We raised the budget so we should still be okay
- WCPE and Triangle Sings prices have not changed

Technology: No report

Diversity, Equity, and Inclusion:

- Several meetings with members of last year's working group
 - Has become a committee this season
 - Those members have planned to continue
- Paying attention to the financial development discussions
 - How do those things intersect with Diversity, Equity, and Inclusion
- Looking into Racial Equity trainings
 - Multiple opportunities in the Triangle
 - Will send information about the scheduling and cost of them
 - Will need to discuss this in a future meeting
 - What these trainings are like
 - What they would help us learn

- Cost and how to pay for it
- Role of the committee
 - Want to explore that with the board in the future

Membership:

- Have seven people signed up so far to audition
- This is normal at this point.

Concerts: No report

OLD BUSINESS

Dispensation of old risers

- Dave will contact Justin about the current status

Policy for loaning of risers

- Had some discussion last season but no final decision
- Concerns
 - Use – wear and tear
 - Liability
 - Need someone who knows how to put them together
 - Who would supervise loading/unloading?
- Recommendation is not to loan the risers to any groups unless closely affiliated with Rodney

NEW BUSINESS

Meeting time change

- No board members in Chapel Choir at this time
- Currently have the room reserved 7:30 pm-9:30 pm for each meeting
- Could start earlier and end earlier
 - Option to extend the meeting if we need more time
 - Could possibly save money if not staying until 9:30
- Feasibility
 - Need to find out if changing the time would exclude any board members
 - Need to find out if moving the time would make it hard to recruit new board members in the future
 - If anyone objects to the time change this season, will keep at 8 and plan to move to 7:30 for next season.

Motion to Adjourn	Moved: Rodney	Second: Ellie	For: 11	Against: 0	Abstain: 0
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