

Meeting Minutes
 Choral Society of Durham Board of Governors
 8:00 – 9:30 PM, September 18, 2019
 IBM Room, DAC

Board Member		Board Member		Board Member		Ad Hoc		Guest	
*Bennett, John	P	*Junker, James	P	Smigelsky, Melissa	P	Parham, Susan	P		
Butler, Doug	P	Lamb, Gwen	P	*Tremmel, David	L				
Ellis, Alan	P	James, Suzanne	P	*Wynkoop, Rodney	P				
Fries, Justin	P	Poag, Coleman	P	Ziegler, Liz	P				
*Grice, Victoria	R	Sherck, Linda	P	Ziemba, Natalie	U				
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 August 21, 2019 Mtg with changes from Linda	Moved: Gwen	Second: Ellie	For: 11	Against: 0	Abstain: 2
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Amendment of Minutes from August 21, 2019 Mtg with changes from Rodney	Moved: Doug	Second: Rodney	For: 16	Against: 0	Abstain: 0
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Changes to minutes: Corrections/clarifications regarding program ads and sustaining donors from Linda
 Artistic Director – bullets made the Friday Center statement looks like part of NCCU concert but it is not
 Admin assistant – Pati Barrow (correct spelling)
 Treasurer’s report – Canceled only one performance not the biggest “concert”

REPORTS

President:

- Have filled Rebecca Price’s vacated At Large seat on the board
 - Melissa Smigelsky is filling this position and is here tonight
- Working to recruit two Social Chairs
 - Has spoken with Jacob and he will get more information from Elena Popowitch before deciding

- Will need a second Social Chair if he accepts
- New member photos
 - Working on that now
 - May ask people to submit photos of themselves
 - Since the photos are for internal use only, it is okay if they are different
 - Just need to make sure the photos are fairly close up and don't have other people in it
 - Working to make a Google form to collect the images and information
- New member orientation – Monday, September 23 at 6:30 PM
 - All board members are invited
 - Carol and Justin will talk about concerts and membership items
 - Also want to cover information about tickets and history of the group
 - Susan has a document with information for new members, including concert attire and attendance related issues

Artistic Director:

- Thank you from Duke Chorale for CSD allowing them to use the new risers for their upcoming concert
- Have 21 people who have resumed or started singing with us for the first time
 - This includes people who were accepted in the summer and this fall
 - Several high school students
 - Hope to keep increasing diversity on several fronts in the future
- Riverside High School director followed up with Rodney
 - They have decided not to participate in the concert
 - Was going to be a difficult effort because their prom is the same night
 - Uncertain if we will try to collaborate with a different school
- Chamber Choir is doing a concert in a new venue
 - Ruggero Piano's concert hall
 - Seats about 100 with a small stage
 - Have a built in program on the final Friday of each month
 - Have an audience already
 - We will advertise as well
 - They are one of our business partners
 - Will perform music with piano
 - Concert will be more popular in repertoire for a younger crowd
 - Improve footprint in Raleigh
 - No cost to CSD but no fee received, either
- Society Singers
 - Plan to have a rehearsal in early November
 - Working with Travis to figure out better ways to engage Society Singers with social media
 - Norm will have some role in getting the word out in more traditional formats
- Nothing new about the Messiah Sing-Along
 - Don't have an organist yet due to scheduling/availability
 - Have Duke Memorial available to us

- Their staff is eager to do a collaboration
 - Collaboration would reduce costs but also split revenue
- Still working on identifying and securing an organist to play
 - Has some ideas to follow up on
 - Suzanne will get contact information for Tom Jones to Rodney

Administrative Assistant:

- Ticket links are up on website as of this afternoon
- Brochures have not yet arrived to mail service, but they have the addresses
 - An issue with the page layout and how it folds
 - New version sent two days ago
 - Will take two weeks to arrive to mail service

Treasurer:

- Final financial report for 2018-19 has been updated again
 - Had some additional income
 - Received Edward Jones statement for the end of year
 - This version is expected to be really final
- Just paid accountant for tax services
- Ahead on income from this time last year
- Investment accounts for the past month
 - Minor decrease in Triangle Community Fund
 - Increase in Edward Jones

Financial Oversight:

- Over the summer, gathered about 20 people interested in financial future of CSD
- Met several times as a group
- Broke up into smaller groups
 - Advance Planning
 - Development and Fundraising
 - Audience Development
 - Financial “Nuts and Bolts”
- Lots of ideas bubbled up as a result of these meetings
- Finding places where the groups are working together
- Looking at how we work together and could restructure the groups to work better
- Making a lot of progress in the smaller groups but larger group is interested in seeing what the other small groups have done (ideas generated)
- Will meet as a large group at the end of September to share ideas from the smaller groups
- Meeting on the 30th will be right before rehearsal
 - Anyone who wants to is welcome to attend
 - Rand board room is the location
 - Can just hear what’s been happening or join in the process going forward
- Committee and subcommittees will continue to work after the meeting at the end of this month
- Each group’s leader is trying to have their group act as a steering committee

- Not rigidly structured so additional input is welcome

Financial Development:

- Update on Summer Financial Sustainability Meetings
- Fall Annual Fundraising Campaign Appeal & Matching Gift for Sustainers
 - October 7 will have “stuffing party” to mail the letters
 - Letter is in draft stage right now
 - Will encourage sustaining donors
 - Matching gift for first 34 new sustaining donors
 - Working on form to return sustaining donor pledge by mail
 - Will also have online method for donations and sustaining donors
 - Email will follow up a few days after the letter with link to donation page
- Progress toward goal of obtaining \$7200 in Business Sponsors for FY19-20
 - Not much progress since August
 - Ruggero Piano is now solidified
 - Still looking for more business sponsors
 - Any ideas are welcome – Linda just needs a contact name/info
- Updates on Auntie Flo Dinner and Annual Conductor’s Dinner
 - January 19th is Florence’s preferred date
 - Waiting for confirmation from Hill House
 - Working on contact with Parizade for the Conductor’s Dinner
- Messiah Sing-Along
- Specific donors are funding the Holocaust Requiem concert
 - This money has already come in
 - Reflected in financial statements

Policy and Planning: No report

Publicity and Programs:

- See update on season brochure in the Administrative Assistant’s report

Technology: No report

Diversity, Equity, and Inclusion:

- Racial equity training follow up
- From working group last season, came up with some recommendations
 - Increase diversity of membership
 - Increase audience diversity
 - Shift in repertoire and programming
- Group members discussed their backgrounds and life experience to all get onto the same page
- As a group, they recommended that the board go through a similar process to support a more diverse and equitable organization
- Racial Equity Training would help the board to
 - Understanding systemic issues

- Identify desired changes
- Need to determine if the board wants to pursue this training and if so, who would pay for it
 - Good feedback from the particular training that has been identified
 - There is a 3-hour introductory training that is available but the 2-day training is recommended
 - Envision the whole board participating in the training (not necessarily together)
 - Concerns about cost to board members or to the organization
 - If we decide to undertake this training and cost as an organization, would likely need to vote the money out of the reserves
 - Would not come out of the operating budget for the year
 - Could put off until next season and include the cost in that budget
 - Sliding scale is available
 - What happens if we start this process and training with this board
 - Would all new board members need to attend the trainings?
 - How would this affect the budget in the future?
 - Consider the relative benefits of having the whole board attend the training versus having a small group go to the training and bring information back to the group or orient new board members in the future without them having to attend the training themselves
 - Certain roles on the board might make more sense to have attend the training over others
 - Generally, interest in the training itself is high
 - Time/scheduling is a factor
 - Cost and who covers it is another factor
- How was this training identified as the way to achieve what the working group hopes for the board and organization
 - Not a systematic approach to reviewing and deciding, but based on personal experiences
 - Alan has participated in the recommended training
 - Can provide other options to compare
- Main issue at this point is how to pay for this and how to best implement the training
 - Suzanne and Dave will discuss further with Alan

Membership: No report

Concerns:

- Looking into getting spare wheels for the risers
 - Don't want to have one break down without a spare
 - Expect a small expenditure for that

OLD BUSINESS

None

NEW BUSINESS

None

Motion to Adjourn	Moved: Alan	Second: Suzanne	For: 16	Against: 0	Abstain: 0
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