

# Towne Singers Board Meeting Minutes

## Sept. 27, 2010

Meeting called to order by President Bob Moses

Board members attending: Bob Moses, Ann Elger, John Therrien, Ken Kimball, Chuck Hains, Lenia Scanlon, Lynette Smith, Camille-Couture-Carter, Nancy Sensenbach, and Dell Hake.

Members present: Conductor Beth Richey, Helen Moses, Howard Bucey, Angie Brown, Wayne Meseberg, Julie Kirby, Diane Rohan, Pam Shannon, Merrily Hake, and Mary Thomas

Minutes of Aug. 10, 2010 were passed around for all to review. The minutes were approved as corrected the corrections being that Ken Kimball was in attendance and a subsequent dues motion was for \$165.00 also the music fee was added to this making the total \$200.00. Additionally the decision was made for the rehearsal to go to 9:15pm with the social hour to follow.

President Bob Moses

Reported that our nonprofit status has been suspended he has submitted a query to the Secretary of State who responded that it was the Franchise Tax Board that suspended us. Bob has now submitted an application for a certificate of revival to the Franchise Tax Board. To date they have not responded.

Until this is resolved we must be very careful of any fundraising activities or donations accepted. As of now we do not know why we were suspended. John reported that he had filed all the required tax returns.

Until this is resolved we need to remove the non profit statement from the web site and any printed materials we have. Bob is concerned about possible board fiduciary responsibilities in this situation. In relation to Board and Towne Singers liabilities Ann updated the board members on the insurance that we have. There is a one million dollar policy to cover the board of directors and a 2 million General Liability to cover Towne Singers and for each event Ann submits an application and receives a certificate covering that specific event and naming the venue we are performing at adding them to our coverage for that date.

Administration Report: Ann Elger Administrator:

I have registered 104 singers for this concert including 17 new members. The breakdown is 17 Soprano 1 & 22 Soprano 2 Total 39 Sopranos. 15 Alto 1 & 15 Alto 2 Total Altos 30 10 Tenor 1 & 8 Tenor 2 Total 18 Tenors. 10 Bass 1 & 7 Bass 2 Total 17 Bass

I have collected from all but 4 members and all but 2 new members.

24 members paid the full season's \$200.00 dues.

If we are wearing concert attire for the concert I will need to order Tux and concert dresses for new members ASAP. Ken said artistic committee will make a decision soon.

Rental of Community Center for our rehearsals is paid thru Nov. 29th. Rent is \$70.00 per night for 7pm-10pm Paid \$840.00 for winter season. Ann requested dates for spring rehearsals so she can start the rental process and be sure we have the hall.

Church rental for our Christmas concert. No contract has been received to date. Ken will contact the church and have them send Ann the contract and she will then apply for the insurance certificate.

Spring concert contract for Glendale high School has been signed and a non refundable \$500.00 deposit has been paid.

Post office Box rental is \$56.00 and it has been paid

Concert information was requested for the two spring concerts and is as follows

Opera Concert April 25, 2010

Total ticket sales were 451 with 438 Adult 13 Child and 18 comp tickets

Total Ticket Sales income was \$6,675.00 budget amount was \$16,800.00

Spring Concert Sea to Shining C June 13, 2010

Total ticket sales were 484 with 477 Adult 7 child 22 Comp tickets

Ticket Sale income \$6,735.50 concert Budget \$8,515.00

Of tickets sold 4 were sold on the Web site and 38 at the door

Income from advertising would be above the ticket sale income

Our Storage Unit rental is \$249.00 per month. Bob Elger has been in charge of moving things to and from it and letting people in as needed. He measured it and checked the amount of items stored and feels that a 7 by 10 would be large enough for the items currently stored. We now have a 10 by 10 unit. After checking prices at other facilities Ann negotiated with the current company and they will give us a 10X7 for \$169.00 it is reserved pending the board's decision.

We need to be aware that we have loaned out the risers and if they are returned they would not fit in the smaller unit.

Nancy moved that we rent the smaller storage unit. Motion Passed. Ann will make the arrangements We have a new employee Teresa Parente. I need a job description and list of her duties for the file and insurance.

President Bob Moses read the main points of the contracts for our two paid singers who are independent contractors.\$300.00 per month for 10 months also keep in mind that they are paid \$25,00 per hour for singing at other events. Their only duties other than singing are answering any questions from members who request their help. Lenia moved that we approve the contracts for the paid singers Motion Passed.

Finance Report: John Therrien

John passed out a financial report for 2009. This statement shows a loss of \$10,734.00 but John does not have all the figures yet. Also he does not have the figures to show the income and expenses for the two concerts. John said he will have this information by the next board meeting.

Julie Kirby asked about the \$600.00 that Phyllis Winnaman donated to underwrite our wrap party. The expense for the party is shown on the statement as \$3,242.00 also there is no income being shown from the amount that those attending the party paid. John will check into that.

With the increase in dues and increase in membership we should have no loss this season. However we need to keep a tight watch on expenses

We have scholarship applications that have been turned in. The processing procedure was discussed.

President Bob Moses appointed Ann Elger, John Therrien and Lenia Scanlon to be on the scholarship committee. It was noted these need to be processed ASAP the maximum number of scholarships to be given out will be left up to the committee.

Using the same program cover for both or all concerts to save costs was discussed. It was noted that ad sales cover the cost of the programs

Using a form to submit bills was discussed this would help us keep a better track on expenses. A check authorization form would be submitted and approved then given to Pam to write the check. This procedure was used in the past and Ann has the forms.

Artistic Committee Report – Ken Kimball

Ken passed out the proposed budget for the upcoming Holiday Concert. The projected income is \$13,750. Based on 800 tickets being sold and \$1,500. From program advertising. Projected Expenses of \$8,750. A \$50 item for makeup was removed. Motion to accept the budget with \$8,700. expenses was made by John Therrien – passed.

Conductor – Beth Ritchie

Composer Bill Kraft has requested we sing one of his compositions and she would like to know the board's opinion. It would be in the spring 2012 concert. His work is unusual but would not require any additional instruments or expenses. It would be about a 3 minute song. Nancy moved that we do one of his pieces. Passed

Beth asked for the boards opinion whether to proceed with Mid America Productions in obtaining itinerary and other information's for a tour of Greece in 2012. All agreed to present the full information to the choir and see how many would be interested in participating. The price including air is \$2,700. Motion made and passed to proceed.

Development – Lynette Smith

In process of applying for a grant but that may have to be put on hold due to nonprofit status. She has

two other fund raising ideas and passed around fliers on Sees Candy and Cheesecake items that could be done in addition to the wreaths possibly in the spring.

Marketing and Promotions Lenia Scanlon

Chuck will be doing fliers for the concert but not posters. We do not have an advertising budget for this concert so she will not plan on doing any paid ads. She was concerned the phone number we have been using is a FAX line and she feels our image needs to have us easy to contact with questions. Ann agreed her phone number could be used and she is the one who does phone order tickets for will call so that should work well

Nancy Sensenbach Alto Section Leader brought up the fact that having the break at the end of the rehearsal is a problem everyone just leaves and with the chairs being removed and having to move their things there is no chance to socialize and we are losing an important part of the Towne Singers experience. All agreed this is a problem but we have only tried it for one rehearsal lets give it another chance and then revisit it. Beth feels that people are here to rehearse. But she is fine with the social break if wanted.

Helen Moses will be putting together an E Mail to send out requesting volunteers. If anyone needs volunteers let Helen know.

Julie Kirby asked why we are not having the sectionals this season. Reason given was that the retreat will take the place of the sectionals. Beth said we will break out into groups for specific sections to work on their parts then all come together for extra rehearsal on needed pieces also it will make it one day instead of two.

Meeting adjourned at 7:13pm

Respectfully Submitted

Ann Elger, Administrator