

Newburyport Choral Society
Regular Board Meeting
September 11, 2017

Call to Order: President Solomon Berman called the meeting to order at 7:03 P.M. at the Institution for Savings, 93 State Street, Newburyport, MA.

Present: Solomon Berman, George Case, Tom Clark, Mary Dissette, Anthony Grassi, Brian Greenberg, Sarah Hall, Joanne Johnson, Ralph Johnson, Mary Ann Lachat, Margaret McQuillan, Maryellen Moreland, John Moreland, Brenda Rich, Beth Rogers, Phil Smith, Sandy Starr, and Carol Yunker.

Absent: Penny Lazarus, Kerri MacLennan,

Announcements: Sarah announced that she had few member surveys from last night's registration, that having them filled out had gotten lost in the business of registration but that they would emphasize next week. We registered 114 singers. Solomon reported that George was one of the winners of the Forty under Forty award given by the Newburyport Chamber.

Special Orders: Appointment of Treasurer: Solomon announced that due to family illness, Andrew Heaton has tendered his resignation as Treasurer, which was accepted. Mary Ann Lachat made a **motion** to suspend the rules to consider the nomination of a new Treasurer. Tom Clark seconded and the vote was unanimous. The President, under Article IV, Section 4, Paragraph D, Clause 1 of the Newburyport Choral Society Constitution nominated Beth Rogers to the Treasurer's position. The board voted unanimously to accept Beth Rogers as Treasurer.

Consent Agenda: Solomon noted that the Assistant Conductor item is being removed from the consent agenda.

The following were all accepted and approved:

- Handbook updates
- Minutes from the retreat of June 10, 2017 with one spelling change – deprecate to depreciate
- Registration report
- Section Leader Duties

Officer Reports:

Treasurer's Report: Beth Rogers reported that the tax return is complete and has been submitted. We are doing OK in general. Carol made a motion to accept the Treasurer's Report. Ralph seconded and all voted to accept.

President's Remarks: Solomon expressed pleasure at our recent events; the Newburyport Chamber Music Festival collaboration, the Summer Sing and our first rehearsal.

New Business: Beth provided the Form 990 for review. Joanne made a **motion** to approve and Tom Clark seconded. The Form 990 was unanimously approved.

Assistant Conductor: George explained that he has only one grad student this term, that she has a great deal on her plate, and he does not want to overburden her with the Assistant Conductor position. He, therefore, would like to have John Verkuilen continue as the Assistant Conductor with somewhat decreased duties. John would attend every other rehearsal; conduct rehearsals when George is absent; conduct a piece in both the winter and spring concerts determined by the music director and assist the MD

in other ways as necessary. The pay per semester would be \$1000. The Executive Committee endorses the proposal. On a **motion** by Ralph, seconded by Carol the proposal was unanimously approved.

Strategic Planning: Mary Ann and Sandy explained the differences between and the functions of the Operations Plan and the Strategic Plan. Mary Ann went on to explain that in the past we would create a five year plan and then it would be forgotten, never being integrated into the ongoing operations. Already some items have been incorporated into the Ops Plan but more has to be done to fully integrate the two plans. The focus this term will be on reviewing each team's plans and determining whether they are actually feasible and where help is needed as well as what kind of help is required. To assist teams and directors Mary Ann reported that she and Sandy will run through the Operations Plan for the upcoming month at each meeting.

Team Progress Reports:

Communications & Marketing: Brian emphasized the goal of developing a core writing team from the Board and the chorus at large to create informational and publicity brochures for the general public and members on sponsorship, our history, etc., and for board directors to help in their goals. This team is also responsible for website content and for marketing our concerts. Maryellen suggested looking for talents in members' families and at area high schools for such things as video skills, and offered to contact Newburyport High School. It was suggested to adjust the member survey to note specific jobs and the amount of time that should be required to get them done. It was pointed out that this team needs to connect with IT more.

Membership & Outreach: Sarah reported that Kerri MacLennan has suggested a collaboration with the Pentucket Chorus. The definition of and communication to Section Leaders is in the works and there is to be a meeting next week. Penny and Kerri are working on the education classes and a meeting about a chamber chorus is to be set.

Revenue/Fundraising: Solomon reported that this team wants to put together a history of fundraising efforts, clean up our mailing lists, identify people who can help in raising money or who have helpful contacts, and identify possible new sources of income. PayPal giving is now operative. The goal is to increase financial streams. John Moreland asked about the Skylark announcement; Joanne and Tom will present this at rehearsal next week.

Adjournment:

BOD Announcements: Solomon noted that the next meeting will be on October 10th and that items for the agenda are due by October 6th.

On a motion by Tom seconded by Mary Ann the meeting adjourned at 8:27 PM.

Respectfully submitted,

Sandra Starr, Secretary