

Newburyport Choral Society
Regular Board Meeting
April 10, 2018

Call to Order: President Solomon Berman called the meeting to order at 7:06 P.M. at the Institution for Savings, 81 State Street, Newburyport, MA.

Present: Solomon Berman, Mary Dissette (7:35), Brian Greenberg, Joanne Johnson, Ralph Johnson, Mary Ann Lachat, Kerri MacLennan (7:13), Maryellen Moreland, Brenda Rich, Beth Rogers, Phil Smith, Sandra Starr, and Carol Yunker.

Absent: George Case, Tom Clark, Sarah Hall, Margaret McQuillan, John Moreland,

Announcements: Solomon noted that it was the Secretary's birthday yesterday and wished her a very happy one. Brian reported that Bob Hackard has recently suffered a health event and sent around a card. Joanne reported that we are out of Winter concert CDs and that she ordered 30 more, and Ralph reported that the riser railings are in.

Executive Session: On a motion by Ralph, seconded by Joanne the Board entered Executive Session at 7:07 PM from which it returned at 7:30 PM. Vice President Mary Ann Lachat then made a motion to amend the FY 2018 budget as follows:

Section 1. The Board of Directors Authorizes the retention of the services of a Guest Conductor for the Spring 2018 concert.

Section 2. The Music Director, the President, and the Executive Committee be Ordered to select the Guest Conductor.

Section 3. The President be Authorized to enter into a contract for the services of a Guest Conductor on behalf of the Board of Directors.

Section 4. The Board Authorizes and Appropriates a sum of money not to exceed \$3000.00 for any remuneration, fees, and expenses associated with the contract for the services of a Guest Conductor.

Section 5. The Fiscal Year 2018 Budget be Amended to reflect all remuneration, fees, and expenses associated with the Guest Conductor.

Section 6. The President be Ordered to notify the Board of Directors via electronic mail of the name and any pertinent biographical information and bona fides of the selected Guest Conductor as soon as is practical to do so. The President be further Order to send the contract for the services of the Guest Conductor to the Board of Directors via electronic mail as soon as is practical to do so.

Section 7. The Treasurer shall distribute all monies to the Guest Conductor upon the completion of said services, as specified by the contract.

Carol seconded the motion. Brian questioned whether the Guest Conductor would be paid the full amount appropriated if needed for only part of the tasks leading up to and including the concert. If a guest conductor is required, the payment will cover only those necessary tasks to cover George's absence. The vote to amend the budget was unanimous.

Consent Agenda: The minutes of the March 2018 meeting were accepted and approved.

Officer Reports:

Treasurer's Report: Beth presented the Treasurer's Report which on a motion by Joanne, seconded by Ralph was accepted.

President's Remarks: Solomon praised and thanked board members for carrying on and doing their jobs.

Committee Reports:

MCC Gateway Grant Site Visit: Mary Ann noted that we have made the first cut in this process and will be having a site visit on April 28th. She explained the process, the Cultural Investment Portfolio program, the purpose of the site visit, and what the long-term benefits to NCS could be.

Scholarship Committee: Kerri announced that the scholarship winner is Allison Burke of Danvers and asked about the next steps in the process.

Nominating Committee: We still have no chair but some progress is being made to fill vacancies. Solomon thanked all those who have notified him that they will be returning to the board. Mary D. asked about the tasks of the chair of the nominating committee. It was noted that we still need to have transitional documents for each position.

Director Actions: Solomon explained the requirements of Board member attendance as detailed in the Constitution. The Secretary reported that as of March 30 Tom Clark has missed 3 meetings and Margaret McQuillen has missed 4, and made a motion pursuant to Article IV, Section 4, Paragraph C, Clause 1 of the Constitution that the Printing Director be suspended from the services of the Board. Beth seconded. The motion was unanimously denied.

Ongoing Business:

Social Media Policy: Mary Ann highlighted the points and goals of the policy. After much discussion, Ralph made a motion to adopt the policy as submitted. Mary D. seconded and the policy was adopted. Mary Ann will notify the Facebook administrator about the policy and answer any questions.

Ops Plan Review: Ralph noted that an item for arranging the police detail should be added one month before the concert. Beth questioned the timing of the budget committee meeting, pointing out that figures from the spring concert would not yet be available. Solomon noted that George had asked for the earlier date last year in order for him to obtain the orchestra members he wanted. This came in response from communication from our orchestra contractor, Peter, who revealed that other organizations in the area have been hiring players earlier each year. It was suggested that the sections of the budget that George would need for orchestra contracts could be approved before the full budget. Finally, after much discussion, it was decided that Beth would contact Peter for more information. Brenda requested the addition of LCC follow-ups before the end of May. Also needing to be added is the MCC Project grant submission by May 1st. Mary Ann noted that all approvals for the retreat agenda must be in by June 14.

Spring Concert Overview:

Logistics: Ralph noted that Belleville will be available for setup after April 15th. With the large orchestra and more singers, more time will be needed to get things set up.

Music Director: Solomon reported that George feels things are going well and that we are about 80% there. We do, however, need a fugee triage.

Concert Manager: Phil reported that ticket sales appear to be on track – comparable with previous years. Volunteers are needed to provide food and punch, and we need a hall monitor for Saturday. Janet Nee has agreed to handle the reception.

Revenue: Joanne reported that ads are doing okay and some business sponsors still need to be contacted. Mary D. reported that a great deal of follow-up is needed for the individual sponsors. The position needs more than one person doing the work.

Marketing: Brian reported that he is in the process of contacting the Globe, the Daily News, the Current and local churches. He asked that the poster PDF be sent out again. Mary Ann offered thoughts on how to stir up interest and sell the concert.

New Business:

2018-2019 Meeting Schedule: It was agreed to keep the second week of the month as the board meeting time with tentative meeting during December and May. It remains to be seen if we will meet on Mondays or Tuesdays.

Adjournment: On a motion by Carol, seconded by Ralph the meeting adjourned at 9:58 PM.

Respectfully submitted,

Sandra Starr, Secretary