

Music Club Board Meeting

3:00 PM – November 19, 2018

Present: Lee Weir, Jim Ward, Ron Pearson, Richard Coles, Jerry Lauer, George Barilla, Didi Nielson, Charlene Chapman-Madden, Judy Snedeker (arrived 3:52 pm), Jean McCurdy, Kristyne Olson, Marilyn Book, **Guests:** Jolene Nerdahl (Drama Club)

Dues Paid Music Club Members: 274

Call to Order and Roll Call

President Lee Weir called the meeting to order with a quorum present.

Approval of Previous Minutes

Minutes of the 15 October 2018 BOD meeting were distributed to BOD members prior to the meeting. It was moved by Marilyn Book that the minutes be approved as distributed, Kristyne Olson seconded the motion which was approved.

Director Reports

Treasurer: Ron Pearson presented the October 2018 financial report that was distributed prior to the meeting.

	Month	YTD	YTD	Better
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>(Worse)</u>
Income	\$14,752	\$121,178	\$120,852	\$ 326
Expense	\$17,920	\$112,248	\$120,354	\$ 8,106
Profit (Loss)	<u>(\$ 3,168)</u>	<u>\$ 8,930</u>	<u>\$498</u>	<u>\$ 8,432</u>

Balance: All Cash at Month End \$45,489

Jim Ward made a motion to accept the Treasurers report, it was seconded Kristyne Olson. The motion was approved.

Reports were delivered in writing and/or verbally by **Band Representative: Len King, Classical Concert Coordinator: Bob Walling, Vocal Representative: Charlene Chapman-Madden, Showcase Coordinator: Jean McCurdy, At Large Directors Didi Nielson/Marilyn Book, Technical Director: George Barilla, Information/Scheduling Coordinator: Judy Snedeker, Internet Coordinator: Kristyne Olson, Past President: Jim Ward.**

Unfinished Business:

Action items

(Refer to the action item list accompanying these minutes for disposition of all action items)

New Business

1. Ron Pearson provided an update of the 2019 draft MC budget and requested early resolution of outstanding budget needs or revisions to avoid last minute updates.
2. Kristyne Olson moved that the \$781.25 proceeds from funds collected at the recent Amphitheater Music Al Fresco event be donated to the Glendale Community College MC Scholarship fund. George Barilla seconded the motion which was approved. This donation requires CAM approval prior to check being written and requires from the recipient a 501(c)(3) which goes to CAM along with a CCF 15 form. (see action items for follow up).

3. Jolene Nerdahl, Drama Club Vice President, advised that the Drama Club policy regarding lending props, and Club assets has been tightened up because some items lent out have not been returned. All requests to borrow Drama Club assets must go through the current President, Kate Heiser, and have to be requested by the MC President. MC producers/ directors will have to make such requests through the MC President.
4. Kristyne Olson presented guidelines she prepared for the types of e-mail communications that are to be distributed in e-blasts to Music Club members. There was consensus that these be adopted and entered into the minutes for the record. Kris will also post them on the MC Club website.
5. Jim ward stated that the MC and Drama Club made a joint presentation to the Space Allocation Committee that was well received regarding a request for construction of new storage space. He also encouraged the formation of a nominating committee.

President: Lee Weir indicated that Jerry Lauer would be chairing the December Board meeting while he is away. He also indicated that the BOD must continue address the action items associated with the critical need to recruit additional volunteers to help current Directors. Part of the solution might be found by dividing up work or having two or more people share a task so there is shared responsibility through teamwork. Lee suggested that we need a paragraph or so to outline the specific tasks for a new volunteer from each director desiring assistance. Then a personal approach to seeking out volunteers would be pursued rather than general calls for volunteers.

Member Comment: (non- agenda items)

Announcements:

The next Music Club Exec BOD Meeting will be held **Monday, 17 December 2018, 3:00 pm at Cimarron**

Music Club Dinner/Dance, 30 November 2018

Adjournment: Kristyne Olson made a motion to adjourn, seconded by Charlene Chapman-Madden that was approved. The meeting adjourned at 5:03 PM.

Richard Coles
Secretary

Lee Weir
President

Music Club BOD Action Items

19 November 2018

NOTE: Completed Action Items will be shown as such and included on the next action list at the following BOD meeting after which they will be dropped from the list. Any Uncompleted Action Items will be carried over to subsequent BOD meetings under heading of Action Items.

Action Items Completed:

1. **Marilyn Book** is looking for someone to assume the role of **Coordinator of the Social Committee**. She will investigate the applications for membership to see who might be able to fill this position. (Linda Videon has taken on the task for this year). **Completed**
2. **Judy Snedeker** is seeking someone with computer skills and dedication to assist and serve as a back-up in her role as **Information/Room Reservations/Scheduling/ Venue Setups Coordinator**. (**Donna Mills** has taken on responsibilities for Grand Singers scheduling). **Completed**
3. **BOD members** are to notify **Kris Olson**, prior to next meeting, of any suggested revisions to the draft guidelines she prepared for the types of e-mail communications that are to be distributed in e-blasts to Music Club members. **Completed**
4. **Bob Walling & Richard Coles** are to meet with Paul Heiser and Earle Greenberg to discuss MC video requirements for the various concerts to ensure that both understand their respective assignments based upon current commitments and potential needs for 2019. **Completed**

Continued or New Action Items from 19 November 2018 Board Meeting:

1. **Marv Myhre** is seeking an additional volunteer to assist with the internal publicity coordination.
2. **Lee Weir** asked the **BOD** to address the critical need to recruit additional volunteers to help current Directors, Ron, and also Marv who are both carrying very substantial workloads. In particular, there is need for an assistant to the Treasurer and also a volunteer who could handle all MC contracts.
3. Bob Crawford, a MC member, advised that the MC website code is very outdated and recommended that we rebuild our website with more up-to-date code. **Kris Olson** will identify requirements for the MC website, prepare a scope of work and obtain costs/options from GoDaddy to build an up to date website. She will also obtain the cost for a web building interface software called WordPress which will allow authorized MC members to maintain the website. Kris will present the costs and options for the rebuilding of the MC website to the BOD.
4. **Lee Weir** to strike a Nominating Committee, comprised of three MC members who are neither current Board members nor aspiring to run for Board positions, to identify candidates for the 2019 slate of Board officers.
5. **Jerry Laurer** to research other music club websites to cull best practices for possible incorporation in the proposed upgrade to the MC website.
6. **Judy Snedeker/Jolene Nerdahl** to resolve any outstanding MC/ Drama Club conflicts related to show dates and/or technical resources for 2018/2019.

7. **Bob Walling** to obtain approval from CAM and complete paperwork for proposed \$781.25 donation to Maricopa This donation requires CAM approval prior to check being written and requires from the recipient a 501(c)(3) which goes to CAM along with a CCF 15 form.

8. **Board** to set policy and assign the tasks outstanding related to A/V recording of MC performances.

9. **Board** to consider the Karaoke Proposal in detail.

Policy for Email Distribution to Music Club Members

The following items describe the kinds of messages that will be distributed to Music Club members.

1. Music Club meeting notice, including agendas, minutes and other documents related to the meeting.
2. Music Club social function notice
3. Audition notice for Music Club show.
4. Request for Music Club volunteers
5. Treasurer's request for annual Budget information
6. E-blast advertisement for a show/event sponsored by the SCG Music Club received from Internal Publicity or the show's Producer.
7. Death notice of member or member's immediate family and related messages from member/member's family
8. Thank you message for gift/award received from the club
9. Notice of a very serious accident/illness of an active member. This type of message must be approved by the Music Club president.
10. Message to the Grand Singers from the Grand Singers Council President, Director or Assistant Director that is related to rehearsals and performances.
11. Message to the Grand Singers from the GS Librarian regarding sale of music.
12. Drama and Comedy Club advertisements for their shows and open auditions, when requested by their club president or their liaison to the Music Club board.

Any exception to the above must be approved by the Music Club president.