

AGENDA

Genesee Chorale Board
September 24, 2018 9:00pm
405 E. Main St Batavia

Attendees: Heather Lovelace, Ric Jones, Amy Perl, Mark Christensen, Al Barcomb, Janine Fagnan, Peg Thomas, Sharon Larsen, Cindy Furman, , Marsha Coy, Jim Ellison

Absent: Nancy Hoag

I. Minutes – Peg (0 min)

- a. Minutes from June 2018 approved

II. Treasurer Report – Jim – \$ 12,825.63 in the bank. Collected dues\$ 3,300 and more coming in. Approved.

III. Discussion of PayPal and communication – Heather, Jim, Ric, ALL

- a. Discrepancy noted by Jim in June - approx. \$214 recap. No other discrepancies noted.
- b. Al recommends making a one-time adjustment to our accounts. Paypal accounts have already been separated to prevent any errors in the future.

Action: Cindy made a motion to make a one-time adjustment – Janine seconded. All approved.

c. Communication regarding finances

- i. In order to keep all in the loop and avoid confusion can ALL communication be copied to the entire board.
- ii. Issues preferably should be discussed at meetings to ensure records are complete (minutes, books, etc)
- iii. Hard files should be kept in the filing cabinet so we have something to reference and scanned/digital copies in Dropbox.

1. If an email is sent regarding financial transactions, then a PDF of the email could be put in the Dropbox and printout in the files.

IV. Fundraiser scheduling 2018-19 Season (10 min) – Amy/Cindy/Marsha

2018 Goal: \$4,000 Gross (Greater attention to fundraising costs and NET profits)

a. Fall:

- i. Patron/Ad Book – September – Early Nov
- ii. Oct –Knives – (40% profit) Amy ordered catalogs –Fundraiser to start in October 22 – due back Nov.19th.
- iii. Mark – suggest putting information online/email as well as introducing it during rehearsal

b. Spring: Marsha would like to look at Main St. Pizza, and Heather has Tops cards. Discuss continuing tops cards next meeting. Plan for spring due by Nov.

c. REMINDERS: Profit/Loss Analysis per fundraiser

- i. Responsibility of Fundraising Chair OR Treasurer
- ii. To be completed after the close of each fundraiser
- iii. To assess NET profits

V. Patron/Ad Book - Peg

- a. Only 4 ads to date, no payments yet. Forms went out to members and a sign-up sheet passed around.
- b. Questions about how paypal works. Notify Peg when payments come in.
- c. In kind ads – GSO – LP graphics – Daily News --
- d. To printer by Dec 3 at latest
- e. Kara (alto) was willing to help
- f. Thank you letters must go out and include comp tickets.

VI. St James Agreement (0 min) Heather

- a. Follow up email sent – it was signed and Nancy has it. We're all good.

VII. Fall 2018 (15 min)

a. Publicity - Sharon

- i. Nov. 15 post on community calendars , Posters to libraries, (Heather will do Poster)
- ii. Press Release by Nov 26? Nudge again later?
- iii. Press visits – with Baldwin visit
- iv. Ric recommends contacting Friends of Letchworth

b. Baldwin visit – Ric

Arrives 11 or 12th and will be present at Hospital concert.

On the 13th Ric is hoping to have Dan work with High school students - will work with Jeremy Rath

He will depart on the 15th.

He will stay in Medina.

No reception

Logistic needs - Mark

- i. Risers – Mark can get a quote – a rough idea is a \$1000. Jim motions to have Mark purchase risers if less than \$1,000, Janine seconds it. If it's more, Mark will email us.
- ii. Platform – Due to a large number of sitters, Heather wonders if we need platforms. This might be something we can borrow.
- iii. At Grace Baptist we will need risers
- iv. Movers – get the plan set between the two choirs.

VIII. GoArt Grant 2019 (5 min)

- a. Anne Stevens prepared grant
- b. Heather proofed the grant
- c. Final proofing and submission this week
- d. Anne is missing artist's bios – Ric will email her.

IX. Genesee/Orleans Arts Scheduling – Heather

- a. Email dialogue initiated with GSO, GVWE, and GoArt to facilitate a shared calendar and working towards communication about major event scheduling
- b. Heather created a shared Google Sheet for the ensembles to keep updated and refer to as needed.

X. Spring 2019 – Heather/Ric

- a. Shift of traditional concert to April (5th and 7th)
 - i. Earth Day theme
 1. Do we want to do any community service/outreach regarding this theme?
 2. Re-usable grocery bag, water bottle, etc fundraiser?
 3. Connect with local environmental agencies?
 - a. Land Conservancy
 - b. Recycling – Electronics recycling drop off?
- b. Light concert in May
 - i. Andrew Lloyd Webber Theme- -May 19th – hopefully at North Gate.

XI. Additional Goals and Projects

- a. Catalog Library – summer project (VOLUNTEERS??)
 - i. Set dates and notify chorale
 - ii. *Heather created a form and spreadsheet and sent follow-up to Merry Lou and Nancy
- b. Update and Maintain archives of publicity, fundraisers, etc. (VOLUNTEERS??)
- c. Develop travel plans for SUMMER 2020/21 For a Genesee Chorale musical tour
 - i. Committee – Fran, Al, Cindy – no action yet – choose a locale – first choice travel is suggested.
- d. Work towards a Side-by-Side concert with a local high school ensemble
- e. Diversify funding sources – other grants
- f. Work towards transition of Board leadership
 - i. One meeting with Heather and Janine over summer
 1. More time needed
 - ii. Peg working on Patron book
 - iii. Anne working on grant

***Next meeting – October 29th – after rehearsal

Meeting Adjourned. 10:02pm