



Harrisburg Gay Men's Chorus Board Meeting Minutes September 16, 2018

Location: Unitarian Church of Harrisburg

Attending: Kyle Junk, Steve Creps-Rougeau, Ted Neal, Doug Wentz, Tom Lynes, Bob Reisch, Bill Sprout

Absent: Robb Papapietro, Marlene Kanuck, Adam Gustafson

- 1) **Call to order:** The meeting was called to order at 7:07 PM by President Kyle Junk.
- 2) **Additions/Deletions to the Agenda:**
 - None
- 3) **Approval of July 29 Meeting Minutes**
 - Approval of the July minutes was proposed by Bill and seconded by Bob with all voting in favor, apart from the Secretary who abstained.
- 4) **Treasurer Report**
 - Refer to following documents:
 - HGMC Balance Sheet 2018-09-17
 - HGMC P&L by Month 2018-09-17
 - HGMC P&L Detail 2018-09-17
 - HGMC Treasurer Report for 2018-09-17
 - All voted in favor of the acceptance of the report apart from the treasurer who abstained.
- 5) **Reports**
 - **President:**
 - N/A.
 - **Vice President:**
 - Refer to VicePresidents Report - September 2018
 - **Secretary:**
 - N/A
 - **Artistic Director/Production Committee:**
 - N/A.
 - **Committees:**

- **Finance:**
 - N/A
- **Fundraising:**
 - N/A
- **Publicity:**
 - Refer to PR Report -September 2018
 - Refer to Annual Fundraising Campaign Report-September 2018
- **IT:**
 - Refer to IT_09_16_2018

6) **Executive Session** – This is an off-the-record portion of the meeting where board members can speak freely about their concerns. No official business is decided.

7) **Unfinished Business**

- **2017 Financial Audit.**
 - The report was distributed as 2017FinancialRecordsReview.
 - Tom suggested the phrase “Personal knowledge of the auditor made it possible to understand” be re-phrased.
 - Steve noted that as a result of the audit he will develop a form to record in-kind donations to aid with tracking them.
 - A motion was proposed by Steve and seconded by Tom to table the report pending suggested corrections. All voted in favor.
- **Hosting CPGLCC Mixer (Wednesday, November 14th,2018)**
 - Steve noted that the members should be made aware if the event, so they can plan to attend as we are planning to perform.
 - Kyle and Doug will be the official HGMC representatives to this organization, whose name has changed to Keystone Business Alliance.
- **Artistic Director’s Contract**
 - Signatures and the Artistic Director’s Review are still pending.
- **Penn FC Soccer Team – National Anthem.**
 - Bill noted he has been unable to pinpoint a date due recent heavy rains and flash flooding.
- **Capitol Rotunda Performance (December 13)**
 - It was decided that HGMC should dress professionally for this performance, as it may be covered by local media. Once the attire has been decided on, it may be necessary to buy additional accessories, e.g. Christmas vests or ties, so the costumes should be decided before too long.
 - The board decided to authorize attire selection to the Production Committee with the instruction that outfits should be professional looking.
- **GALA Aids Memorial**
 - Steve noted that about half of the necessary \$500 has been raised with more donations expected.
 - Steve proposed, and Doug seconded a motion to have HGMC supply funds up to the required \$500 if donations fall short, and to contribute any excess donations to the memorial if donation exceed \$500. All voted in favor.

8) **New Business**

- **Committee Chair Appointments.**

- Steve, Finance Committee Chairman, noted that the Finance and Fundraising Committees are being combined. He will ask individuals, not necessarily on the board, to head subcommittees which will report to the Finance Committee at large. Kyle and Steve have some appointees in mind who they will contact.
- Kyle is compiling a formal list of committee members.
- Adam remains the head of the Production Committee. Kyle is looking for an additional co-chair to head up the staging and venue management for our concerts. Tom volunteered for this position.
- Chairs Unchanged: Doug – Publicity, Ted – IT, Kyle – Bylaws, Tom – Social Committee. Ted is joining the Bylaws Committee.
- Bill volunteered to head a new Social Media Committee to aid with upgrading our use of social media both for internal chorus communications and external communications. A specific proposal was to use “K.I.K” for board and member communications to replace texting when emails are not called for.
- **Sharing Our Caring Dinner.**
 - Tom noted we are hosting the April dinner, and it is budgeted for.
 - MCC offered to have us host the March dinner as well, but the board determined this is not feasible. Switching from April to March could be possible if we are approached to do so.
- **HGMC-BMC Workshop (Nov 10) Co-Concert (Dec 16).**
 - St. Andrews Episcopal Church has been reserved from 12:00 PM to 5:00 PM for the workshop, although we should not need all that whole timeframe.
 - We will look to donations for food and water for the workshop.
 - Steve proposed, and Doug seconded a motion to send a gift of \$150 to St. Andrews as a thank you for providing their facility. All voted in favor.
 - Steve noted we will probably need to reserve additional time at Unity Church for the co-concert, because of having two choruses. Doug offered to call the church about the arrangement.
- **Halloween Fundraiser.**
 - Publicity has been completed.
 - A Finance Committee subcommittee chair will be responsible for coordinating the event.
 - A Finance Committee meeting will be held prior to the event.

9) Next Board Meeting: Sunday October 21, 7:00 PM at Unitarian Church of Harrisburg.

10) Adjournment: Adjournment was proposed at 8:50 PM by Bill and seconded by Doug with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.