



## HARRISBURG GAY MENS CHORUS

*Minutes, Board of Directors Meeting: Oct. 20, 2013*

LOCATION: Unitarian Universalist Church, 1280 Clover Lane, Harrisburg, PA 17113

ATTENDING: Marlene Kanuck, Kelly McEntee, Kevin Wagner, David Zayas, Jordan Markham, Jeff Mitchell, Ed Diel, Eric Laumer

ABSENT: Bob Nease, Robb Papapietro

GUESTS: None

- 
- CALL TO ORDER: Meeting was called to order at 6:03 PM by Jeff Mitchell
  - MEETING AGENDA: Motion to accept BY Eric, 2<sup>nd</sup> Kelly, discussion – David requests discussion of the group's Facebook page, Kelly requests additional discussion on school outreach. All in favor of Agenda with these two changes.
  - MEETING MINUTES 09/22/13: Motion to accept made by Ed, Marlene 2nds. Change requested, 2 corrections made. Additionally – request to add Harrisburg "School District." - all in favor to approve with changes, Eric abstains.
  - EXECUTIVE REPORTS:

### PRESIDENT:

- Thank you to those Board Members who (like myself) volunteered to work two shifts for this upcoming weekend. Due to the difficulty of finding the members to cover these shifts without stretching ourselves too thin, I recommend we stick to working the smaller stands at the Farm Show events. When we need more than 12 people a day it's just asking too much of our members.
- Wayne Minnich and I hosted a table at Woofstock on Sunday Sept. 29. Thank You to Wayne for his generous volunteering of time, tent and talent to support the chorus at this event. We did promote interest in the Chorus outside our usual audience, and may have sparked interest in some potential members. Wayne did one Tarot Reading for \$15. Proceeds were split with the Central Pennsylvania Animal Alliance.
- I attended the Production Meeting hosted by Committee Chair Paul Foltz on Oct. 2, 7pm at Krevsky Center. (see Paul's report)
- I will attend the LGBT Chamber event on Thursday at Alder Health Center in Lancaster to promote our co-hosting of the December Chamber event. (I attended the Sept. event as well)
- I have promoted the CPWC Spaghetti Dinner at the past two notes breaks and will promote it again this coming Monday the 21st. Starting at 4:30 pm at the Colonial Park Church.
- John Folby is asking to promote our Fundraiser and Ticket sales at the CPWC Spaghetti Dinner, I'm waiting to hear back from Cynthia.
- I have heard back from Jason Thomas (Thank you Kelly for prompting that) re: FAB. Both Chorus' will provide entrance music with two selections each and then we will perform two songs together before exiting the stage. Call times to be determined, FAB event start time is listed as 6:30pm. Our Performance time should be @7:30pm.
- Terry Karanen brought to my attention an idea from the MOVIE MONDAYS FUNDRAISING series suggesting Inviting Donors to future events as guests etc. This is something we could do for our February Fundraiser, or future fundraising events.

Jeff Mitchell



## HARRISBURG GAY MENS CHORUS

*Minutes, Board of Directors Meeting: Oct. 20, 2013*

VICE PRESIDENT:

No Report

SECRETARY:

No Report

TREASURER:

- Per the board's direction from the September meeting, Members 1<sup>st</sup> savings and checking accounts were opened as of October 2, 2013. The signatories are Jeff Mitchell, President, and Kevin Wagner, Treasurer.
- The Sovereign (Santander) accounts remain open until all items have cleared the account. I hope to have these two accounts (checking and money market savings) close by October 31<sup>st</sup> or thereabouts.
- All treasurer reports are attached.



BALANCE SHEET -  
OCTOBER 2013.pdf



PROFIT & LOSS  
DETAIL - CURRENT YR



PROFIT & LOSS -  
OCTOBER 2013.pdf

Eric moved to accept the Treasurer's Report, Ed 2nds. Motion carried unanimously.

Kevin Wagner

ARTISTIC DIRECTOR:

- During the past month, we have made great strides in the sound of the choir. We have spent most of our rehearsals learning the most difficult pieces of the concert. These will be the pieces that leave people saying "wow! What a sound!" Starting Monday we will be having our ladies join us from 6:00-6:30 to rehearse with me the Victoria's O Magnum Mysterium and Personent Hodie. We are also scheduled to have school students start rehearsing with us.
- I have been in correspondence with Victor regarding our music for FAB. He will direct one combined piece, and I will direct one combine piece using the Men's Chorus and the Womyn's Chorus.
- I will also make note that we have reached a bit of a snag in my first season as Artistic Director; My planning skills are behind my directing skills. A big chunk of that has been that I thought I could do much more than time permitted. Lesson learned: Just because my schedule can fit it in, doesn't mean my body can. After discussion with Paul and Jeff, I believe we are on track to smooth out the rest of this concert's logistics, and to start getting into a good routine for the following.
- However, all issues aside, we are on track for a fantastic concert.

Jordan Markham

### • COMMITTEE REPORTS

#### • FINANCE

No formal report.

## HARRISBURG GAY MENS CHORUS



*Minutes, Board of Directors Meeting: Oct. 20, 2013*

- ANNUAL REPORT
  - The annual campaign is well underway. I'm getting weekly orders and checks via Kevin W. after rehearsals on Monday evening. I appreciate Eric who picking up the checks for making sure the PO box remains emptied out! If I'm flying when the checks come in, Kevin copies the checks for me and clips them to the paperwork for me to handle upon my return. All prior year digital ad copies have been sent from Steve Creps to Kevin (Nivek) N. I continue to work via email with Nivek to insure we have not missed anyone. Steve C. sent home the complimentary tickets to me, but I will be forwarding them on to Jeff who is sending them (if applicable) with thank you cards.
  - Since last month's report the following has been accomplished for the annual campaign:
    - New spreadsheets for advertisers, sponsors and season tickets have been created
    - Files created for hardcopies of paperwork
    - After ads and/or sponsorships are received:
      - Terry makes a phone call to thank the person(s) if possible; and,
      - Jeff sends out a thank you note with any complimentary tickets (if applicable)
    - All previous Chorus reps have been verified for advertisers, or reassigned (I've taken back almost all the ones I had originally from previous years)
    - Chorus reps have been encouraged to begin emailing and/or calling their assigned advertisers
    - The first emails/calls to return advertisers began on October 8
    - 57 emails (with the annual letter and form attachments) were sent on October 8 to all the "email only" people we have in Musetta.
  - Statistics to date (October 10):
    - Total committed revenue ads: \$1,125
    - Total funds received for revenue ads: \$450
    - Total number of revenue ads: 5
    - Total number of exchange ads1: 3
    - Total number of gratis ads2: 3
    - Grand total of all ads: 11
    - Total number of sponsors (individual or couple): 3 (\$?)
    - Total funds received from sponsors: \$250
    - Total funds pledged by sponsors (monthly payments): \$500(?)
    - Total number of corporate sponsors confirmed: 1 (Major Donor)
    - Total number of season tickets: 2 (Total of \$100)
  - Included in those numbers are three new organizations: Harrisburg Humane Society (exchange ad, secured by Kevin W.), the LGBT Coalition (gratis ad, secured by me), and the Center for Spiritual Living Cumberland Valley (revenue ad, secured by me). To date we have one Chorus members who has stepped up to the plate as a sponsor, another who will be sending their check in and three of our members have paid for, or committed to, ads for the program, plus two others are pending a decision. It is my hope



## HARRISBURG GAY MENS CHORUS

*Minutes, Board of Directors Meeting: Oct. 20, 2013*

that the November report will include more from our own members (singers, board members, artistic staff and Fifth Section volunteers).

*1 Exchange (reciprocal) ads – our ad goes in another organizations program and we run theirs, i.e. Theatre Harrisburg.*

*2 Gratis (benevolent) ads – ads space we offer to non-profits who continue to support the Chorus as well as the great GLBTQ community, e.g. Silent Witness Peacekeepers.*

Terry Drew Karanen

- PR/IT

*Publicity for “A Winter Whirl”*

The following items have been secured for publicizing the Christmas concert:

- At present, Jefferson Rougeau is working on completing the poster for our concert. This poster should be ready to go to the printers on Monday, October 21<sup>st</sup>.
- A press release has been created to send out to media outlets, which shall begin on November 1<sup>st</sup>. A special thank you to David Zayas for assisting in this endeavor.
- Central Voice has received a copy of the press release, along with a photo, to include in their November/December issue.

*Publicity for “Halloween Dance Party”*

- A weekly posting on our Facebook page continues to occur.
- I will plan on sending out a mass e-mail to our listserv one week prior to the event in order to hopefully garner more ticket sales at the door.

*Chorus Website and E-mail Account:*

- The email via Yahoo! Small Business has a lot of activity on it. I make every attempt to check it three times a week and forward those items that need attention from board members or items I am unable to answer.
- The HGMC website has seen a steady increase in traffic since the first of the month. We reached a peak on October 7<sup>th</sup> with over 30 hits in one day. We continually see an average of 10-12 hits per day. Hopefully this is traffic to the website generated by the upcoming Halloween Dance Party.
- The HGMC Facebook page has added an additional 18 “friends” in the past month.
- Birthday greetings from the HGMC guys continue to go out to individuals via our Facebook page.

Kevin Wagner

- PRODUCTION

- On the evening of Wednesday October 2<sup>nd</sup>, the first Production Committee meeting of the 2013-14 HGMC Season was convened at the Theatre Harrisburg Production Center. In attendance were Kevin Nield, Wayne Minich, Jeff Mitchell, Board President and Jordan Markham, Artistic Director with Paul Foltz as Chair. Bill Sprout and Bob Eisenhower were unable to attend. The focus for the evening was the organization of the Christmas Concert.



## HARRISBURG GAY MENS CHORUS

*Minutes, Board of Directors Meeting: Oct. 20, 2013*

- The first round of questions was fielded to Jordan to get a sense of what shape the concert was to take. In terms of a theme, the emphasis was to be on the international flavor of the selected music and he wanted to have a sense of the different cultures and the colors they evoke represented. Although the concert music was mostly chosen, a final show order was not settled nor was there a decision on how many or what pieces would be strictly ensemble. The current song list was gone through to determine which songs would definitely be memorized. Of the eighteen songs on the list, it was felt that at least eight would have to be performed with music and the remaining 10 selections could be memorized. It was pointed out that the chorus needs at least three rehearsals 'off book' to feel comfortable which meant that, with a November 29<sup>th</sup> performance date, all memorized music had to be completed by the 11<sup>th</sup> of November, six rehearsal away. It was also noted that the singers were usually not able to handle more than one song per week to be memorized, two if one was very short or very easy. The timeframe made it imperative that the singers be given a full rehearsal/memorization schedule as soon as possible. A final notation was made of two songs for some possible choralography and that time for that had to be worked into the schedule as well.
- With the basic theme established we turned to what our setting should look like. Kevin, Wayne and Bob had each expressed some ideas, unfortunately Bob was not in attendance to fully explain his concept. Wayne and Kevin each laid out their plans and after a good deal of discussion it was decided that we would create two environments: Wayne would transform the church lobby area with Trees and presents bearing tags from the various countries we will be visiting in our concert and Kevin would decorate the rood screen area with a large paper ornament and streamers in, preferably, purple, white and gold. This segued into a discussion of costumes and the desire for us to get new shirts for the concert. Paul noted that there is a dark purple sateen shirt by Geoffrey Beene, like our current black ones, that is available. Cost, however, is a major factor and the chorus doesn't have the means currently to purchase twenty four shirts even at an average reduced cost of \$20.00 each. It was decided that we would ask as many of the singers as can afford it to purchase their own shirt and the chorus would split or cover the cost for anyone who was in financial need. Paul would investigate suppliers for the shirts and what possible discounts we may be able to get. The only other songs that we would probably need some props or costume bits for would be Christmas in the Tropics and/or Christmas in the Country Style. Any of these items should be able to be borrowed by the singers or from Theatre Harrisburg.
- Because lighting and sound is dictated by the church's minimal equipment it was noted that we would simply need a technician to see everything runs correctly. It was also noted that Big City Video has renewed their agreement with the Chorus and will be videotaping this concert.
- For the reception, Fifth Section volunteer, John Folby has agreed to organize the desserts. He suggests only having three different types that can be purchased wholesale or made very easily and inexpensively. Jeff is co-coordinating this portion with John.



## HARRISBURG GAY MENS CHORUS

*Minutes, Board of Directors Meeting: Oct. 20, 2013*

- As a final note for the evening, the upcoming schedule of meetings was reviewed and what we would be covering at each. The November meeting will be held on the 6<sup>th</sup> at Theatre Harrisburg with an earlier start time of 6:30. We will do a quick update on the status of the Christmas Concert and then begin discussions on the March guest performer concert featuring the New Jersey Gay Men's Chorus.

Paul Foltz

- OLD BUSINESS

- No Chorus Concerns
- FAB Nov. 9 – call time? 7:30? Jeff to follow up with Chorus at next rehearsal.  
Rehearsal Schedule – Jordan to work with Victor.  
Seize, Come Share, Proud. Wardrobe?
- LGBT Chamber Mixer Thursday December 12, 6pm @ Krevsky  
Marlene and Kelly to meet.

- NEW BUSINESS

- Wayne Minnich's "Concert on the River" proposal.  
Discussion @ Steve Creps advice from past attempt. As a fundraiser, the risk is significant. Board agreed not to pursue at this time.
- Harrisburg SD and CASA Outreach – Jeff, no outreach until after the Winter Concert?
- FB suggestion from David. David volunteered to port the info to the new Non-Profit page. New plan discussed and David Zayas will assist Kevin as another page administrator.

Next Board Meeting, Sunday November 17, 2013. 6pm UU Church. Nov. 14<sup>th</sup> deadline for reports.

Adjournment – Motion made by Kelly and 2<sup>nd</sup> by Kevin to adjourn at 6:55.