



## **Harrisburg Gay Men's Chorus**

### **Board Meeting Minutes**

### **September 15, 2019**

**Location:** Unitarian Church of Harrisburg

**Attending:** Kyle Junk, Doug Wentz, Steve Creps-Rougeau, Ted Neal, Robb Papapietro, Chris Aulbach, John Compton, Seth Hammond, Kyle Weary

**Absent:** Marlene Kanuck

**1) Call to order:** The meeting was called to order at 7:06 PM by President Kyle Junk.

**2) Additions/Deletions to the Agenda:**

- Unfinished Business – Storage Unit Damages
- Unfinished Business – Schlegel Deibler Grant
- Unfinished Business – Return of Keyboard
- New Business – Member Survey

**3) Approval of July 21st Meeting Minutes**

- Approval of the minutes as amended was proposed by Steve and seconded by Robb with all voting in favor, apart from Ted as Secretary who abstained.

**4) Treasurer Report**

- Refer to following documents:
  - HGMC Balance Sheet 2019-09-15
  - HGMC P&L by month 2019-09.15
  - HGMC P&L Detail 2019-09-15
  - HGMC P&L Budget year 2018-19
  - 2019 Voices United P&L
  - HGMC Treasurer Report for 2019-09-15
- Steve reviewed the treasurer reports formats and contents for the new board members.
- Doug observed that expenses for Voices United had increased over last year. Steve noted increased costs for printing, postage, and church rental.
- All voted in favor of the acceptance of the monthly report apart from Steve as treasurer who abstained.

**5) Reports**

- **President:**
  - N/A
- **Vice President:**
  - VicePresidents Report – September2019
- **Secretary:**
  - N/A

- **Artistic Director/Production Committee:**
  - Refer to document: Artistic Director Report 9\_15
  - Kyle W. mentioned he has contacts that could help to facilitate getting HGMC to perform at Whitaker Center.
- **Committees:**
  - **Finance:**
    - Refer to the following documents:
      - HGMC Finance Committee Report 2019-09-15
      - Annual Fundraising Campaign Report-September 2019
  - **Publicity:**
    - N/A
  - **IT:**
    - N/A

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) **Committee Appointments**

- Kyle J. discussed his goal of having all committee heads having a shadow member able to take over the committee in the event of his/her absence. It is also his goal to have one additional board member and one additional non-board member on each committee by next month's board meeting. Steve noted that the bylaws do not prohibit non-members from serving on committees.
- During the discussion some board members volunteered to serve on specific committees.
- Committee assignments after discussion:
  - **Financial** – Steve. This committee has subcommittees:
    - **Fundraising** - Chris / John. John presented several fundraising ideas.
    - **Farm Show** – Robb
    - **Annual Campaign** – Doug
    - **Grants** - Ted
  - **Production** – Kyle W.
    - Seth volunteered to serve on this committee.
    - Steve noted functions of this activity the Artistic Director should not need to be involved with, including staffing the back of the house at concerts, securing venues, and organizing concert receptions.
  - **Publicity** – Doug
    - It was discussed whether a separate Social Media Committee should be broken out from this committee. Kyle W. mentioned a prospective intern to assist with Social media. Doug noted that Ted and Kyle J. are also a part of the social media subgroup.
    - Breaking out a Marketing Committee was also discussed.
  - **IT** – Ted / Doug
  - **Social Outreach** – Chris
    - This committee is charged with organizing social events for the chorus as well as outreach to the LGBT community and the community at large such as the Highmark Walk for Healthy Communities.

- **Bylaws – Kyle J.**
  - The strategy of completely re-writing the bylaws in one effort verses re-writing large sections at a time was discussed.

## 8) Unfinished Business

- **Music Cataloging.**
  - Ted volunteered to start the process by going through the music file cabinets, labeling each drawer, retrieving one copy of each song, and documenting which drawer it is in and how many copies exist. Kyle W. mentioned that ultimately, we don't want to key music by drawer since they can change.
- **2019 – 2020 Concert Season.**
  - There was nothing additional on this topic.
- **GALA 2020.**
  - Steve reviewed his proposed plan of reimbursing chorus members and helping chorus members register on computers during a rehearsal.
  - Reference document: GALA Savings Distributions.
  - Steve proposed and Chris seconded a motion to approve the plan. All voted in favor.
- **Storage Unit Damage.**
  - Ted volunteered to assess the damage, if any, at the storage unit. This could also begin an effort at inventorying the contents.
- **Schlegel Deibler Grant.**
  - It was decided that the grant money of \$5000 should go towards purchasing a sound system of microphones, wireless microphones, amplifier(s), and speakers to allow the chorus to perform at venues where sound systems do not exist or are inadequate. Kyle W. offered to research and suggest purchases.
  - Additional money will be put towards the Music Catalog project. (See above).
- **Return of Chorus Keyboard.**
  - Chris volunteered to contact Tom Lynes and Bob Reich concerning returning the chorus keyboard which has been in Bob's possession.

## 9) New Business

- **Halloween Fundraiser.**
  - Chris is heading up this effort. His greatest concern is the sound system at 704. Robb indicated it has been upgraded, but we agreed it will be advantageous to have our new sound system from the Schlegel Deibler grant available if needed. (See above).
- **Farm Show Events.**
  - Robb has been reaching out to our contact Jason at Sabre Inc. concerning future events and the pending volunteer agreement contract. He has gotten no response, leading him to believe there may have been turnover in Farm Show Complex food management.
- **Member Survey.**
  - Chris reviewed his proposed member survey. This will be handed to members to fill out during break time and filled out right away. Questions center on what members are interested in and what they hope to derive from chorus membership. cleaned up. He agreed to add an additional question on how members are willing to contribute to the chorus.

**10) Next Board Meeting:** Sunday October 20th, 7:00 PM at Unitarian Church of Harrisburg.

**11) Adjournment:** Adjournment was proposed at 8:50 PM by Robb and seconded by Seth with all voting in favor.

\*Abbreviations: HGMC - Harrisburg Gay Men's Chorus, CPWC – Central Pennsylvania Womyn's Chorus

Respectfully submitted by Ted Neal, Secretary.

**Addendum 1 – Monday August 19th, 9:00 PM**

A supplemental meeting of the Board was held after rehearsal

Present: Kyle Junk, Doug Wentz, Steve Creps-Rougeau, Robb Papapietro, Seth Hammond, John Compton

Item 1 – It was proposed and seconded to approve Tracy Wieseman as accompanist.

Everyone voted in favor.

**Addendum 2 – Monday September 30th, 9:05 PM**

A supplemental meeting of the Board was held after rehearsal

Present: Kyle Junk, Doug Wentz, Steve Creps-Rougeau, Robb Papapietro, Seth Hammond, Ted Neal, Chris Aulbach

Item 1 – Robb proposed and Chris seconded a motion to order the sound equipment Kyle W suggested.

Everyone voted in favor. The meeting was adjourned at 9:08 PM.