



Harrisburg Gay Men's Chorus Board Meeting Minutes October 16, 2016

Location: Unitarian Church of Harrisburg

Attending: Aaron Menzer, Ted Neal, Doug Wentz, Marlene Kanuck, Bob Nease

Absent:

Guests: Jeff Mitchell, Steve Creps-Rougeau

1) Call to order: The meeting was called to order at 6:04 PM by President Aaron Menzer

2) Additions/Deletions to the Agenda:

- Approval of September Treasurer's Report was added to Old Business.
- Approval of Annual Meeting Minutes was added to Old Business.

3) Reports

• **President:**

- refer to document Presidents Report.pdf
- Bob will handle the Administrative change for HGMC representation to CPLGCC to remove Bill Sprout, and add Aaron Menzer.
- October 29 Fundraiser at 704 Lounge
 - The Board agreed it was fine for 704 to offer an \$8-\$10 drink of which \$2 will go to the chorus.
 - Doug will bring a larger sign to indicate the \$10 donation as well as a small \$10 sign for the desk.
 - Doug will bring the cash box for the door.
- November 5 Workshop
 - Doug will purchase the ticket to fly the Chicago director to Baltimore and back. Aaron will transport him from Baltimore to Harrisburg and back. Doug will be reimbursed as soon as the treasurer accounts are switched over to Steve.
 - We will only provide bottled water and fruit for the workshop break, so that the snacks won't interfere with singing. Marlene will bring the water and fruit. Aaron will make sure we have a room reserved at UCH to serve them outside of the sanctuary.
 - Aaron will call Lancaster Brewing Company about reserving a space for a social gathering after the workshop.
- Farm Show / Bull Ride Mania
 - We need to confirm we have proper legal insurance binder.

- **Vice President:** n/a
- **Secretary:**
 - Ted will attend a workshop on NEA grant opportunities on Wednesday 10/19.
- **Treasurer:** refer to following documents:
 - PROFIT & LOSS DETAIL – OCTOBER 1 2016.pdf
 - PROFIT & LOSS - OCTOBER 1 2016.pdf
 - BALANCE SHEET - OCTOBER 1 2016.pdf
 - Approval of the Treasurer's report was proposed by Doug and seconded by Bob with all voting in favor.
- **Artistic Director:** no report
- **Committees:**
- **Fundraising:** refer to following documents:
 - r013DonorSummaryRegistry.pdf
 - r017AdvertisingRegistry.pdf
 - r019SongRegistry.pdf
 - r021TicketRegistry.pdf
- **Annual Campaign:** refer to the following documents:
 - Annual Fundraising Campaign Report-Oct2016.pdf
 - r002ContactMailingList_Short.pdf
 - Pinnacle Health Sponsorship
 - Doug is donating two tickets to Michael Tyndall in appreciation for his help in getting us the sponsorship.
- **Production:** no report
- **Public Relations:** refer to document PR Report Oct 2016.pdf
 - The board reviewed updated poster samples for the Christmas Concert.
 - It was agreed to use Dickinson College Print Center for our Christmas playbills at a price of \$1.15 apiece. Nothing less expensive was found. We will print 200 programs and also provide a recycling container for concert goers who do not wish to keep their playbills.
 - Steve will look into BMI requirements for You Tube marketing.
 - HGMC will be featured in the 12/2016 issue of "The Burg." Reporter(s) and photographer(s) will be coming to a rehearsal for material.
 - It was agreed to not do advertising in the Central PA Voice due to cost.
 - The possibility of giving each chorus member 5 tickets to sell was agreed to.

4) Old Business

- **Selection of Vice President and Treasurer**
 - Election of Marlene Kanuck to serve as Vice President through August 2017 was proposed by Aaron and seconded by Ted with all voting in favor, except for Marlene who abstained.

- Election of Steve Creps-Rougeau to serve as Treasurer through August 2017 was proposed by Aaron and seconded by Marlene with all voting in favor.
- Aaron Menzer remains as President and Ted Neal remains as secretary. Their terms run to August 2018.
- **William Penn Social Association Performance**
 - There is no tentative performance there at this time.
- **2017 Central PA Pride Fest - Biergarten**
 - Andrew Campbell, Vice President of Pride Fest, provided us with an overview and parameters of the project.
 - If HGMC chooses to be involved, we would need to purchase a one-day event alcohol license, and insurance.
 - We need to investigate if Ramp licensing is required.
 - We agreed that the serving area would need to be completely fenced off from the rest of the festival, with tight security for entrance.
 - Andrew will make his plan available to the board.
 - Doug, Marlene, and Steve will form a separate committee to investigate the feasibility of the plan.
 - Andrew would like to know if we are interested sometime in December if possible. The board indicated we may not be able to reach a decision until the hiatus after the Christmas concerts.
- **World AIDS Day at Appalachian Brewery**
 - The board determined that there were too many factors preventing HGMC from performing, although it would be a good idea for chorus members and officers to show up for the event.
- **Approval of September 18 Treasurers Report**
 - Approval of the Treasurer's report was proposed by Doug and seconded by Ted with all voting in favor.
- **Approval of August Annual Meeting Minutes**
 - Approval of the Treasurer's report was proposed by Marlene and seconded by Doug with all voting in favor.

5) New Business

- **IT Asset Discussion – Access and Control**
 - The board agreed that it is desirable for multiple board members to be authorized for IT assets. To that end, access has been expanded or will be expanded:
 - Groupinizer – Doug, Ted
 - Facebook - Doug, Adam, Ted
 - Twitter – Doug, Jeff, Aaron
 - Paypal – Doug, Steve, Aaron
 - Constant Contact – Doug, Ted
 - A motion to grant access to the HGMC President and HGMC Treasurer for all financial accounts was proposed by Steve and seconded by Doug with all voting in favor.
 - A motion to grant access to the HGMC Secretary for all social media applications was proposed by Steve and seconded by Doug with all voting in favor.

- The board agreed with the policy that any authorized Groupinizer user will lose authorization on the specified day of resignation from HGMC. This does not include leave of absences.
- **Website Transition**
 - The board agreed with the direction to transition to Groupinizer as HGMC website sponsor rather than Yahoo. Integration with the website and Choir Genius and Paypal access were among the advantages mentioned.
- **Updating the By-Laws (changing name to HGMC, adding relevant Sexual Harassment policies, adding Data Security policies, Conflict of Interest provisions, updates and clarifications, etc.).**
 - Doug, Steve, and Marlene will investigate updating the HGMC by-laws.
- **Community Outreach Programs**
 - Marlene offered to handle outreach to community organizations, and look into suggestions from board members.
- **1-year roadmap for HGMC**
 - It was agreed that it would be beneficial for HGMC to plan further ahead. To that end, an informal meeting of the board in January was tentatively agreed to.
- **Creation of a Policies and Procedures Manual (encompassing all committees, detailing duties and responsibilities of each, and the processes used to execute said duties)**
 - The board agreed that this should be undertaken. One example discussed was a loose leaf binder for each facet of the HGMC operation.
 - The board also discussed the idea of getting input from more members who would like to serve on committees.

6) **Next Board Meeting:** Sunday November 13, 6:00 PM at the Unitarian Church of Harrisburg

7) **Adjournment:** Adjournment was proposed at 8:17 PM by Marlene and seconded by Doug with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.