



Harrisburg Gay Men's Chorus Board Meeting Minutes November 13, 2016

Location: Unitarian Church of Harrisburg

Attending: Aaron Menzer, Ted Neal, Doug Wentz, Marlene Kanuck, Bob Nease, Steve Creps-Rougeau, Adam Gustafson

Absent:

Guests: Tom Lynes

- 1) **Call to order:** The meeting was called to order at 6:00 PM by President Aaron Menzer
- 2) **Additions/Deletions to the Agenda:**
 - Discussion of President's role ongoing. Added to new Business
- 3) **Approval of Minutes**
 - Approval of the October minutes was proposed by Steve and seconded by Marlene with all voting in favor.
- 4) **Reports**
 - **President:**
 - refer to document 2016_11_PresidentReport.pdf.
 - **Vice President:**
 - Refer to document Vice President's Report – Nov 2016.pdf
 - Marlene provided Ted with the concert schedule for the Central Pennsylvania Womyn's Chorus through November 2018. Refer to document Central Pennsylvania Womyn' Chorus Concert Schedule.pdf.
 - Re: the community contact letter referenced in the Vice President's report: Marlene will research previous board minutes to find organizations that have requested HGMC to sing, and Adam will contribute requirements needed by the chorus to perform.
 - See New Business – Future Grant Writing.
 - **Secretary:** refer to following documents:
 - NEAGrantWritingWorkshop.pdf
 - ChoralWorkshop.pdf
 - **Treasurer:** refer to following documents:
 - 2016-11-13 Balance Sheet.pdf

- 2016-11-13 P&L detail.pdf
 - 2016-11-13 P&L standard.pdf
 - 2016-11-16 Halloween Party Report.pdf
 - HGMC Treasurer Report for November 13.pdf
 - Approval of the Treasurer's report was proposed by Doug and seconded by Marlene with all voting in favor.
 - Tom questioned if approval of the treasurer's report by the board indicated readiness for auditing. It does not, and it was agreed that the by-law updates should address board members' financial culpability.
 - Steve reminded the board that the \$200 annual board member dues are \$100 in dues and a \$100 sponsorship, which helps to qualify the chorus for grants.
 - The ledger will be changed to combine two lines yahoo.com and Aabaco into one web hosting line.
 - The ledger will be changed to create a separate entry for the November 5 workshop.
 - Steve is going to make corrections to Equities and Liabilities.
 - We are still waiting for registration refunds from GALA. It was suggested that if the refunds are not forthcoming, they should be applied to 2020 registrations.
 - The Halloween fundraiser brought in \$690 more than what was budgeted.
 - Permission for the Treasurer to pay any additional licensing fees was proposed by Doug and seconded by Marlene with all voting in favor. Currently we should be paying ASCAP as well as BMI.
 - Doug reminded the board that any videos we produce are posted directly to youtube, and not to our website due to licensing issues.
- **Artistic Director:**
 - Refer to document AD Report.pdf
 - Steve will do research for a new contract for Adam. The results will be discussed at the December meeting.
 - Adam indicated he would like his duties and responsibilities to be specified in greater detail.
- **Committees:**
 - **Fundraising:** refer to following documents:
 - r013DonorSummaryRegistry.pdf
 - r017AdvertisingRegistry.pdf
 - r019SongRegistry.pdf
 - r021TicketRegistry.pdf
 - An additional \$50 in Song sponsorships were received
 - Doug will check possible discrepancies in ticket totals.
 - **Annual Campaign:** refer to the following documents:
 - Annual Fundraising Campaign Report-Nov 2016.pdf
 - Doug and Steve will clear up in-kind donation additions.

- **Production:** no report
- **Public Relations:** refer to document PR Report - November 2016.pdf
 - Steve will properly account for the ticket distribution, so it satisfies the grant requirements.
 - Doug reminded the board to start planning now for the February 12 fundraiser.
 - Doug will send a targeted email to former members who may want to rejoin the chorus for the 30-year anniversary concert, or join us in one familiar number.
 - “The Burg.” photographer(s) will be coming to the 11/14/16 rehearsal.
 - \$550 is budgeted to create a promotional video for the Christmas concert. Adam will check PSU Harrisburg for potential videographers. However, we also later in the meeting discovered that the \$550 is considered an in-kind donation as well.
 - We discussed the creation of CDs of future concerts.
- **Bob Nease Board Member Report:** refer to BobNeaseBoardReport.pdf

5) Old Business

- **Appointment of Member-at-Large**
 - Election of Tom Lynes to serve as Member-at-Large through August 2018 was proposed by Steve and seconded by Ted with all voting in favor.
- **Halloween Fundraiser – what worked and what didn’t**
 - The following ideas were suggested to improve future events:
 - Publicize “Doors Open” time rather than “Start Time”, since the show often does not start for an hour after the event begins.
 - 2 people at the door was a success and should be continued. Door people should emphasize the show rather than the chorus.
 - Supporting people’s roles should be clarified. Steve offered to be “Event Coordinator for future 704 Events.
 - Fundraiser organizers should try to provide roles for chorus members who attend.
- **Lancaster First Friday event scheduled 7-9 pm for Mar. 3, 2017**
 - This is a promotional event. The chorus will sing a 20-minute set twice at the Ware Center.
- **Plan review of proposed HGMC participation in Pride Festival Beer Garden**
 - Aaron received the email containing the plan last week, and will forward it to Doug, Steve, and Marlene.

6) New Business

- **Proofing of Christmas Concert Program**
 - Doug distributed copied for review.
- **Front-of-House volunteers for concerts**
 - Steve volunteered to coordinate this effort.
 - Specific roles should be designated for the volunteers.
 - People are needed to hand out programs, collect money, and solicit and collect donations for gift bags and HGMC merchandise. (These will replace gift baskets.)
- **Future Grant Writing.**
 - Marlene, Ted, and Doug will form a committee to handle grant writing as well as sponsorships and the Annual Campaign.

- The committee will meet with Jeff Mitchell, who formerly handled grants, and will turn over knowledge and materials.
- **Create a working agenda for the January retreat.**
 - The retreat is tentatively scheduled for Sunday January 22.
 - The retreat will emphasize long range planning.
 - We will forgo regular board meeting reports.
 - Among topics for emphasis are finances, bylaws, attracting new members, and additional sources of funding.
- **Website transition to Groupanizer**
 - Doug proposed this change away from yahoo.com to improve website development and better integrate chorus IT assets.
 - The quarterly fee would increase from \$35 to \$50 with a one quarter overlap.
 - A transition to Groupanizer was proposed by Steve and seconded by Ted with all voting in favor
- **IT Asset Connectivity:** refer to document HGMC IT Asset Connectivity Diagram.pdf
 - Doug explained the document.
- **New chorus email accounts:**
 - All existing email accounts except for youtube and paypal will be replaced.
 - Under the new arrangement, we are allowed up to 5 new accounts. Accounts will be specified for Artistic Director, Finance, Fundraising, general (info@), and another as yet to be determined.
- **Engagement of a professional photographer for 30th season group portrait (promotional purposes:**
 - The board agreed this should be added as a budget item.
 - It was noted we don't currently have a formal HGMC picture.
 - We are targeting February for the picture, so it can be used for promotions.
 - The chorus will wear tuxedos for the picture.
 - Marlene volunteered to contact Adam for recommendations as well as an additional professional photographer she is acquainted with.
- **Discussion of President's role ongoing:**
 - The board discussed the duties and expectations of the president. Aaron indicated he is interested in continuing in that role.

7) **Next Board Meeting:** Sunday December 18, 6:00 PM at the Unitarian Church of Harrisburg

8) **Adjournment:** Adjournment was proposed at 8:48 PM by Ted and seconded by Bob with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.