



Harrisburg Gay Men's Chorus Board Meeting Minutes December 18, 2016

Location: Unitarian Church of Harrisburg

Attending: Aaron Menzer, Ted Neal, Doug Wentz, Steve Creps-Rougeau, Tom Lynes, Adam Gustafson

Absent: Marlene Kanuck, Bob Nease

Guests:

- 1) **Call to order:** The meeting was called to order at 6:05 PM by President Aaron Menzer
- 2) **Additions/Deletions to the Agenda:**
 - n/a
- 3) **Approval of Minutes**
 - Approval of the November minutes was proposed by Tom and seconded by Steve with all voting in favor.
- 4) **Reports**
 - **President:**
 - Refer to President's Report December 18 2016.pdf.
 - **Vice President:**
 - Marlene attended the December 14 CPLGCC mixer to represent HGMC.
 - **Secretary:** refer to following documents:
 - Ted created a spreadsheet to track farm show work hours.
 - Ted will meet with Doug during the week after Christmas to work on new HGMC Web Site.
 - **Treasurer:** refer to following documents:
 - 2016-17 Budget
 - 2016-12-18 HGMC P&L standard
 - 2016-12-18 HGMC P&L Detail
 - 2016-12-18 HGMC P&L by month
 - 2016-12-18 HGMC Balance Sheet
 - Approval of the Treasurer's report was proposed by Doug and seconded by Tom with all voting in favor.

- Steve asked the board to review the Profit and Loss details for accuracy, especially those items a board member is responsible for.
- The last official audit of the HGMC books was in Spring of 2016. Michael Jeffrey has reviewed the books in the past, and may agree to do so again, although he has expressed interest in no longer performing this function. A board member must officially ask him to do this. Aaron will make the request. The books should be ready for audit in February.
- A motion to allow Aaron and Steve to grant scholarships to chorus members not able to pay dues was proposed by Tom and seconded by Doug with all voting in favor.
- **Artistic Director:**
 - Adam noted he was pleased with the Christmas concerts.
 - Adam noted the “call for scores” for composers to submit compositions for the spring concerts ends January 1, 2017. Scores have been submitted.
- **Committees:**
- **Fundraising:** refer to following documents:
 - r013DonorSummaryRegistry.pdf
 - r017AdvertisingRegistry.pdf
 - r019SongRegistry.pdf
 - r021TicketRegistry_Abbrev.pdf
 - r021TicketRegistry_TicketSerial.pdf
 - February 2017 Valentines Fundraiser Report.pdf
 - Doug will follow up with Bob about money for 5 allocated tickets.
 - Doug was disappointed that none of the tickets distributed to LGBT Center, CASA and Bar704 resulting from the Arts for All Partnership grant were used.
- **Annual Campaign:** refer to the following documents:
 - Annual Fundraising Campaign Report-Dec. 2016
- **Production:** no report
- **Public Relations:** refer to document PR Report - December 2016.

5) Old Business

- **January retreat – expectations, agenda, location, date and time**
 - The retreat will be hosted at Steve’s home at 1631 Green Street in Harrisburg.
 - Agenda Items
 - Outreach for new audiences
 - By Laws updates
 - Attracting new members
 - Attracting new funding
 - Attracting more corporate sponsors
 - Creating a Procedures Manual, e.g. “How is the annual campaign conducted?”
- **Future Grant Writing**

- Ted will contact Jeff to meet with him on how this has been conducted.
- Adam and Aaron have lists of potential sites to make grant applications.
- Adam noted that “championing new works” should be noted as part of HGMC’s mission when applying for grants.
- **Plan review of proposed HGMC participation in Pride Festival Beer Garden**
 - This item will be made inactive, as the Pride Committee’s proposal does not appear to be final or sufficiently detailed.
- **Engagement of a professional photographer for 30th season group portrait**
 - Doug contacted Angela Dicks who has agreed to do the photograph.
 - It was noted that the tuxedos for the chorus should be ordered by the 1st week in February and the photograph should be taken around the end of February.
 - Tom will investigate using the State Capitol Building or grounds for the photograph site.

6) New Business

- **Artistic Director and Accompanist Contract Negotiations**
 - Adam’s current salary is \$550 per month.
 - A new contract will span 18 months from January 1, 2017 to July 31, 2018, and be drawn up by January 1.
 - The salary will be \$750 per month and includes 2 extra events per season and Voices United. Any additional events will be \$100.
 - Arranging and composing compensation will be addressed in the contract.
 - A motion to allow Steve will draw up the contract was made by Steve and seconded by Doug with all voting in favor.
 - Steve will talk with Dan about his expectations for 2017.
- **New Member Recruitment**
 - Doug plans to (1) send a recruiting email to the mailing list, (2) send a targeted email to former members, and (3) prepare 3 Facebook boosts.
 - Five concert goers expressed interest in singing.
 - Adam suggested asking members to bring a friend who could be a potential member to a rehearsal.
- **Upcoming Farm Show Concession Schedule.**
 - Refer to document FarmShowReport.pdf.
 - If HGMC shares a stand with CPWC during the week of the Sportsmen’s Show, the board indicated a preference to take the latter part of the week.
 - Aaron will email Ashley from Centerplate concerning signing up HGMC members to get RAMP Certification to serve beer.

7) **Next Board Meeting:** will be determined at the January retreat.

8) **Adjournment:** Adjournment was proposed at 7:40 PM by Aaron and seconded by Tom with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.