



## **Harrisburg Gay Men's Chorus Board Meeting Minutes January 21, 2018**

**Location:** Unitarian Church of Harrisburg

**Attending:** Kyle Junk, Steve Creps-Rougeau, Ted Neal, Doug Wentz, Bob Nease, Tom Lynes, Bob Reisch,  
**Absent:** Adam Gustafson, Marlene Kanuck, Bill Sprout

- 1) **Call to order:** The meeting was called to order at 7:06 PM by President Kyle Junk.
- 2) **Additions/Deletions to the Agenda:**
  - New Business
    - Assigning someone for a Financial Review
- 3) **Approval of December 18th Meeting Minutes**
  - Steve offered the following correction:
    - Under “Unfinished Business”, Adoption of Revised Mission, and Values: This was assigned to a sub-committee like the Code of Conduct rather than being tabled..
  - Approval of the December amended minutes was proposed by Bob N. and seconded by Steve with all voting in favor.
- 4) **Reports**
  - **President:**
    - Refer to 201801PresidentsReport
  - **Vice President:**
    - Refer to VicePresidents Report - Jan2018
  - **Secretary:**
    - N/A
  - **Treasurer:**
    - Refer to following documents:
      - HGMC Balance Sheet 2018-01-19
      - HGMC P&L by month 2018-01-21
      - HGMC P&L Detail 2018-01-19\_0
      - HGMC Treasurer Report for 2018-01-21
    - Steve noted that our finances are in good condition, and we already have enough money to fund the rest of the fiscal year.
    - Steve noted that HGMC is not eligible for a state sales tax exemption.

- The Treasurer's Report was accepted with all voting in favor, except for the Treasurer who abstained.
- **Artistic Director:**
  - N/A
- **Committees:**
  - **Finance:** n/a.
  - **Fundraising:**
    - Refer to Refer to 201801FundraisingCommitteeReport
    - Ted spoke to the in-process grant application to TE Connectivity. The application requirements are non-specific, and so he will request funds specifically to pay for our risers and/or keyboard purchase.
  - **Publicity:**
    - Refer to PR Report - January 2018
  - **Production:** Refer to ProductionCommitteeReport-2018-01
  - **IT:**
    - Refer to IT\_01\_21\_18

5) **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.

## 6) **Unfinished Business**

- **Schedule Special Meeting on Mission, Vision and Values Statements, and Code of Conduct**
  - Doug, Steve, Bob N., and Kyle are interested in participating. Marlene has expressed interest in the past and will be contacted.
  - Meeting(s) will be scheduled on Sunday evening(s) at 7:00 at UCH. The church is usually unavailable on other nights.
- **Spring Concert Venue Status With HMAAC.**
  - Steve reported the contract is settled, signed, and has been returned to us.
- **Purchase of a Digital Piano.**
  - Adam sent Steve the specifications and order information for the keyboard.
  - Steve will order it as soon as he confirms where it will be shipped, probably to Adam's residence,
- **Relocation/Upgrade of Storage Unit.**
  - Bob N. located a 5 X 15 climate-controlled unit at Mechanicsburg Self Storage for \$65 per month with first month free.
  - Bob N. will investigate 10 X 10 units including a company on Fulling Mill Road. He will also check on potential discounts in exchange for advertising in our programs, and whether the unit can be rented in HGMC's name so that the contract is not affected by changes in Board officers.
  - Steve will pay February's rent for the current space.
- **Washington D.C. Gay Men's Chorus Co-concert (3/24/18).**
  - Refer to Vice President's Report.
  - Doug discovered that the D.C. chorus is also singing at a service at St. Stephen's Episcopal Church in Harrisburg on Sunday March 25.

- It was noted how disorganized this event appears to be, with no entity definitively in control, and basic specifics undecided. HGMC has not been informed if they are expected to host the D. C. chorus by offering food and/or lodging, or if HGMC is expected to publicize the event.
- Board members agreed that any expenses incurred by HGMC should be reimbursed from the event proceeds.
- Doug plans to meet with the director of the Harrisburg LGBT Center, which has been designated the beneficiary of the concert.
- **Purchase of Risers**
  - This item was tabled until February.
- **Purchase of Additional Vertical Banner**
  - This is complete.
- **BMC\*\* Invitation to Joint Voices United Performance.**
  - Steve proposed, and Doug seconded a motion approve the joint performance, and assign the Production Committee to handle the details. All vote in favor.
- **BMC/HGMC Board Social Gathering.**
  - This is scheduled at BMC Board President Cole Reilly's residence for Friday January 26. Kyle asked HGMC board members to email Cole to confirm their attendance.
- **2018 Initiatives and Goal Setting.**
  - This is an ongoing agenda item to discuss specific goals and develop associated tasks and responsibilities needed to carry them out.
  - Kyle and Doug circulated a worksheet of potential initiatives. Board members are encouraged to add to this list.
  - List of Initiatives
    - Adopt new Mission, Vision, and Values statements. This is in progress.
    - Introduce a Code of Conduct policy. This is in progress.
    - Complete the update of Bylaws. This will begin after the two items above.
    - Initiate a recurring Community Outreach program. This is in progress. See Unfinished Business item below.
    - Increase Corporate Sponsorships and expand corporate mailing base.
    - Investigate new avenues for Member Recruitment
    - Establish a Social Committee. Steve proposed, and Doug seconded a motion to establish an ad-hoc Social Committee to consist of any interested chorus members, and for the committee to report to the Board. The committee will plan and supervise social events for chorus members. All voted in favor.
    - Establish Rates and Requirements for paid performance engagements. The Finance Committee will complete this by the March Board meeting.
    - Create procedures documents for each functional area of the chorus. The goal is to complete this by July. Doug will present a template to follow at the February Board meeting.
    - Adam's contract renewal. Proposed contract should be completed by the end of June.
- **Community Outreach: Sharing Our Caring.**
  - Tom noted that a position for HGMC has become available for Monday March 12 due to the cancellation by the scheduled sponsor.
  - HGMC's duties are to procure food for 40 meals, prepare the food, serve the food, present a program, and clean up. Dinner is served at 6:30 PM. The program could

consist of our rehearsing or performing there as well as any other idea Adam may have. The event is at MCC Church of the Spirit.

- Doug proposed, and Steve seconded a motion to sponsor this meal, inform the chorus members, and to allocate up to \$250 to support the effort if necessary.

**7) New Business**

- **2018 Financial Review.**

- Because Kyle is now a Board member, he can no longer do the review, which he did for 2017. It is a goal to have the review performed gratis.
- Kyle will inquire of BMC if they might like to audit our books in exchange for our auditing of theirs.
- The names of two current or past chorus members with general ledger experience were discussed, and will be approached.

**8) Next Board Meeting:** Sunday February 2018 7:00 PM at Unitarian Church of Harrisburg.

**9) Adjournment:** Adjournment was proposed at 8:57 PM by Ted and seconded by Steve with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.

**\*\*** - Note that references to “BMC” in this document refer to the Baltimore Men’s Chorus

**Addendum 1 – January 22, 2018**

On January 22, 2018 Executive Board members met at the Unitarian Church of Harrisburg at 6:30 PM. Pursuant to HGMC board policy, that the Treasurer and President shall be signers on all bank accounts, the executive board approved adding Kyle Junk to the Members 1st bank accounts as a signer. Treasurer Steven Creps will remain a signer on the accounts. Executive board members signed the necessary paperwork adding Kyle Junk as a signer on the Harrisburg Gay Men’s Chorus Members 1st bank accounts. Steven will forward the appropriate paperwork to the bank.