



Harrisburg Gay Men's Chorus Board Meeting Minutes February 18, 2018

Location: Unitarian Church of Harrisburg

Attending: Kyle Junk, Steve Creps-Rougeau, Ted Neal, Doug Wentz, Bob Nease, Tom Lynes, Bob Reisch, Bill Sprout

Absent: Adam Gustafson, Marlene Kanuck

- 1) **Call to order:** The meeting was called to order at 7:10 PM by President Kyle Junk.
- 2) **Additions/Deletions to the Agenda:**
 - None
- 3) **Approval of January 21st Meeting Minutes**
 - Ted noted an addendum related to signatories on the Members First bank accounts.
 - Approval of the January minutes was proposed by Bob R. and seconded by Bill with all voting in favor.
- 4) **Treasurer Report**
 - Refer to following documents:
 - HGMC Balance Sheet 2018-02-18
 - HGMC Profit and Loss by Month 2018-02-18
 - HGMC Profit and Loss Detail
 - HGMC Treasurer Report for 2018-02-18
 - HGMC P&L Valentine Fundraiser
 - Bob R. proposed, and Bill seconded the acceptance of the report with all voting in favor with the exceptions of the treasurer, and Tom (who hadn't reviewed it) who abstained. *(Note: As a rule, acceptance of the Treasurer's Report is voted on without a motion.)*
- 5) **Reports**
 - **President:**
 - Refer to 2018-02 Presidents Report.
 - **Vice President:**
 - Refer to VicePresidents Report - Feb2018
 - **Secretary:**
 - N/A

- **Artistic Director:**
 - Refer to AD Report - FEB 2018.
- **Committees:**
 - **Finance:** n/a.
 - **Fundraising:**
 - Refer to 2018-02 Fundraising Committee Report
 - **Publicity:**
 - Refer to PR Report -Feb 2018
 - **Production:** n/a
 - Steve noted that the Production Committee should focus on venues for upcoming concerts.
 - **IT:**
 - Refer to IT_02_18_2018

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) **Unfinished Business**

- **Purchase of a Digital Piano.**
 - The piano is set up at Bob R.'s residence. Bob noted that the piano should have a carrying case. Steve noted that since we are under budget for the piano, Bob R. can investigate purchasing a case without the need for an additional motion from the board.
 - Details about the piano and accessories are in the treasurer's report.
- **Relocation/Upgrade of Storage Unit.**
 - Bob N. reported that Mechanicsburg Storage on Simpson Ferry Rd has a 10x15 unit for \$85 per month. There will be no administration fee if the person signing and securing the site wears a non-profit organization t-shirt. This low fee includes first month free and 10% off the normal rental cost.
 - Bob N.'s also investigated potential east shore locations. The Storage Depot on Milnor Road has no available 10x15, only a 10x25 for \$264/month. Storage Depot on Allentown Blvd has a 10x15 for \$125 per month, plus a monthly \$25 admin fee.
 - The board agreed to select Mechanicsburg Storage beginning March 1 if the location is still available. It also agreed to keep the existing location through March 31 to allow a workable transition period.
 - The new location requires an increase in the annual storage budget. Steve proposed, and Doug seconded a motion to increase the annual budget for storage to \$1200. All voted in favor.
- **Washington D.C. Gay Men's Chorus Co-concert (3/24/18).**
 - Refer to Public Relations report for additional details.
 - Bob R. distributed a proposed press release to announce the event.
 - Doug noted the lack of any input or assistance from the LGBT Center itself.
 - Doug will contact David Payne from Radio Pennsylvania about potential publicity.
 - Steve will contact Penn Live about running an article in exchange for an advertisement bought by HGMC.
 - Doug proposed, and Ted seconded a motion to spend \$50 for a Facebook post of the event.

- Steve proposed, and Bill seconded a motion to raise the publicity budget from \$50 to \$250.
- **Purchase of Risers**
 - This item was tabled until March.
- **Community Outreach: Sharing Our Caring.**
 - HGMC will sponsor this for Monday March 13.
 - Tom attended the February event, spoke with the people who attend, and reported to the board, and the board decided on the following:
 - To adhere to health standards, all necessary cooking will be done in the commercial kitchen at MCC of the Spirit, where the event is taking place.
 - Those assisting with the cooking should arrive by 3:00 PM.
 - The menu will consist of meat loaf, gravy, mashed potatoes, coleslaw, salad, and coconut cake, with macaroni-and-cheese as an alternative entrée.
 - The meal will be at 6:00, with chorus members serving and invited to share in the meal. Rehearsal will be in the MCC Chapel after the meal.
 - 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.

8) New Business

- **Highmark Walk for a Healthy Community.**
 - Kyle suggested HGMC come up with a team to walk at this event on Saturday, May 19. Money raised by HGMC would go to support “Common Roads”, a LGBT youth group sponsored by the Central PA LGBT Center.
 - Doug proposed, and Tom seconded a motion to authorize Kyle to sign up walkers from HGMC who will be responsible for walking on May 19 and collecting donations for Common Roads. All voted in favor.
- **Standard Operating Procedures.**
 - The board agreed a collection of standardized procedures should be developed to help future board members assume roles.
 - Doug circulated a template to be used to document procedures, and example procedure for creating a fundraiser, and suggested topics for which procedures should be developed. The documents were greeted favorably.
 - It was suggested that board members develop procedures as they perform their duties.

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

10) **Adjournment:** Adjournment was proposed at 9:10 PM by Steve and seconded by Bill with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.