



## **Harrisburg Gay Men's Chorus Board Meeting Minutes March 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, Adam Gustafson, Marlene Kanuck

**Absent:**

- 1) **Call to order:** The meeting was called to order at 7:03 PM by President Kyle Junk.
- 2) **Additions/Deletions to the Agenda:**
  - Unfinished Business – 2017 Audit (Kyle)
  - New Business – Performance Requests (Doug)
- 3) **Approval of February 18th Meeting Minutes**
  - Approval of the January minutes was proposed by Steve and seconded by Bill with all voting in favor, except Marlene who abstained due to her not being able to review.
- 4) **Treasurer Report**
  - Refer to following documents:
    - HGMC Balance Sheet 20180318
    - HGMC P&L by month 20180318
    - HGMC P&L details 20180318
    - HGMC 2017 P&L
    - HGMC Treasurer Report for 2018-03-18
    - HGMC 2017 Balance Sheet
  - Steve noted that the books for 2017 are going to be closed, so any changes need to be submitted within a few days of this meeting.
  - All voted in favor of the acceptance of the report with the exception of the treasurer who abstained.
- 5) **Reports**
  - **President:**
    - Refer to VicePresidents Report - Mar 2018.
  - **Vice President:**
    - Refer to VicePresidents Report - Feb2018
  - **Secretary:**
    - N/A

- **Artistic Director:**
  - Adam noted that the script for the women narrating the Spring concerts is completed, and their rehearsals will begin soon, and they'll join us in rehearsals soon after.
  - The Voices United meeting is slated for Friday March 23<sup>rd</sup>. The Baltimore Men's Chorus is still interested in performing.
- **Committees:**
  - **Finance:** n/a.
  - **Fundraising:**
    - Refer to 2018-03 Fundraising Committee Report
  - **Publicity:**
    - PR Report -Mar 2018
  - **Production:** n/a
    - Adam noted that preparations for the Spring concerts are on target.
    - Kyle suggested soliciting food donations for the concerts. The issues involved with handling the donations will have to be worked out.
  - **IT:**
    - Refer to IT\_03\_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**

- **Mission, Vision, & Values Statements**
  - Minor wording changes were suggested and accepted for the vision and mission statements.
  - Ted proposed and Tom seconded a motion to approve the statements with corrections. All voted in favor.
- **Code of Conduct**
  - Steve proposed and Bill seconded a motion to approve the Code of Conduct. All voted in favor.
  - The Code of Conduct will be presented at the annual meeting in August.
- **Purchase of a Digital Piano.**
  - Bob R. Purchased piano case for \$40.
- **Purchase of Risers**
  - Adam noted that a quality riser costs from \$900 to \$1200.
  - Two risers would be necessary and adequate to provide proper staging in multiple environments.
  - We will approach the Central Pennsylvania Womyn's Chorus to suggest a combined purchase, i.e. each chorus would buy one riser, and use both for performances.
  - Steve proposed and Doug seconded a motion to allow up to \$2500 for the purchase of risers. All voted in favor excepting Bill who abstained.
- **Relocation/Upgrade of Storage Unit.**
  - Rental of the new storage unit at Mechanicsburg Storage has been completed.
  - We will use a combination lock for entry. Steve, Kyle, Paul Foltz, Doug, and Adam will be given the combination.

- Sunday March 25<sup>th</sup> at 10:00 AM was set as the time to transfer items from the old storage location to the new.
- **Washington D.C. Gay Men's Chorus Co-concert (3/24/18).**
  - Doug noted that all preparation by HGMC is complete. We are hoping for coverage by WGAL-TV8.
  - HGMC will provide help with the set-up. Volunteers are asked to show up at 5:00 PM. The chorus at large should show up at 6:00 PM.
  - There will be no joint rehearsal with D.C.
- **Community Outreach: Sharing Our Caring.**
  - Tom reported on the dinner HGMC the dinner sponsored at M.C.C Church of the Spirit was well received by the church and the diners. Our expense was \$190, \$60 less than allocated.
  - The board agreed to continue our participation.
- **Highmark Walk for a Healthy Community**
  - Tabled for April board meeting
- **Standard Operating Procedures**
  - The fundraising event example has been uploaded to Grouponizer.
  - Board members should begin to develop additional procedures, especially when they perform the actual procedures involved.
- **2018 Initiatives and Goal Setting**
  - Kyle noted our progress against our goals.
    - Vision, Mission, Values – complete
    - Code of Conduct – Complete
    - Revision of Bylaws – A committee consisting of Kyle, Doug, Steve, and Bill will conduct an audit of existing bylaws to determine the topics to be addressed.
    - Community Outreach – ongoing. Tom has agreed to head up this effort.
    - Finding additional corporate sponsors – ongoing.
- **2017 Financial Audit.**
  - The Baltimore Men's Chorus is not interested in an exchange of audits.
  - We will approach chorus member Chris Aubach about doing the audit.

## 8) New Business

- **Farm Show Events**
  - Bull Ride Mania – April 14: No stands are available. Marlene will reach out to CPWC about sharing their stand.
  - Fire Expo – May 18-20: Bob N. will inquire about our having a stand May 20<sup>th</sup> only. HGMC has conflicts May 18<sup>th</sup> and 19<sup>th</sup>.
- **Sunday Pride Brunch**
  - See the Fundraising Committee Report.
  - Bill expressed doubts that the Stallions commercial kitchen has an active certification. He also verified that the Maennerchor has a certified commercial kitchen, and a dumb waiter to move food to the 2<sup>nd</sup> floor.
  - The William Penn could also provide a location. However, it would have to be held outdoors so as not to interfere with the club's usual Sunday Brunch. Bill will investigate.
- **Solicitation of for Annual Campaign LGBT/LGBT Friendly Businesses**
  - Doug noted that advertising and donations from businesses were off 50% on 2017 from 2016. It may be necessary to contact businesses in person.
- **Performance Requests**

- We have already committed to two “Pay the Rent” concerts for the Unitarian Church of Harrisburg on Sunday April 9<sup>th</sup>.
- The York Revolution and Harrisburg Senators requested HGMC to sing the National Anthem preceding their baseball games on Wednesday June 20<sup>th</sup> and Friday August 17<sup>th</sup> respectively. Steve proposed and Kyle seconded a motion to sing at both venues. All voted in favor.
- Requests to sing at the Millersville Rainbow graduation on April 26<sup>th</sup> and the York Pride Fest on August 5<sup>th</sup> were rejected due to participants not being available.
- Steve proposed and Bill seconded a motion to place a \$75 half page advertisement in a program for the PA Youth Congress. All voted in favor.

**9) Next Board Meeting:** Sunday April 15<sup>th</sup>, 7:00 PM at Unitarian Church of Harrisburg.

**10) Adjournment:** Adjournment was proposed at 8:34 PM by Bob N. and seconded by Bill with all voting in favor.

Respectfully submitted by Ted Neal, Secretary.