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| Concord Chorale Board Meeting Minutes  Sunday, April 17, 2020  Virtual meeting via Zoom  Present: BJ Entwisle, Les Combs, JaneMcClung, Susanna Minard, Lee Leppanen, Sue Desrosiers, Debi Clark, Ruth Heath, Elibet Chase, Shelley Kesselman, Doug Phelan, Jenny Cooper, Jane McClung, Tim Platt | |  |
| AGENDA | MINUTES | ACTION ITEMS |
| 1. Approval Minutes of    1. Board Meeting 3/22/20 2. Music Director Report – Jenny Cooper    1. Sectionals    2. Web materials 3. Governance Update LL    1. Nominations update 4. Fundraising/Foundation/Grants Update SD/SM    1. Grants    2. Fundraising to date    3. Realistic forecast for next year 5. Ops/Membership/Venues update DY/TP    1. Dues/music money owed       1. Divide and conquer 6. Marketing and Communication Update DP    1. Poster/ads on hold currently    2. ? new website 7. President’s report BJE    1. Service Day - ? outdoors, in summer    2. Strategic planning thinking, ? through 2022       1. Preparing for different scenarios    3. Contracts for 20 – 21 8. Finance Committee RH    1. Adjusted 20-21 budget    2. What does steady state look like    3. ? Amazon Smiles follow up    4. Financials 9. Other business | Approval of minutes motion by Les. Second by Shelley. Approved unanimously.  Sectionals update. Soprano sectional went really well (45 minutes). Picked up a couple of new pieces, one of which might be on the October schedule. Tenors and basses will be together this coming week and the altos will have a sectional after that.  BJ and Jenny discussed coming up with a mission statement, vision, and values to clarify our role during this time. BJ envisions the three following possible scenarios.   1. We sing this fall – Who will come? Who will be willing to sing? Will ads be compromised? 2. What if we don’t sing for one more year (Fall 2021)? 3. What if we don’t sing for two more years (Fall 2022)?   These questions can guide how we manage our finances, serve the community, etc. Deb Yaeger contributed that it is a “continuity of operations plan.”  Should we continue to have sectional and, if so, why?  Susanna shared that she has already submitted a grant application, and shared that she really valued the sectional for its role in keeping community together. Having a mission for now would help with writing grants.  Discussion about remote concert.  Jane suggested that a committee form to discuss ideas and options. Jenny shared that Music Ed teachers are working on this right now.  Doug suggested that, in lieu of that, we have tons of old stuff so we could pick a track to unroll on a monthly/weekly basis on FB or other venues. We would not be able to share orchestral pieces but could post a cappella pieces or those with Molly accompanying. Jenny also thought we could reach out to musicians from this fall and offer some remuneration for them to sign off. Debi Clarke has contact info for musicians, and Jenny will reach out to Brad.  BJ suggested a song for Richard Longley. Doug suggested that there are easy apps that let you layer things and sing multiple parts. One is an a capella app. Can have nine singers at a time.  Jenny also suggested a monthly notice about things we have done.  Jenny plans to post a round every week on the Chorale FB Group. She explained the reason for the round emphasizes the inherent value of singing.  Lee reviewed the nominations for new position that were reviewed from attached documents.  Lee also shared a change to the policies, which the board can act on. Proposed was a change to one of the finance committee’s duties around the use of undesignated funds and how to make the best use of them when there is a surplus. It is important to balance long-term goals with giving back to the community. A small group felt role of the finance committee is to advise the board rather than tell them how to spend the money. The wording was changed as follows: one duty would be to provide annual report to board about what funds were available. Funds would be reviewed in the first quarter of the calendar year.  Motion to approve as read by Lee made by Jane and seconded by Deb Y. Motion passed unanimously.  Susanna repeated that we don’t know what kind of grants we might get next year. She asked about the amount expected in the budget and felt that $12,000 might not be achievable. BJ suggested that it would be helpful for the committee to indicate what they think might be achievable.  Operations are halted at this time. BJ thanked Deb for all she has done.  Doug hasn’t had a chance to do anything with the audio tracks and final checklist but he will get to that tonight. The Board also needs to find someone to pick up the mantle of publicity.  Liz reported to BJ that the website just needs a few more edits and redesign.  BJ discussed the contracts of Liz, Jenny, and Molly and how we approach things if we don’t sing in the fall. She proposed that we pay reduced salaries. BJ has reached out to Mark from Master Chorale and other groups and asked about a consortium to discuss how we approach things. Whatever we do, it needs to be financially sustainable for the Chorale, but we also want to try to retain our current employees. Jane felt this could be tackled by the finance committee. Doug also suggested that it will be important to anticipate how much Jenny would be contributing in terms of sectionals, rounds, etc, and adjust salary that way. If we were to offer them 50% of their salaries, could we afford it? Jane suggested we ask how low we can go and work up from there based on the various scenarios. This is what BJ is looking for.  Revision to current budget  Scenario I – we miss one semester and sing in January  Scenario II – we miss two semesters  Scenario II – we miss three semesters  We need to determine what rate we would pay if we are not singing and propose this to these people at the beginning of the next fiscal year. Jane suggests that we really need to think about what kind of income we have coming in during the suggested scenarios. Grants, fund raising, and concert revenue are our main sources of income.  BJ hopes that we can sing outside soon!  Susanna is stepping down from the board, but not from being the grant writer.  Finance committee needs to readjust the 20-21 budget with the moving of the concert to October. We will also need to consider the reduction in income.  Another consideration is people’s ability to pay the dues. Should we subsidize? Waive dues?  Sue D. updated everyone on Amazon Smiles, and it turns out there is an account but we don’t know whose it is and what the password is.  Annual Meeting – It is likely that we won’t be able to have an in-person meeting. Discussion ensued regarding voting through a Survey Monkey or through Zoom. On Zoom we could use break out room and the voting feature, which Ruth knows how to do. The date of the Annual Meeting will be moved to a Wednesday, June 10, 6pm. | Elibet, Deb Yaeger, Shelley, and Jane will review the mission statement to update for this time.  Jenny will ask Brad about getting musician permission for broadcast.  Susanna will send Jane (finance committee) where we stand currently with grants.  Tim, with Deb Yaeger’s help, will reach out to people who have not paid dues and ask them to mail to Debbi Clark’s address.  Shelley will confer with her contacts in Newburyport about what they are doing. BJ could include them in the consortium. |

Respectfully submitted,

Elibet Moore Chase, Secretary