

**Chorus North Shore Board of Trustees Meeting
21 Mill Run Road, Boxford, MA
Thursday, June 11, 2009**

President Dorrie Kimkaran called the meeting to order at 5:30 p.m.
Janet Boynton recorded the minutes of the meeting

Present: Suzanne Bicknell, Josephine Brouillette, Jennifer Clark, Patsy Colhoun, Kathleen Galvin, Kit Gregg, Brent Keltner, Dorrie Kimkaran, Sheryl Knutsen, Sam Otis, Wally Rowe, Sara Saplin, Mary Sepich, Kathy Sullivan, Roger Waindle, Priscilla Walter, Paul Weaver

Not Present: Tom Parkins

Meeting Minutes from May 13, 2009

The meeting minutes were reviewed by the Board. The minutes were accepted unanimously and will be filed.

Treasurer's Report

The profit and loss budget overview was reviewed and a motion was made and seconded to approve the temporary budget with adjustments as discussed. Keeping expenses at a flat rate (\$100,000) or not was discussed. Congratulations to Sam Otis for his job well done.

Concert Review

Mary Sepich informed the Board that some of the Honors Youth Choir members are graduating and need to be replaced by other ten to sixteen year old singers. The HYC will join CNS in performing Messiah, singing the alto part. Possible soloists were mentioned.

Membership

The year end membership was 137 with 87% attendance at rehearsals. Members will be encouraged to register on line in the Fall. Members will be encouraged to respond to the questionnaire to gain more participation in the CNS affairs.

Operational Review

Congratulations to Jennifer for editing the advertising going to the graphic designer. Kathy Sullivan explained the advertising process and that it costs \$3,000 to make the concert programs. Each Board member was asked to bring in three businesses with potential for advertising, such as banks, restaurants, stores. Informing potential advertisers that 300 people attended the last concert will be helpful.

Website

Suggestions for adding more information to the website included, more CNS history, listing future concerts including dates and pieces to be performed, doing a newsletter, doing a CNS blog.

Strategic Planning

Two or three people need to draft a job description for director. Whether to have an executive committee to decide what money should be spent was discussed. Contracts or partnership agreements should have a paper trail. If someone is hired by CNS (soloists or contractors) their salary isn't "brokered" but comes straight from the treasurer.

A new treasurer is needed for September, 2009. Dorrie has a job description for a treasurer and one for an assistant with a clear description.

Committees

Mary Sepich has ended her term as nominating committee chair.

Fund Raising/Grants

The importance of controlling costs was reviewed. Applying to new venues for grants, including Cultural Councils, is effective as we have so far received \$2,000. Forming a marketing committee including Margaret Mayer was suggested as 75% of our audience is family and friends of CNS members. Placing advertising on local television stations and scrolling is a possibility.

Future

Sunny and Margaret will discuss performance dates with the Jubilee Trio.

The German/Polish trip is scheduled for July 2010 and will cost \$3,000 for thirty people over 8-10 days.

President Dorrie Kimkaran adjourned the meeting at 8:30 p.m.