

Chorus North Shore Board of Trustees  
Ascension Church, Ipswich, MA  
Wednesday, October 14, 2009

President Dorrie Kimkaran called the meeting to order at 7:30 p.m.

Present: Suzanne Bicknell, Janet Boynton, Josephine Brouillette, Jennifer Clark, Brent Keltner, Sheryl Knutsen, Sally Saplin, Mary Sepich, Kathy Sullivan, Roger Waindle, Priscilla Walter, Paul Weaver, Sonja Pryor

Absent: Patsy Colhoun, Kit Gregg, Sam Otis, Tom Parkins

Minutes:

The meeting minutes for September 9, 2009 were reviewed, corrected and accepted by the Board.

Treasurer's Report:

The Board is still recruiting a Treasurer and bookkeeper. A member of CNS has expressed interest in the job. The budget items were reviewed and corrected.

Board Updates:

Brent Keltner will help with strategic planning. Paul Weaver will redo the job descriptions for both the director and accompanist positions and then discuss with Board members.

Tom Parkins will resign from the CNS Board after December, 2009.

Artistic Director Report:

Sunny reports the CNS rehearsals are going fine. It has been difficult to recruit singers for HYC, but in February 2010 we will recruit at Hamilton-Wenham for the May 1 concert. Kathy Sullivan will explore the new Manchester-Essex auditorium as a possible concert site.

The importance of selling tickets for the Jubilee Concert was stressed.

Mary Jo Favazzo is handling the travel arrangements and the CNS members who will travel to Poland to perform. The repertoire has been agreed upon but three more members need to be recruited in order to keep the costs down.

Abby Frost is available to substitute for Sunny as director in rehearsals and may be asked to do so for the experience, while Sunny is there.

#### Committee Reports:

Suzanne Bicknell reported we currently have one hundred thirty-seven (137) members from twenty-five (25) towns with an 81-83% attendance average. Suzanne reported having a list of volunteers to do CNS jobs.

Priscilla Walter has contacted seventeen (17) schools for scholarship applications.

Tim has been paid for his website services.

A post office box for CNS is located in Hamilton Post Office.

Kathy Sullivan discussed selling advertising to be placed in the concert programs and said fourteen (14) members sold all the ads (137 members). Shall we use incentives to get members to sell ads? We need to come up with programs, posters, cards, and tickets and need an accurate tally of how many of each senior, student and general admission tickets are sold. Dorrie will inform Kathy who has purchased what kind of tickets through "pay pal".

Paul Weaver suggested getting a committee from each town to sell tickets as the individual members are reluctant to do so alone. Kathy made a list on the CNS website of businesses in each town so we know who has been previously asked to purchase advertising. Brent suggested printing and handing out "bullet points" for selling the ads. We discussed adding a line in the program saying "please patronize our sponsors". The ad on the back page has been renewed so the price will not be raised at this time but will be raised in the future.

Sunny suggested asking for "donations" to be named on a donor list in the program, by a business or individual who is not interested in purchasing an ad.

Half of the programs were left behind after the last concert so it was discussed whether we are printing too many or whether perhaps people returned them on the way out of the concert.

#### Grants:

Grant requests have been sent to the participating grantors in the area. The Boston Foundation has decided to grant money to cover administrative costs.

#### Fundraising:

Kathy Galvin will continue to handle the "I-Give" program for CNS even though she has resigned from the Board.

**Publicity:**

Diane Anderson is retiring from her job as publicity manager after 2009. Dorrie will request that she mentor her replacement and perhaps share her contact information.

The street banner has been approved by the Ipswich Selectmen and will be hung before the concert.

**Logistics:**

We need volunteers for the Jubilee Concert to sell CDs and collect money for tickets and seat concert goers. Afterward we will serve punch and desserts downstairs in the reception hall. We have a very limited time frame to set up, perform, and leave the church sanctuary clear for the next scheduled event.

Lynn Khambaty will again host the after concert Christmas party on Sunday, December 13. Members will bring finger sandwiches, desserts, coffee and punch.

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