

Chorus North Shore Board of Trustees Meeting
Ascension Memorial Church, Ipswich, MA
Wednesday, September 9, 2009

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

Present: Suzanne Bicknell, Janet Boynton, Josephine Brouillette, Patsy Colhoun, Kit Gregg, Brent Keltner, Sam Otis, Tom Parkins, Sally Saplin, Mary Sepich, Kathy Sullivan, Roger Waindle, Paul Weaver, Sonja Pryor

Absent: Jennifer Clark, Kathleen Galvin, Sheryl Knutsen, Wally Rowe, Priscilla Walter

Minutes:

The meeting minutes were reviewed, corrected and accepted by the Board.

Treasurer's Report:

Sam reported the cash position is good for the fiscal year ending August 31, 2009. Sam discussed the budget line items. The need to increase advertising revenue was stressed and ways to increase the sale of ads were suggested by various members of the Board. All the CNS account information has been integrated into Quick Books program and awaits a new Treasurer to take over for Sam. Dorrie moved to accept the budget as presented which was seconded and noted.

The current software allows only one person access to the records. Quick Books provides an online package allowing three (3) people access to account information for Twenty Eight Dollars (\$28.00) per month. The contract is cancelable at any time and is password protected. Those with access to the program can use a spread sheet in the on-line program. Dorrie moved to accept the use of Quick Books which was seconded and noted.

Dorrie expressed the need to address the CNS about replacing the Treasurer with a member volunteer rather than hiring one. Dorrie motioned the hiring of an interim bookkeeper until a member volunteer is found, which was seconded and noted.

Board Updates:

Wally Rowe and Kathleen Galvin have resigned from the Board. Sally Saplin is replacing Mary Sepich on the Nominating Committee. Patsy Colhoun will be on the Committee. The process begins in November and by December we should know who is being nominated for a February 2010 announcement.

Grants:

The Grant approval process is moving forward. October 15 is the due date for Grant applications. The Danversbank Neighborhood Fund grants One Thousand Dollars (\$1,000.00) per month.

Publicity:

Roger Waindle discussed Margaret Mayer and Diane Anderson doing publicity for CNS. He will request ideas from Sunny and Diane using the CNS historical information and wants help packaging the ideas.

The Jubilee Trio has named their concert "Let's Have A Union" which may need to be reworked.

Gary at Cape Anne Sign can change the date on the banner (donated in honor of Dorrie's parents) for each concert. The banner will permanently say the concert will be at Our Lady of Hope church. The Ipswich Light Department hangs banners after they are delivered to them. The possibility of hanging the banner in different locations will be investigated.

CNS will perform Messiah every other year. This year the HYC will sign the alto part to save money on a professional alto.

Manchester-Essex auditorium will be tested for acoustics as a potential concert site.

Suggestions were made of ways to increase advertising revenue, including a possible cash award to the CNS member who brings in the most ads. A leader from each community could be chosen to gather a list of businesses from each community member and organized to go to those businesses together to sell ads. Previously sold ads will not be part of the cash award contest. A CD of our concert could be used as an incentive to place an ad in the program if One Hundred Dollars (\$100.00) is spent on the ad. Multi year ads are more valuable. An extra charge could be affixed to the ads placed on the inside cover page and back page.

Scholarship:

Priscilla has sent applications to seventeen (17) schools for possible scholarship recipients.

Fundraising:

I-Give raised Nine Hundred Two Dollars (\$902.00) so far. Kathleen Galvin will be asked to continue to run CNS' receipts from this charity.

Strategic Planning:

Paul Weaver discussed the need to have a description of the director's position drafted and the need to make the music plan available. An Ad Hoc Committee should be formed to describe the key points of the job description for Robert Littlefield's position so a partnership agreement can be drafted. As a professional organization the Board must plan for everyone's future by laying down the ground rules since Robert plans to miss five (5) rehearsals in the second semester but feels he can handle the situation. The Board discussed with grave concern the possibility of having Robert accompany the Winter semester and Fred McArthur accompany the Spring semester.

Logistics:

The tenor section was challenged to see the Director at the last Saint Richards concert so it was decided to have the HYC seated in the future while CNS sings.

Wardrobe:

Jo-Ann Duncan has designed forms for ordering concert attire.

New Business:

Margaret Mayer needs volunteers to be ushers and to guard the doors at the Jubilee Trio concert on November 15, 2009.

Kathy Sullivan will speak with Lynn Khambaty about hosting this years' after concert party.

President Dorrie Kimkaran adjourned the meeting at 9:37 p.m.