

# **Siskiyou Singers Board Minutes**

## **March 16, 2019**

**Present:** Cynthia Tank, Mary Bergstrom, Mary Van Wesep, Laura Barlow, Jay Morse, Michael Zuzel, Rich Gleitsmann, Scott Nelson, Katharine Lang, Laurie Morey, Mark Reppert

The meeting was called to order at 9:12 AM

Minutes of the Feb. 16, 2019 board meeting were approved.

### **Artistic director's Report:**

Outreach is going well. The principal at Sam's Valley Elementary School, who was not able to attend the performance, said she had received complaints that the program was overly religious. Mark replied via email. Board members suggested that the Outreach coordinator (Sally Peterson at present) prepare a brief study guide for schools in the future. Mary Van Wesep said she will work with Sally on this. It was agreed we should not burden Mark with this additional job.

### **President's report:**

Pre-concert lecture will be moving to downstairs classroom at SOU, to improve accessibility.

### **Treasure's report:**

Bills are still outstanding for graphic designer Shawn Shaffer and SOU, so our balance is higher than normal for this time of year. In February Laura called the SOU Accounting Department -- Debbie (541-552-6631) -- to ask about our bill for the winter concert. Debbie said the Music Department had done everything they were supposed to do but that the bill had gotten stuck on the desk of a new person who hadn't realized a supervisor's signature was needed. Debbie said it was taken care of and thanked Laura for calling. However, as of March 14, 2019, no bill has been received. Having made a good faith effort to elicit a bill from SOU, no further action will be taken until a bill is received. As an FYI, it was noted that SOU charges us per concert day, but does not charge us for the dress rehearsal. SOU does charge us a parking fee for concert days as well as dress rehearsal day.

Laura noted that the Sneak Preview advertising bill came three months later than normal.

Mikiko Baltic fund: \$3500 as of today, plus another \$100 pledged (out of an estimated total of \$4200).

\$400 of raffle tickets were sold at the recent Camelot Theatre show.

The organization is \$2400 in the black.

### **Membership committee:**

Laurie reported that she has recruited Pat Gleitsmann as a member of the Membership Committee. Laurie is working on the job description for this new committee chairmanship. The punch list includes attending Chamber of Commerce Friday morning mixers ahead of the

concerts, post-concert party liaison between party host and the board. Also, singers will receive cards for various events. Board members agreed to donate cards they may have at home, including “blanks.” Monthly birthday announcements at rehearsal will continue.

Laurie will organize the July 4th booth. She will also take over baseball cap sales and will bring them to sell on registration nights.

### **After-concert party:**

For insurance purposes, the board voted to ask the Gleitsmanns to host the spring after-concert party, and to serve alcohol. (Party hosts need liability protection of a formal request from the board to serve alcoholic drinks.) The Gleitsmanns are providing wine, ham and a cheese plate. The board discussed organizing some kind of entertainment, such as a folk music singalong, open mike, song sheets. It was agreed to let any such entertainment be spontaneous to avoid adding more work to party organizers.

### **Tour committee:**

There will be 45 people total (32 singers and 11 friends and family members). Group size contract was 35, so cost has come down by \$185 per person. Final group size cannot increase after March 18. Laura is doing all the bookkeeping for the tour. Robin’s granddaughter may join us for the tour (if we charge her a fee, the funds will go toward the tip for the bus drivers). Laura will manage this. Tuesday, April 9 is the final payment date for tour members. April 18 is the deadline for final payment to tour agency ACFEA. Performance wardrobe for the tour is white, long-sleeved tops and floor-length black pants or skirts. We will use colored scarves to add color (women only). Cynthia will check on the supply in storage.

Sugihara Park & memorial: walkable distance from hotel, in Vilnius. Second memorial on the way, as is Frank Zappa memorial. We need a piano or other keyboard in order to perform “Butterfly.” Maybe there is one in the museum, or we could perform in a Vilnius synagogue instead? Keyboards are probably rentable in Vilnius. ACFEA will work on this.

### **Publicity & Programs:**

Michael is working on the programs for the tour: one piece of paper, folded. Mark has provided semi-final copy, to be translated into the three languages. Instead of singers’ names, the programs will contain a translation of “Butterfly.” Rachel from AFCEA will assist with translations. We will use a version of the spring concert graphic, modified, for the program.

For the spring concert, Sally has agreed to handle concert poster distribution again.

Mark and composer I’lana Cotton will be interviewed on the Jefferson Exchange public radio program the week of the concert. The Medford Mail Tribune, Ashland Tidings, and local TV stations will be pitched. The recording for the SOPTV ad will be done this week. Shawn has offered to create a longer spot (30-60 sec) for our use on social media and our website.

A smaller version of poster graphic will be used for the SOPTV print ad and the Sneak Preview ad. Concert info will be posted to 15 local entertainment calendars. Motion passed to hire Steve Sutfin to take group shots before our upcoming concert. He will also take photos during the concert.

### **Old business**

--**Mark’s 10th anniversary concert:** process has been initiated by Rich and Scott.

--**Professional concert recording:** Jay reported that Jim Abdo's price is approximately \$1040. This includes Jim attending a rehearsal, setting up equipment, recording two concerts, mixing & mastering. Options include having the entire concert on 2 CDs or choosing the best pieces for 1 CD only. CD Baby is a good company to use for distribution. The board voted to hire Jim Abdo to record our anniversary concert in Spring 2020. We will decide later what format/s to use for distribution.

--**Comp ticket policy:** Mary VW has written up the policy, which will be available to members on the web site. We will also be explicit about comp tickets during presentations to singers. All comp tickets must be pre-approved. Ticket distribution to singers will begin this week.

--**Risers:** Jim Gleaves was not able to attend the meeting, but reported that he has discovered an issue that might make the additional riser not useful. He will report at the next board meeting.

--**Professional ticketing agency:** Rich called the company that contacted us (Vendini). Our members are doing most of what Vendini would offer us. Rich's recommendation is that we do not proceed with hiring a ticketing agency.

--**Board member terms:** Board members' terms end at the end of the fiscal year (August 31). Members need to be re-elected to remain on the board. New members can join at any time. Laura will ask Elizabeth Bingham if she would like to join the board.

#### **New business**

**Next board meeting:** Home of Katharine Lang, 700 Terrace St.