

Siskiyou Singers Board Minutes

January 21, 2023

10:00 am – 12:00 pm

Board Members Present: Mark Reppert, Howie Seay, Steve Thomas, Mary Van Wesep (via ZOOM), Laura Barlow, Mary Bergstrom, Scott Nelson, Michael Zuzel, Cynthia Tank, Fallon Stewart, Michele Kyle

Meeting Called to Order - 10:04 a.m.

Approval of the November 2022 Minutes -

MOTION: moved that the Board Minutes of November 2022, be approved. Motion seconded. MOTION PASSED

Written Reports:

Artistic Director – Mark Reppert

All indications are that Siskiyou Singers is on the upswing in quality and quantity. I have had communications with many members that had left us but are now returning and with many new members as well. Our very successful Fall Concert has to have helped with that.

I have always wanted to do a comedy concert but felt it could not be sustained for a full two hours. Splitting the concert between serious and funny is perfect, I think. I have heard from many people that they are thrilled to do some of the beautiful pieces that we had to put aside. The choir is also ready to break out the kazoos (in a metaphorical as well as a literal way). We are going to have a great time.

President – Howie Seay

I am pleased to report that our previous winter concert featuring Mozart's Coronation Mass and Regina Coeli was a great success. The performances were outstanding, and we received positive feedback from both audience members and critics. Our singers, musicians, and staff should be commended for their hard work and dedication leading up to the event.

In addition, I am excited to announce that our fantastic artistic director, Mark Reppert, has arranged an equally exciting performance for our upcoming season. "Something to Laugh About; Something to Think About" will be as fun for us as it will be for the audience. Mark's vision and leadership continue to bring our organization to new heights, and we are fortunate to have him at the helm.

As always, I want to extend my gratitude to the board for your continued support of the Siskiyou Singers. It is through your dedication and generosity that we are able to put on such successful performances.

I look forward to updating you on the progress of the upcoming performance.

Membership – Fallon Stewart

After Concert Party:

- Baldwin's hosted – were given a \$700 budget – actually spent X (?)
- Howie's Brother coordinated parking; we paid him \$100.
- Rob provided piano accompaniment and we paid him \$150, plus 2 comp tickets to Sunday's show.
- We had roughly 60 people attend the party – there was an abundance of food and merriment.

Publicity/Programs/Public Relations – Michael Zuzel

- The demise of the *Mail Tribune* (MT) removed a potential avenue for our choir publicity. As a practical matter, however, it had already become less useful for us. The MT suspended print publication last year, and I was not inclined to pay to have annoying ads posted on its web site, so last fall we went strictly with media releases and free calendar listings, and we redirected our MT advertising budget to the monthly *Locals Guide*. I suggest we continue that approach going forward.
- The loss of the *Rogue Valley Messenger* is not a biggie for us. Publication of the print edition and updates of its web site had been sporadic for several years, and we never bought advertising.
- We also will have less of a chance to promote our concerts on JPR's *Jefferson Exchange*. This month it underwent a major format change, with the program reduced from two hours each weekday to just one hour; more emphasis on local news analysis and public affairs, and less on books and arts coverage; and the elimination of phone-ins from the community. The First Friday Arts segment, in which we've participated for several years, is therefore defunct. We still will be able to post concert details on JPR's online calendar. And in-studio interviews for big events, such as Emma McNairy's upcoming guest performance, are still a possibility.
- Hats off to Scott for suggesting that Howie write a letter to *Sneak Preview*, thanking the publication and the community for their support over the past few years. It was published in this month's issue.
- I hope to have Shawn's publication timeline for Spring 2023 available for your perusal at the board meeting.

ADDITIONAL INFORMATION PRESENTED AT THE BOARD MEETING

1. *Michael has put together a job description for the Program Ad Sales Coordinator position. Michael has been in the position on a temporary basis and is ready to step down. The position is now up for grabs. He invited Sue Silfvast to serve but she declined. Board members are encouraged to look over the job description and consider stepping into the position or recommending someone to do so.*
2. *Katharine Lang has agreed to be our new Social Media Coordinator*
3. *Michael announced that a new Rogue Valley Tribune paper will debut soon.*

Choir Tour – Cynthia Tank

I'm looking at Tuesday, Feb. 21, 6 p.m. at the church for detailed tour information meeting.

Scott: will you check if this is OK?

- We would provide itineraries, payment schedule, travel insurance recommendation, info about individual accounts on ACFEA site, etc.
- Answer questions
- Invite noncurrent singers and anyone each singer wants to invite.
- We have added a tour presence to web site (under "Performances")

FROM LAST TOUR:

Pay schedule was \$275 deposit by April, then 3 payments of \$675 due in July, October, and January, with final payment of air fare due in April.

Travel Insurance: ACFEA (tour organizer) suggests participants evaluate their need for travel insurance. See articles by Consumer Reports and Rick Steves on trip insurance on Siskiyou Singer website.

Siskiyou Singers Participation: Mark asks that any singers who would like to go on the tour register and sing with SS for the Spring 2024 term.

Concert Report – Cynthia Tank

- Concert management team organization
- Stage flowers and presentation bouquets: The concert's flower costs came to \$285 (\$110 trade + \$175 for 7 \$25 bouquets). At \$110, I thought the stage flowers were pretty meager and I think we should budget additional money to those. The presentation bouquets were \$25 each and were passable.
- Gleitsmann feedback regarding Recital Hall curtains: Rich mentioned to me that long ago we used to use the music hall's stage curtain regularly; he and Pat watched the concert and thought having to watch choir members lumber on to the risers was not good. Is this worth looking into?

Treasurer's Report – Laura Barlow

Balance Sheet as of December 31, 2022 - Our balances are looking good compared to last year but we still have outstanding bills from SOU, Shawn and the Baldwins which we did not have last year at this time.

Certificate of Deposit – As approved by the Board, we now have a 13 mo. CD for \$20,000 earning 3.75%

Profit and Loss Statement as of December 31, 2022 - Tickets Sales from the outlets, Paddington & Music Coop, are approx. equal due to not being differentiated so I just divided the sales equally between them although I think Paddington's sells more.

The donations by the Repperts, Steve, and Katherine Lang for Adrian's lodging should be considered Restricted-Use donations since the donations were made for a specific use and would not have come in otherwise. Therefore, they should be credited directly against the cost of the contract performers. This leaves Mark with \$2683 in his orchestra budget.

Question for the Board: Clarify the 2 year period that is covered by Mark's \$15,000/2yr budget.

The After-Concert Party Expense line item will increase when the Baldwins submit a reimbursement request and we pay Howie's brother for being our parking attendant.

ADDITIONAL P&L INFORMATION PRESENTED AT THE BOARD MEETING

The board discussed the lodging donations for soloists and Mark's budget and how they are currently listed on the P&L statement.

ACTION ITEM: Laura will make the necessary adjustment to the P&L statement concerning donations for soloists.

Spring 2023 will be the end to Mark's current two-year budget.

To access the full profit and loss (P&L) report, contact treasurer Laura Barlow

Development Committee – Laura Barlow

We may do better than I projected for ticket sales for the year since we are already at 71% of projected. We will still probably run a deficit this year even so.

Car Donation

Cynthia and Michael's car donation netted us \$2427.17. Anyone else have old cars???

Amazon Smile

The Amazon Smile program is going away but it was only bringing in about \$100/yr. so it will not be a big hit to our donations.

Board Business

Ticket Sales by Title – The board looked at a spreadsheet showing concert ticket sales over time and determined that we did well for a first concert after a pandemic. The board discussed whether or not to find a narrator. Jeff Riley was suggested.

ACTION ITEM: A sub-committee comprised of Mark, Howie, and Michele will put together a budget and compile a list of candidates for narration. They will report their progress to the board in February.

Concert Revenue History – see above

Spring '23 Calendar Review – The board reviewed and confirmed upcoming dates for board meetings and the spring choir workshop. A correction was made to the February meeting. It will be on February 11, not February 18. That is the date for the Choir Workshop. We need to find a new host for our board meetings as the current location is no longer available.

ACTION ITEM: Laura will check out the possibility of using the meeting space at Pony Espresso for future board meetings.

Concert Management Team Job Descriptions -

Concert Management Team

Music Director (Mark Reppert)

- Provides choir seating plan, stage plot, and detailed cue sheet
- Runs the tech rehearsal

Concert Manager (Cynthia Tank)

- Oversees the concert management team
- Works with music director and risers manager to ensure correct configuration of the risers
- Communicates with SOU (Tom Knapp) regarding tech rehearsal and concert needs.
- Creates cue sheets for SOU (Knapp and student stage managers)
- Oversees execution of music director's stage plots for each concert half.
- Recruits 4-5 singers as stage crew to assist with stage changes during intermission and before and after curtain
- Coordinates with SOU student stage manager to run the concert
- Oversees set strike

Assistant Concert Manager

- If needed, recruits volunteer to serve as House Manager (if Char is unavailable); otherwise makes sure Char has what she needs.
- Oversees front house team as needed

- Coordinates ordering and purchase of stage flowers and any presentation bouquets; recruits presentation volunteers and provides their cues.
- Assists concert manager as needed
- Learns the tasks of stage manager as a backup

Tickets Manager (Loretta Barker)

- If needed, finds volunteer/s to run the box office
- Coordinates with banker for box office needs
- Collects tickets from ushers, box office

House Manager (?)

- Recruits volunteer ushers
- Oversees Lobby set-up
- Oversees Cookie sale
- Makes sure donation envelopes are stuffed into programs
- Ensures that both house and lobby are clean after each concert

Risers Manager (Steve Thomas)

- Arranges for professional assistance in transporting risers
- Recruits and oversees risers set-up and take-down team

Party Coordinator (Fallon Stewart)

- Ensures we have a location for the after-concert party
- Works with party hosts to coordinate food, parking, or anything hosts may need

ACTION ITEM: Howie will find a house manager to replace Char.

Registration Plan & Duties –

Our first rehearsal for the Spring concert will be on Tuesday, January 24. Auditions will begin at 6:30 PM; Registration starts at 7:00 PM; Rehearsal begins at 7:30 PM. The following duties were assigned:

- Front Door Vac. Check – Scott / Michael
- Audition Escort – Loretta
- Registration Forms – Michele / Steve
- Money Collectors – Mary B. / Laura
- Music – Marilyn
- Greeters for new singers – Section Leaders

ACTION ITEM: Mark will tell Section Leaders to arrive early to be available to greet any new members to their section.

Jim Abdo for Archival Recordings –

The board discussed whether or not to enlist Jim Abdo to be our recording archivist. The decision was made to do so. (No Motion was necessary)

Ed Wight (pre-concert lecture) for Spring 2023 Concert –

The board discussion whether or not to hire Ed Wight at \$150-\$200 for both Spring concerts.

MOTION: Moved to Include Ed Wight's preconcert talk in the Spring. Motion seconded.
MOTION PASSED

Meeting Adjourned - 12:03 PM

Next Meeting - February 11, 2023 @10am at Michele Kyle's, 692 Vansant St, Ashland

Board Meeting Calendar 2022/2023

- February 11
- March 18
- April 15
- May 20