

## **Siskiyou Singers Board Minutes**

**March 18, 2023**

**10:00 am – 12:00 pm**

**Board Members Present:** Mark Reppert, Howie Seay, Steve Thomas, Mary Van Wesep, Laura Barlow, Mary Bergstrom, Scott Nelson, Michael Zuzel, Cynthia Tank, Michele Kyle, Loretta Barker **Absent:**

**Meeting Called to Order – 10:08 AM**

**Approval of the February 2023 Minutes**

*MOTION: moved that the Board Minutes of February 2023, be approved with corrections. Motion seconded. MOTION PASSED*

### **Written Reports:**

**Artistic Director** – Mark Reppert

I am so very pleased that Siskiyou Singers continues to work hard. Even after our setback we will be fine. Sectionals went very well. It is possible that we will be scheduling one more extra rehearsal, but that depends on our progress in the next couple weeks.

I am very happy to announce to the board the themes for the Fall '23 and Spring '24 concerts. The Fall concert's working title is "Ancient Melodies." We will be doing music on themes from the past. The word "ancient" will be interpreted loosely, however, since I plan to program a couple African-American Spirituals. Some examples: a Renaissance motet, O Magnum Mysterium by Lauridsen, He Came Al So Stil by Ashworth.

The Spring concert's working title is "The Definition of Beauty", based on the set of four songs by Alice Parker based on the Emily Dickinson poem. We will sing each of the songs separately and then sing pieces related to each of those songs (i.e., sections of the poem). We will be focusing on American composers, of course, since that is what singers from the rest of the world want to hear from us! I don't really have any examples to share with you yet.

**President** – Howie Seay

First and foremost, I want to commend our choir members for persevering through some challenging times. We experienced missed rehearsals on February 21st due to a COVID outbreak and inclement weather on February 28th, but despite these obstacles, we have managed to stay strong and focused on our mission.

In light of the missed rehearsals, we have added bonus rehearsals on March 20th and 27th, which will provide us with the opportunity to fine-tune our performances and prepare for our upcoming events.

I am proud to report that we have held most of our sectionals, and our singers have been working hard to refine their skills and enhance their vocal abilities. The dedication and commitment of our choir members are truly inspiring, and it is a privilege to be a part of such a talented group of individuals.

Furthermore, I am thrilled to announce that we have found a host for our afterparty! Ro Tutland, a new member of the Siskiyou Singers, has graciously offered to host our post-concert celebration. I want to give thanks to Fallon Stewart for making this happen!

In closing, I want to emphasize how grateful I am to be a part of the Siskiyou Singers. Despite the challenges we have faced, we continue to persevere and thrive!

**Membership** – Howie Seay (in interim)

No Report

## **Publicity/Programs/Public Relations – Michael Zuzel**

Tickets are printed. Loretta will distribute them to singers next week. Posters and postcards are printed. Unfortunately, the back of the postcard mentions “Sure On This Shining Night” as one of the songs we’ll be performing; by the time Mark announced that the song would be dropped, the postcards were all done. I doubt that many of our audience members will notice its absence. (I suppose we could put a note in the program saying that the song will be performed at a later date, but maybe that’s TMI.)

Thanks to Howie for picking up program ad sales duties this season. We have a healthy number of ads carried over from the fall, but more is always better.

We have hired a photographer to take a new group shot, head shots of Mark and Mikiko, and shots of the choir performing. All of this will happen before our Saturday performance. The photographer, of course, wants as much time as possible to produce the best results, while Mark and the choir have other priorities. I will put together a detailed timeline so everyone knows exactly what will happen and when.

## **Choir Tour – Cynthia Tank**

No Report

## **Treasurer’s Report – Laura Barlow**

### **Balance Sheet as of February 28, 2023**

Our balances are looking good compared to last year but we still have an outstanding bill from SOU.

### **Profit and Loss Statement as of January 31, 2023**

Our printing costs looked high to me. I checked back to our last Xmas concert (2019) and the bill from Pacific Crest Printing was 3x as high as their bill in 2019.

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

## **Development Committee – Laura Barlow**

### **Development Committee Spreadsheet as of January 16**

Nothing particular of note.

### **On-Line Ticket Sales Programs**

I did a lot of work on this right after our last Board meeting and produced a spreadsheet. There is a dizzying array of ticketing systems. All of them are more costly than using Paypal. All will be labor intensive to set up. There is an open-source ticketing program which is cheaper but probably even more labor intensive to administer. I cannot recommend one over another. Some are non-starters due to service fee minimums. It will not be me who manages this system so if there is any interest in pursuing this, we will have to find an administrator to take it from here. Otherwise, we stick with PayPal.

### **Credit Card Processing Systems**

Credit card processing systems are equally complicated. Fees are based on whether the cards systems are used at point of service (POS) and/or for on-line sales. Adding an on-line sales option increases the cost. All card servicing companies like to see transactions every month or they may inactivate the account due to inactivity. Our POS needs are quite limited; essentially Registration days and Box Office ticket sales, approx. 10 days per year in 4 calendar months. Some companies charge monthly fees whether or not you are accepting any payments. Again,

credit cards can already be used to buy tickets via PayPal so adding an on-line option with a credit card processing system doesn't add much value.

## **Board Business**

### **Ticket Platforms –**

Laura put together a spreadsheet that showed all the various ticket platforms. They are all expensive to implement and manage. The board decided to stay with our PayPal system of payment. Finding a different platform has been put on hold.

Laura also presented some different platforms for processing credit cards for the box office ticket sales and member registration. Of the various choices, Zettle looks the best. However, we would lose money on each credit card transaction in the payment of fees. To offset the fees, it was suggested that we charge said fee to the credit card user. Another suggestion was for Siskiyou Singers to become a member of the Oregon Center of the Arts and be able to use SOU's credit card platform.

***ACTION ITEM:** A task force was formed to formulate a plan for the use of credit cards. Members of the task force are Laura, Steve, Howie.*

***ACTION ITEM:** Scott will contact the Oregon Center of the Arts for more information about joining.*

### **COVID Protocols for Spring Concert –**

The wearing of masks for audience members will be optional but not required. The board will keep a handle on any community developments in regard to the rate of COVID cases that might change the protocol.

### **House Manager –**

We need a house manager. Cynthia will talk with Char Peterson and share with her the COVID protocol the board has established (see COVID protocols for Spring concert above) regarding the wearing of masks by audience members.

We are also in need of a Box Office manager.

It was suggested that we note in the Spring program that ***The Friends of Siskiyou Singers*** group is forming. Once that group is up and running, it will be a great source for some of the positions we are looking to fill. (i.e., House Manager, Box Office Manager, Advertising Manager)

Board members will actively seek recruitments for the House Manager and Box Office Manager positions for our upcoming concert.

### **Riser Update -**

On March 24 Steve will book the movers and the truck. He will ask for volunteers on March 28.

We will use the riser wedges. We will need an update in how to configure them. Steve, Mark and Cynthia will confer on how to configure them.

### **Post-Concert Party –**

Rosemary (Ro) Tutland has agreed to host the post-concert party. Howie shared with her notes provided by the Gleitsmanns (previous hosts of the spring choir parties). Ro's concern is seating. Howie will check out the parking situation. We will ask people to bring a chair or two and wine to share. We want to make sure that there isn't too much food this time. We will make the coffee.

## **By-Laws Regarding Required Number of Board Meetings –**

The following is taken directly from our By-Laws...

**Article III - Directors, Section 6 –Meetings:** *The Board of Directors shall meet monthly during the months from August through June, except that any meeting may be canceled by the action of the Board. Special meetings may be held before or after a Tuesday night rehearsal on one day's notice or at any other time on two days' notice. One-third of current Directors shall constitute a quorum at any meeting. Action may be taken without a meeting by unanimous consent as permitted by the Oregon nonprofit corporation.*

In January 2023 there was a discussion to cancel both April and May board meetings; however, that decision was not recorded.

**MOTION:** *The board shall cancel the April 2023 board meeting. **Motion seconded.** Vote unanimous. **MOTION** passed.*

Inga Leed is considering joining the board.

**ACTION ITEM:** *Howie will invite Inga Leed to the May board meeting.*

## **Advertising –**

Blackstone will be a new advertiser, thanks to Andrew Klein. Andrew has also volunteered to help us with the Soundtrap platform to make it easier to access from our website.

## **Do We Allow Singers Outside of Our Choir to Sing on Tour –**

A singer brought this question to our attention. Mark has decided to allow for this, based on criteria that he has established (see below). The final decision will be Mark's.

### **Tour Guest-Singer Guidelines**

In the case that a singer would like to be a part of the tour but would not be able to attend rehearsals or the concert during the spring term of the tour they may be allowed to participate as a singer if they abide by the following guidelines.

The Director will make this decision on a case-by-case basis. The guest-singer must have a sponsor whom the director trusts in the choir.

- The Director will require evidence that the guest-singer is competent enough for his standards. A resume would be required, as well as a recording of them singing a song or vocalizing. An example from our current literature would be acceptable.
- The guest-singer must have a valid reason for not singing with us in the spring (like living outside the Rogue Valley).
- The guest-singer will read all Notes emails during the term and record them in their music. The sponsor is also responsible to keep the guest-singer up to date.
- It will be required that before the date of the concert that the guest-singer is fully rehearsed on their own. They will record tracks of two songs selected by the Director onto Soundtrap.
- The guest-singer must be up to date on payments and must agree that they may lose some of their refund if they don't show they know the material to the Director's satisfaction.

## **Meeting Adjourned – 11:44 AM**

## **Board Meeting Calendar 2022/2023**

- **May 20 – Michelle Kyle will host.**