

Siskiyou Singers Board Minutes

April 20, 2024 9:00 am

Mark Reppert's - Medford

Board Members Present: Mark Reppert, Steve Thomas, Howie Seay, Mary Van Wesep (ZOOM), Laura Barlow, Michele Kyle, Andrew Klein, Inga Leed

Absent: Scott Nelson, Mary Bergstrom, Loretta Barker

Meeting Called to Order at 9:07AM

Approval of March 2024 Minutes

Inga Leed reported that the Trails Outdoor School raffle was a success.

MOTION: Michele Kyle moved that the March 2024 Board Minutes be approved. Motion seconded by Laura Barlow. MOTION PASSED

Written Reports

Director – Mark Reppert

We are in great shape for our upcoming concert. The choir sounds good and confident. We can all be proud.

Next term on January 18 and 19 we will be performing Chichester Psalms by Leonard Bernstein and Gloria by Antonio Vivaldi. We have our wonderful orchestra manager pulling together an orchestra already. The orchestration for the Bernstein is quite different: 3 trumpets, 3 trombones, 2 harps, timpani, 4 percussionists and strings. The string section will stick around to play the Vivaldi. I am still working on music for the second part of the program, but this will be a very exciting concert! The Family Concert on December 14 will be much shorter and feature standard holiday fare.

ACTION ITEM: Mark will notify the choir of the new Winter concert dates

President – Steve Thomas

Over the past month the choir has really begun to fine tune the music we will be performing next month. It seems to me that singers are feeling good with the mixed seating arrangement and Mark has complimented the sound more than once. We successfully made a beautiful recording for broadcast on TV, Radio, Facebook, and YouTube. It is also available on our website. We enjoyed some wonderful elementary school outreach singing. The beautiful Posters and Postcards were all picked up by our singers for distribution around the Rogue Valley. The sign up and planning for our After Party are underway. Tickets for singers to sell have been distributed and are being sold. Our program ad sales went well. All and all, I think we are on track for a very successful and fun term for all involved! Let's keep it up 🍷

ADDITIONAL INPUT: Steve shared feedback on the Outreach program to say the song, *This Land* was brilliant, especially for the immigrant children.

Publicity – Michael Zuzel

I would like to ask Sally's husband, George, to take some photos during next month's concert. I think having a photographer shoot during the performance, instead of during our warmups (as we did last spring), will yield many more usable images. George photographed several of our pre-pandemic shows as well as our Baltics concerts and did an excellent job. I haven't asked him yet, but I'd like to be able to offer him some small compensation—\$50 or \$100—for his trouble. That's much less than a contract photographer would charge. Please let me know if the board agrees and how much, if anything, I can offer to George for his time and talents.

You can disregard my note last month regarding Cynthia's and my absence for three weeks at the start of the fall season. We will be around after all.

ADDITIONAL INPUT: The board discussed Michael's proposal to offer payment to George Peterson for taking photographs.

ACTION ITEM: Steve will empower Michael Zuzel to ask George Peterson to take photos of the choir along with asking George what compensation he wants for doing the job.

Membership – Howie Seay – no report

Choir Tour – Cynthia Tank – no report

Communications and Connections – Michele Kyle – no report

ADDITIONAL INPUT: Michele suggests that the choir be reminded to share Siskiyou Singers news on their Facebook page.

ACTION ITEM: Michele Kyle will send Steve Thomas a blurb about her suggestion that he will include in his next "note to the choir" Michele will make a personal announcement about her suggestion. And Michele will talk to Sally.

Box Office Task Force – no report

The Box Office Task Force was disbanded.

ADDITIONAL INPUT: Beate will be in charge of the Box Office for this Spring concert.

ACTION ITEM: Laura Barlow will ask Scott Nelson to inquire of SOU if we can use their Box Office space to set up our Box Office.

Outreach Educational Program – no report

Technology Task Force – Andrew Klein –

Transition to G Suite for Nonprofits: Initial Steps and Summer Plan (Howie Seay)

Introduction

As part of the Board's ongoing efforts to enhance collaboration and streamline operations, we have taken a step forward by enabling Google for Nonprofits. This initial phase includes setting up email addresses for members and outlines a plan for migrating our document management system from Dropbox to G Suite over the summer.

Initial Setup

Google for Nonprofits Activation

The process began with the successful activation of Google for Nonprofits for our organization. This initiative is aimed at leveraging Google's comprehensive suite of tools and services to improve our internal and external communication, collaboration, and overall productivity.

Email Provisioning for Mark and Steve

Following the activation, we have provisioned new email addresses within the G Suite ecosystem for Mark and Steve. These email addresses are:

Mark: mark@siskiyousingers.org

Steve: steve.thomas@siskiyousingers.org

This step is crucial for ensuring that Mark and Steve can start familiarizing themselves with the G Suite environment and test the transition process.

Summer Transition Plan

Document Migration from Dropbox to G Suite

Over the summer, we have planned a phased migration of our documents and files from Dropbox to G Suite. This move is motivated by the desire to centralize our document management system

within a single, integrated platform that offers enhanced collaboration features and easier access control.

Phase 1: Pilot Migration

The initial phase will involve a pilot migration where select historical documents will be moved to G Suite. This will allow us to test and refine our migration strategy, ensuring a smooth transition for the rest of our documents.

Phase 2: Full Migration

Following the pilot, a full-scale migration will be carried out to transfer all remaining documents and files from Dropbox to G Suite. We will provide support and guidance to all board members throughout this process.

Email and Access Provisioning for the Entire Board

Concurrent with the document migration process, we will also provision email addresses and G Suite access for the entire board.

Rehearsal Technology On-going Research Update (Andrew Klein)

CakeWalk (BandLab Offline)

The company that created **BandLab** is perhaps better known as the creators of one of the best free Digital Audio Workstation (DAW) programs: CakeWalk. At the time of writing this report, the free version of CakeWalk is no longer available as the company is in beta testing a brand-new iteration of the software called CakeWalk. The benefits of this new version of CakeWalk seem to fill some the need that has been expressed for an offline rehearsal tool that is similar enough to BandLab, but without the challenges presented by multi-user conflict.

Potential Benefits

- In essence, CakeWalk *is* BandLab. Users would login with the same account information and would be able to download any project they currently have access to in BandLab directly into CakeWalk. Once the project is in CakeWalk, it is disconnected from the live version on BandLab, allowing users to interact with, modify, and save the project without affecting other users or the live project.
- The BandLab interface that users are familiar with is very similar in CakeWalk, allowing for a smooth transition between the two programs.

Potential Issues

- In order to access the beta version of CakeWalk, users must join and participate in the Discord server (like a chat room) where the company is posting updates, announcements, and collecting feedback during the beta process. I have asked for permission for a handful of users to be provisioned with beta access for which I can act as a liaison in Discord by collating and delivering feedback for the collection of users in the choir. I have not yet received any response to my request.
- CakeWalk is not likely to be free, though at the moment it is unclear what kind of pricing models will be available, and what the price point will be for access to the program once it is available to the public.

Concert CD to Digital Archival Project (Andrew Klein)

I'm looking into borrowing a device from work that can rip and convert audio CDs to digital files automatically. This would allow us to digitize any recording of the choir currently very quickly on CD to be delivered to a cloud storage solution of our choosing.

ACTION ITEM: The Technology task force and Communications task force will collaborate to develop a YouTube sample

Treasurer's Report – Laura Barlow

- **Balance Sheet as of April 11, 2024**

Significant sums have been deposited into and have been paid out of the Italy fund. The balance remaining will be used to pay for rehearsal space, printing costs, and any other misc. tour expenses.

Fixed Assets: These are our risers. Originally purchased in 2004, we have spent a total of approx. \$20,000 on them. With approval of the Board, we have increased our insurance coverage on the risers and other materials stored in the storage unit.

Profit and Loss Statement as of April 11, 2024

The bottom line (net income) looks pretty good right now because most of our donations for the year have come in.

- **Development Committee Spreadsheet as of April 11, 2024**

Still looking to come up with another \$9700 to meet our fund-raising goal which includes half an orchestra. Better-than-projected ticket sales may off-set less-than-projected ad sales.

- **Fundraising**
Grant Application Status

Oregon Arts Commission – Received \$2363 in late January. Have submitted grant application for next year.

James F. and Marion L Miller Foundation – Received \$2100. Will apply again in Sept.

Oregon Community Foundation – Declined to fund grant. Will apply again in Sept.

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

ACTION ITEM REVIEW *(from March, 2024 board minutes)*

- **ACTION ITEM: Howie will fill in for Michael for three weeks (Aug. 21 – Sept. 9).**
DONE **PENDING**

- **ACTION ITEM: Mark and Scott will apply for the Carpenter Grant in April, 2024**
DONE **PENDING**

UPDATE: application can also be done in July, 2024

- **ACTION ITEM: The board needs to fill the following positions – Board Secretary (board position), Ticket Manager**

DONE **PENDING**

UPDATE: Mary Van Wesep will remain in the Secretary role for one more year 2024/2025

UPDATE: Mary Van Wesep will continue as Ticket Manager

Suggestions are needed for nomination of the next president elect.

- **ACTION ITEM: Andrew will do more research into recording CDs and report to the board his findings.**

Note: Andrew determined that the recording room is too small to meet our needs. If we desire to do this, we need a larger space. We can do on-site recordings instead. It would be at a time when we already had the SOU Recital hall reserved. This would be for online distribution. The plan and logistics would have to be worked out. We could manage 2 pieces in 2 to 3 hours and 3 pieces in 5 to 6 hours which includes setup, mixing, etc.

Why do this? These would actually be audio-visual records to use on social media websites and YouTube in order to help show more of the public our choir and help expand our audiences.

DONE

PENDING

- ***ACTION ITEM: We need a budget before deciding.***

TABLE THIS ITEM TO APRIL BOARD MEETING

- ***ACTION ITEM: Scott will check on SOU availability for a January 2025 concert
January 17 – Drech with orchestra; January 18 – evening concert***

DONE

PENDING

UPDATE: The December 14 concert is set and will be called a Family Concert

- ***ACTION ITEM: Howie will update addresses in the database.***

DONE

PENDING

OLD BUSINESS

UPDATE BOARD DOCUMENTS

The document titled, *Siskiyou Singers Board Meeting Schedule* was updated to show the locations for the April and May board meetings.

The document titled, *Siskiyou Singers Staff Data Sheet*, was updated to reflect the changes suggested.

Mary Van Wesep was not able to share the updated documents (see above) at the April board meeting but will do so at the May board meeting.

Laura Barlow will update the Compensation History document.

NEW BUSINESS

BRAINSTORM WAYS TO BUILD OUR AUDIENCES

The following ideas were shared:

- Push YouTube idea
- Push Facebook idea
- Email blasts
- Ask for personal testimonials
- Share what happens in a rehearsal (the inside workings)
- Section leaders introduce their section – a bio of one of the members of that section is put on our website and/or Facebook
- Put a link to our website on Facebook
- Non-member newsletter
- Great ideas but who will be the person to implement them???

SUGGESTION: Ask Danielle Seay to give a workshop on ways to build our audience

TABLE THIS DISCUSSION TO AUGUST BOARD RETREAT

ACTION ITEM: Steve will check with Howie on Danielle's availability

ACTION ITEM: Steve will poll board on August dates for the board retreat

ACTION ITEM: Howie will add Google analytics to our website to track activity

