

Siskiyou Singers Board Minutes

March 16, 2024 9:00 am – Public Library – Ashland

Board Members Present: Mark Reppert, Steve Thomas, Howie Seay, Mary Van Wesep, Laura Barlow, Mary Bergstrom, Loretta Barker, Michele Kyle, Andrew Klein, Inga Leed

Absent: Scott Nelson

Guests: Michael Zuzel, Cynthia Tank

Meeting Called to Order at 9:07AM

Vote In New Board Members -

MOTION: Laura Barlow moved to approve new board members Inga Leed and Andrew Klein. Motion seconded by Mary Bergstrom. MOTION PASSED

Approval of January 2024 Minutes

MOTION: Mary Bergstrom moved that the March 2024 Board Minutes be approved. Motion seconded by Loretta Barker. MOTION PASSED

WRITTEN REPORTS

Director – Mark Reppert –

The choir sounds the best it ever has under my tenure. I am so pleased to be your director! Even though there are some challenging pieces that we have not mastered yet, we are on a great trajectory for a wonderful concert. One of my concerns for the future is to let the general public know just how good we are. We really need to brainstorm ways to build our audience beyond the friends and family that are obligated to go. 😊 I think we are making progress on that, but I hope it will stay in the front of our minds.

(NOTE: Agenda item for April – brainstorm ways to build our audience)

President – Steve Thomas –

We are halfway into this term and coming along nicely. Sectionals are happening and our Educational Outreach program will be taking place in the next few weeks. Sally says we had a good sign up for it and voice parts seem to be well balanced.

We welcomed two excellent new board members at our last monthly meeting and I'm sure their participation will prove to help our board be even stronger! They are Andrew Klein and Inga Leed. Thank you both!

Publicity – Michael Zuzel -

I have pitched the idea of an interview with Mark about our Spring concert and Italy tour both to Jim Flint at the Rogue Valley Times and Geoffrey Riley at JPR's Jefferson Exchange. Jim says he will contact Mark; I haven't heard back from JPR yet.

Early warning: Cynthia and I will be taking a three-week road trip this summer, Aug. 21 through Sept. 9; we are scheduled to return the day before the choir's second fall rehearsal. During that time, I will not be around to post items to the website, including BandLab links. The board might want to designate someone to fill in, preferably a person who has some WordPress knowledge, or just wait until I get back. (Cynthia's only task at the beginning of a term is name tags. Likewise, the board could designate someone else to make them or wait until we return.)

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

Membership – Howie Seay - no report

Choir Tour – Cynthia Tank – no report

Communications and Connections – Michele Kyle – no report

Education Outreach – Sally Peterson

Our dates are set

- two rehearsals - Monday, March 25th and Monday, April 1st - Scott Nelson has reserved the Sanctuary
- four programs - Monday, April 8th, Tuesday, April 9th, Thursday, April 11th, Friday, April 12th (The Talent program is up in the air since the teacher has not seen her students for a while.)

The teachers are working with their choirs on *Orpheus and His Lute* which we will sing together. Our choir members have the music. We will do warmups together. The student choirs will sing a couple of songs. We will sing *Ain'ta That Good News*, *The Boy Who Picked Up His Feet to Fly*, and *Nootka Paddle Song* which we are singing in our spring concert.

We have 7 sopranos, 7 altos, 4 tenors, and 4 basses. We will keep mentioning it for the next couple of weeks until the first rehearsal on March 25th.

Box Office Task Force – Mary Van Wesep

The task force met via ZOOM on Monday, March 11. The purpose in doing so was to determine ways to ensure the smooth operation of the box office. Five people or entities play a part in the box office. They are:

- House Manager
- Box Office person
- Ticket Manager
- Treasurer
- Banker

In looking closely at the job descriptions for the people listed above, discrepancies were found. Several decisions/clarifications were made to resolve those discrepancies, such as, but not limited to:

- Who delivers the ticket/recording envelope to the box office and who collects it
- Who is in charge of the cash box for each concert
- The denomination and amount of money provided in the cash box
- The number of people manning the Box Office (increase from one to two)
- Provide a larger table to accommodate two people
- Provide better signage to direct people to the Box Office
- Provide the Box Office with a check list for each concert

Mary Van Wesep will revise the job descriptions to reflect decisions made. The task force will review the changes. Once the documents are complete, they will be uploaded to the Drop Box and all parties concerned will be informed of said changes.

Technology Task Force – Andrew Klein – no report

Treasurer's Report – Laura Barlow

- **Balance Sheet as of Feb. 29, 2024**
 - Keep in mind the funds in the Italy Tour account are not SS funds.
 - Fixed Assets: These are our risers. Originally purchased in 2004, we have spent a total of approx. \$20,000 on them. A guess at replacement value is \$40,000-\$50,000. I recommend we consider insuring them. Scott is checking into this.

- **Profit and Loss Statement as of Feb. 29, 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 Feb. 29, 2024**
 - Still looking to come up with another \$9700 to meet our fund-raising goal. Still hoping to see some additional ad sales revenue.

- **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

- **ACTION ITEM:** *Scott will check with our insurance broker regarding insurance to cover our risers* **DONE** **PENDING**

NOTE: *Action Item – Scott will investigate the cost of increasing our insurance coverage*

- **ACTION ITEM:** *Laura will post the Ad Sales Contract on SLACK* **DONE** **PENDING**
- **ACTION ITEM:** *Steve will ask Michael Zuzel to post the Ad Sales contract on our website* **DONE** **PENDING**
- **ACTION ITEM:** *Inga will talk to Sarah (current Ad Sales Manager) about Ad Sales* **DONE** **PENDING**

NOTE: *Action Item – Steve will talk to Sarah about making corrections to the Ad Sales form*

- **ACTION ITEM:** *Mark and Scott will apply for the Carpenter Grant in April, 2024* **DONE** **PENDING**
- **ACTION ITEM:** *Howie will talk to Michael Zuzel about the possibility of putting only the \$5 box on future tickets* **DONE** **PENDING**
- **ACTION ITEM:** *A tech taskforce will address technology concerns centered around BandLab. The task force includes Andrew Klein, Mark Reppert, Michael Zuzel with Andrew heading up the Taskforce.* **DONE** **PENDING**

NOTE: *Howie is joining the Task Force*

- **ACTION ITEM:** *Michele Kyle will share survey results with the choir at the next rehearsal announcement time.* **DONE** **PENDING**

- **ACTION ITEM:** Mark will inform the choir of tape-recording DO's and DON'Ts.
DONE **PENDING**
- **ACTION ITEM:** Inga will talk to Ashland Middle School regarding the submission of our "prize" to their fundraiser.
DONE **PENDING**

NOTE: Action Item – Inga will finish up with the Ashland Middle School fundraiser. We will give 4 tickets.

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

NOTE: Andrew determined that the recording room is too small to meet our needs. If we desire this, we need a larger space. We can do on-site recordings instead. We would do it during a time when we already have space at SOU. The recording would be for online distribution. If we decide to follow through with this plan then logistics need to be worked out. We could manage 2 – 3 pieces in a two-hour recording session which includes set up, mixing, etc. (Andrew does think that it would be more likely to take six hours to do three pieces.) Suggestion – do only one song. Why do this in the first place – to make YouTube videos to expand our audience.

Action Item – We need a budget before deciding.

TABLE THIS ITEM TO APRIL BOARD MEETING.

- **ACTION ITEM:** Laura will provide Andrew with the choir's financials surrounding the making of CDs
DONE **PENDING**
- **ACTION ITEM:** Mary Van Wesep will prepare board packets for the new board members.
DONE **PENDING**
- **ACTION ITEM:** Howie will update addresses in the database
DONE **PENDING**

NEW BUSINESS

SCHEDULING CONCERNS – Mark

The Rogue Valley Symphony (RVS) has scheduled a concert series that conflicts with our Winter Concert (December 13, 14, 15, 2024). Doing so prevents us from being able to have an orchestra (for obvious reasons), as planned.

SUGGESTIONS:

- We could perform on those dates but not with an orchestra so no *Chichester Psalms*
- Coordinate with RVS to advertise a shared experience
- Change to Thanksgiving weekend
- Change target audience to children focus
- Have weeknight concerts
- Do a 12th Night January concert (Jan. 4, 5, 6 or the following weekend)
- Have a Children's concert in December – just one on a Saturday afternoon complete with a Santa Claus
- Switch dates to January 17, 18, 19 – perhaps rethink doing 3 concerts and do only 2
- Need to rethink dates for the Spring 2025 concert

- Do a free (donations only) Children’s concert with a Santa
- If we switch dates, we need to check SOU availability
- Present something that is totally unexpected and has nothing to do with Christmas
 - Halloween theme
 - Collaboration with a theater company or SOU
- Completely bypass the fall season and plan something bigger than usual after the first of the year, something that needs a longer rehearsal period.
 - Music about food and collaborate with restaurants and wineries
 - Valentine’s Day theme
 - Second concert would be later in the Spring or a 4th of July patriotic concert.

ACTION ITEM: Scott will check on SOU availability for a January 2025 concert. January 17 – Drech with orchestra; January 18 – evening concert; January 19 – matinee

SPRING CONCERT CONCESSIONS

SOU no longer permits concessions in their lobby.

Becky Martin has agreed to be our House Manager except for the upcoming concert so we need filling that position.

REVIEW/UPDATE BOARD DOCUMENTS

The documents in question were distributed to board members.

The document titled, *Siskiyou Singers Structure-2023/24* was updated.

MOTION: Laura Barker moved to disband the COVID-19 taskforce. Loretta Barker seconded the motion. MOTION PASSED

MOTION: Mary Bergstrom moved to disband the Publicity/Programs/Public Relations Task Force. Loretta Barker seconded the motion. MOTION PASSED.

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

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

Mary Van Wesep will share the updated documents at the April board meeting.

OPEN BOARD POSITIONS

Mary Van Wesep announced that she will step down from the Secretary position at the end of this term (July 2024). In addition, the Ticket Manager position is up for grabs.

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

NOTE: Future Agenda Items –

1. Addendum to By-Laws to permit on-line
2. Look at our Mission Statement

ACTION ITEM COMMITMENTS – Mary Van Wesep read through the ***ACTION ITEMS.***

MOTION TO ADJORN

Laura moved to adjourn. Motion seconded by Mary Bergstrom. MOTION PASSED

Time of adjournment – 11:58 AM

NEXT BOARD MEETING: April 20

9:00 AM
Mark Reppert's