

Siskiyou Singers Annual Board Retreat Minutes
August 24, 2024 9:00 am – 2:00 pm
Mary Van Wesep's Home – 300 York St., Ashland

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

9:00 AM - The retreat began with a delicious breakfast hosted by Mary Van Wesep. Steve Thomas then led us in an ice breaker activity.

Meeting Called to Order – 10:05 AM by Steve Thomas, President

Approval of May 18, 2024 Minutes

MOTION: Loretta moved that the Board Minutes of May 18, 2024, be approved. Motion seconded by Scott.
MOTION PASSED

Written Reports

Director – Mark Reppert

The choir is in a great place right now. We have completed a triumphant tour of Italy. We have wonderful singers ready to make beautiful music. We have a board and supporters very excited about promoting the choir in the public eye. I am very pleased with this excitement. The choir deserves it!

I am hoping that my choice of music for the January Concerts helps with that cause. We are doing two different classic choral works. Vivaldi Gloria is well known, with good reason. Chichester Psalms is a great master work by Leonard Bernstein. Bernstein, of course, was recently memorialized in the pop culture by the movie "Maestro." The piece is challenging and exciting--just what our choir wants and needs. Finally, the second half will be dedicated to pop music from the last half century. Wouldn't it be great to have two full houses despite the difficulties caused by the Symphony.

President – Steve Thomas – *no report*

Publicity – Michael Zuzel – *no report*

Membership – Howie Seay – *no report*

Communications and Connections in the Digital Age – Michele Kyle – *no report*

Tech Task Force – Andrew Klein –

Concert Archival

- All concert files have been uploaded to the Siskiyou Singers Google Drive. Everything was uploaded in bulk to preserve project integrity, but each concert will require additional curation to separate the useable audio files from any excess project files.
- I have local copies of all of the concerts and have taken a look through some of the recent concerts to try to find pieces that can easily be turned into content for the social platforms.

Google Suite Approval and Implementation

- Google Suite may still need formal approval.
- Once approved, we should begin by centralizing access to organization owned email accounts for both security and longevity. All personal accounts should be removed from any Siskiyou Singers assets and accounts.
- All organization brand assets, content, and documents should be moved into the shared Google Drive, to which all board members will have access.

Social Tech

- Using the archived concert files, I was able to put together a quick example of a video that could be used on our social platforms to help drive engagement. The audio is from our performance of *Dirait-On* from our Spring 2023 concert while the images were taken from the website. Please note that the image quality in a real video will be much better. Some compromises were made for the sake of time.
- Given that this kind of video content can be difficult to transfer between individuals due to its size, having a centralized media storage like Google Drive should make producing and distributing this kind of content much easier.

ADDITIONAL INFORMATION: Concert archival will have a second part to it. Question: Do we need a new email address for Steve Thomas, president. Actually, all board members will have a new email address for use with Google Suite.

Treasurer's Report – Laura Barlow

- **Balance Sheet as of July 31, 2024**
 - New 7-month CD for \$10,000
 - Maturity dates for both CDs are on my calendar
 - Pre-paid accompanist fee - \$600
 - Grants Received early - \$3000 Carpenter Grant
 - Italy Tour Account - \$10.26 will be paid to Robin which zero's out the account.
- **Profit and Loss Statement as of July 31, 2024**
 - Shows a net income of \$9454.95 but there is about \$5000 in unbilled expenses yet to come in so if all those bills come in, I expect to finish the year with a net income of ~\$4400.

ADDITIONAL INFORMATION: A question arose about the 2023 SOU invoice that we were never given. It was suggested that we ask SOU for the invoice and we pay it. There was a suggestion that we send SOU an email after every concert with a request for our invoice.

ACTION ITEM: *Scott will make the request to SOU (Kathy) to send us the invoice in question.*

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

Development Committee Report – Laura Barlow

- **Development Committee Spreadsheet as of July 31, 2024**
 - Total revenue for the year is about \$3000 more than the original projection which reduces our fund-raising requirement for this fiscal year by an equivalent amount.
 - Revenue projections for next year will be more difficult and possibly less accurate due to the unknowns involved with moving the winter concerts to January.
 - Development Committee consists of Steve, Howie, Scott, me, and the future president (?). New members are currently being accepted.

- **Fundraising**

- **Grant Application Status**

- Oregon Arts Commission – Received \$2363 in late January. Have submitted grant application for next year. Final report will be filed by Aug 31.

- James F. and Marion L Miller Foundation – Received \$2100. Final report will be filed by Sept. 6. Will apply again in mid-Sept.

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

- Carpenter Foundation – Awarded \$3000 for next fiscal year.

ADDITIONAL INFORMATION: A suggestion was lodged that we look at Pacific Power Foundation for a grant.

ACTION ITEM: *Scott will file for a few grants in the fall 2024*

DOCUMENTS: REVIEW AND UPDATE

Several board documents were reviewed and updated:

- Siskiyou Singers Board Meeting Schedule 2024-25 – This document had the following changes made:
 - Board meeting dates & locations
 - Choir Workshop date & location
 - Drech rehearsal date
 - Concert dates and times
 - Mountain Meadows concert date & time
 - Extra Rehearsal dates
- Siskiyou Singers Structure – 2024-25 – The following information was updated:
 - Current Board of Directors
 - Committees
 - Managers
 - Section Leaders
 - Paid Contractors
 - Task Forces
- Siskiyou Singers Staff Data Sheet – The following information was updated:
 - Contact information
 - Board member term dates
 - Board member's duties
 - Non-board member's positions
- By-laws – The following information was discussed:
 - Board Membership – currently 11 board members – Bylaws call for minimum of 10, maximum of 25 (Article III, Section 3 – Number)
 - Recruitment of new members – The following names were offered as possible new board members –
 - John Lambie

ACTION ITEM – Scott will invite John Lambie to join the board.

- Carol Lambie

ACTION ITEM – Scott will invite Carol Lambie to join the board.

- Sean Connelly

ACTION ITEM – Andrew will invite Sean Connelly to join the board.

- Jasmin Connelly

ACTION ITEM – Loretta will invite Jasmin Connelly to join the board.

- Mission, Vision, and Values review
- On-line voting

ACTION ITEM – Scott will look into the legal issues or any requirements necessary concerning on-line voting.

OLD BUSINESS

ACTION ITEMS REVIEW –

ACTION ITEM: Members will be asked to update their emergency contact information at the 2024 Fall registration. **DONE** **PENDING**

ACTION ITEM: Laura Barlow will put the Rotary grant on her list of grants to apply for. **DONE** **PENDING**

ACTION ITEM: Steve will let Sally know that the Olli Open House is a GO! **DONE** **PENDING**

ACTION ITEM: Michele will take the idea of broadening our area to attract potential singers to the Communications Task Force **DONE** **PENDING**

ACTION ITEM: Andrew Klein will investigate the possibility of having a “Siskiyou Singers” official water bottle. **DONE** **PENDING**

ACTION ITEM: Mark will get together with Shawn to discuss the graphic design **DONE** **PENDING**

ACTION ITEM: Andrew will look into a Silent Auction App **DONE** **PENDING**

ACTION ITEM: Inga will reach out for sponsors for the 2024/25 Holiday concerts. **DONE** **PENDING**

ACTION ITEM: Mark will inform Shawn of all decisions made regarding the 2024/2025 Winter concerts **DONE** **PENDING**

WATER BOTTLES ON STAGE – Steve shared a site showing a type of water bottle that might be acceptable to have on stage. Some people in the choir have to have water available. Currently SOU has a policy of NO food or drink on the stage. So, we need to suspend this discussion until we can clarify whether or not SOU will allow water bottles on stage. It was suggested that we invest in a humidifier to have on stage to keep the air moist. That idea was not entertained due to the expense of the device.

ACTION ITEM: Scott will ask SOU if we can have water bottles on stage.

ACTION ITEM: Andrew will research different types of water bottles to find the best one. He will head up a task force to help him in that endeavor. Members of the task force: Mark Reppert, Inga Leed, Michele Kyle.

WINTER CONCERTS – The following topics were discussed and some decisions were made.

- Name for the December 2024 concert – Decision made to call it the Holiday Family Concert. Ideas were shared for what to name the January 2025 concert. Nothing was decided at this meeting. Mark asked the board to send him ideas for a title. He would like to have a title by mid-September.
- It was suggested to make a flyer for the December concert for distribution.
- We will use risers at the December concert
- Regarding graphic design, Mark suggested we not have a program for the December concert. There was discussion around this and an argument was made for having one program for both the December and January 2025 concert. No decision was made.
- Regarding the rehearsal schedule draft – edit the following: the word spring should read fall

AUDITION ADS – This item has been taken care of.

NEW BUSINESS

CONCERT SCHEDULING – The following decisions were made concerning scheduling:

- Change the November 5 rehearsal to a 7:00 – 8:30 PM time due to it being election day.
- The two January concerts will each be a matinee performance

BOARD APPROVAL FOR MARK'S NOVEMBER 12 ABSENCE –

MOTION: Mary Van Wesep moved that Mark's November 12 absence be approved. Scott Nelson **SECONDED**.
MOTION PASSED

OUT WITH THE OLD, IN WITH THE NEW –

MOTION: Laura Barlow moved that Michele Kyle be approved as the new President Elect. Scott Nelson **SECONDED**. **MOTION PASSED**

The board adjourned for LUNCH at 12:22 PM

Meeting called back to order at 12:50 PM

OPTIMIZING OUR OPERATIONS AND OUTREACH EFFORTS – Due to travel delays, Howie and Danielle Seay were unable to be present at the board meeting to give their presentations. Andrew Klein stepped in for Howie and gave **Presentation 1: Transition from Dropbox to Google Workspace for Nonprofits**. **Presentation 2: Social Media Strategies and Project Management** will be given by Danielle at a time yet to be determined.

PRESENTATION 1: TRANSITION FROM DROPBOX TO GOOGLE WORKSPACE FOR NONPROFITS – Andrew gave a clear and concise presentation on the features and benefits of Google Workspace. The understanding is that the program would be no cost to us. Each board member will have an email address attached to the program.

MOTION: Scott Nelson moved that the board proceed with the transfer to Google Workspace for Nonprofits with an option for further approval if we learn of any hidden costs. Mary Bergstrom **SECONDED**.

MOTION PASSED

Next steps for the transfer:

- Move everything over from DropBox

ACTION ITEM: Andrew will write a report for Phase II of the transfer to present at the September board meeting.

SEPTEMBER REGISTRATION PLAN – Registration is Tuesday, September 3. Persons working registration should arrive at 6:15 PM to set up.

Audition Escort – Loretta Barker

Welcome Table – Michele Kyle

Quality Control – Scott Nelson / Mary Van Wesep

Payment – Laura Barlow / Mary Bergstrom

Music Distribution – Marilyn Reppert / Inga Leed

Floater – Steve Thomas / Andrew Klein

MEETING ADJOURNED at approximately 2:00 PM

NEXT MEETING – September 14 / Location – Mary Bergstrom, 705 Roca, Ashland

9:00 AM – 12:00 PM