

*Deer Creek Chorale
Board of Directors Meeting
October 13, 2016*

Minutes

In attendance: Pete McCallum, Jeff Koerber, Jennifer Hayes, Lexie, Sharon Kachur, Patrick Dickerson, Todd Smith, Cris Martin, Wayne Perry, Suzanne Zantop. (Excused: Marty Banghart, Christine Masters)

Action: Motion/Second to accept minutes of last meeting.(Suzanne/Sharon)

Question: Clarify use of tax exempt letter.

Response: We are registered as tax exempt at Staples. Show them the letter that was previously sent out from Suzanne and ask them to look it up. The account is under her cell phone number: 443-506-3660

Treasurer's Report:

Distributed Printed Report - (See attached) Most things are paid for I&I. Not alcohol, yet. Received some monies tonight for tickets and donations. \$10K in our reserve fund. Some memberships for DCC and DCYC are still outstanding. IRS fine of \$3,110 assessed. Pete has sent a letter to request abatement. Response has not been received, yet. We have an accountant on the advisory board, so we should no longer have the tax issues we have had in the past. We need to continue to improve the timely flow of pertinent information to Suzanne regarding monies; both monies spent and monies planned to be spent.

Action: Motion/Second to accept Treasurer's Reports. (Todd/Patrick)

Question: Clarify spending and reporting.

Discussion: We need to follow the budget, with expenditures made under appropriate categories and by the appropriate committees and individuals. As the year proceeds, It's not unusual to end up with a surplus that we need to spend (we are a non-profit and must comply with rules re: surpluses), and requests should follow usual procedures. Discussed using a voucher system so that a voucher accompanies monies and receipts given to the treasurer providing needed details. This may also provide a means of tracking in-kind services and volunteer hours. Suzanne will look for a suitable form. Excel has several voucher templates that may be considered. The constitution/by-laws committee will use these comments when they develop formal procedures.

Development Report:

Raffle information for the I&I was distributed. We have received 51 RSVPs for I&I. We are at 53 attendees, so far. This includes 8 complimentary tickets (\$480); Carolyn and Michael Sotir, 2 accompanists, Danny McDavitt, Dr. José Bowen, Melissa Dick (Bethel secretary) and husband. Our goal is 150. Cris will be working with the caterer for contingencies re: final numbers. Unused liquor is returnable. Cris will finalize liquor license this week.

Concern re: expense of the I&I. Clarification needs to be made to membership to avoid confusion about the expenses for the event.

Cris is donating the expenses for the promotional video that her son is producing. Discussed his suggestion to postpone the premiere of the video from the I&I so that suitable high quality sound clips can be recorded at the winter concert. After discussion, the Development Committee decided to delay the video. Instead, Jeff will coordinate DVDs being played on laptop(s) in the lounge area downstairs.

Cris appealed for help selling additional raffle tickets at the venue. Other than that, and Jeff's help, it's requested that the board simply be great ambassadors, and to thank the Sotir's for their wonderful support.

Marketing Report:

(see report sent to board members) Stationary, fliers, and tickets are being printed. Tickets for Winter Concert will be available at the I&I. Program production schedule has been set and shared. Information is available on-line. Lexie is coordinating the program ads. All ad money is to go to Lexie, not Suzanne. Program for upcoming Chamber Choir concert will be printed by Bethel @ \$.04 per copy. Lexie will provide the copy. Advertising package previously approved is being produced. Article in Harford Heart will be submitted. Ads will be purchased also in Baltimore Weekender, Harford Magazine, and Baltimore Sun. Cris suggested Country Chronicle. She will contact editor Mike Ruby [410-494-1882](tel:410-494-1882) for rates. They have created a 25 minute presentation that is available for organizations promoting DCC.

By-laws Committee Report:

Pete and Wayne reviewed the revisions up to this point. Committee will re-convene after I&I to continue the work.

DCYC Report:

Pete reports for Julie that 15 singers are expected when rehearsals begin October 20th.

President's Report

Pete is coordinating nametags with Staples and will secure funding for them. They will be available for the I&I.

A Cappella Showcase

A committee has been formed and will meet in the next week or so. GQ is not available, but Pratt Street Power is interested and will be contacted. Other groups have been and are being contacted informally. Official invitations are planned to go out November 1st.

Miscellaneous Discussion

Patrick reported progress on working toward establishing a paid administrative director position. We should be deciding how much to budget for such a position and create a more detailed description.

Some discussion of donor software to help with our fundraising. Donor Perfect is a popular one @ \$39 per month. Patrick and Pete will meet and plan on a more in-depth discussion of the topic in the next meeting. Todd volunteered some office space at Bethel to support the effort.

Jennifer reports that Alzheimer's Walk has 7 team members and \$900 has been raised on-line.

Minutes submitted by Wayne Perry and Cris Martin