

AGENDA

Genesee Chorale Board

November 7, 2017 9pm – 10pm

St. James Episcopal Church

405 E. Main St., Batavia NY 14020

Attendees: Heather Lovelace, Ric Jones, Amy Perl, Mark Christensen, Al Barcomb, Janine Fagnan, Jim Ellison, Peg Thomas, Sharon Larsen, Cindy Furman, Marsha Coy, Nancy Hoag

- I. Minutes –**
Minutes from October, 2017 approved
- II. Treasurer Report – Al –**
As of 11/6/17 we have \$8266.44
Go Art has granted us \$4431.13 for next year. (we requested \$5,000)
- III. Patron Book – Jim/Heather**
As of 11/6/17 we've had a very low return but lots of last minute ads came in. Due date extended another week. Sectional \$ collected
- IV. TechSoup – Microsoft Office Suite – Heather**
Purchased, and Heather just has to look at it.
- V. Fundraising Schedule 2017-18 – Marsha**
 - a. Ongoing
 - i. Tops Cards - Rachel is selling them
 - ii. Donation Box is discontinued
 - iii. Cans - Included in email
 - iv. Amazon Smile - included in email
 - b. Fall – 1 plus patron book
 - i. Candles – as of 11/6/17 we have a \$620 profit – plus some late orders to be counted.
 - ii. Quilt – tickets have been printed and sell for \$5 each
 - c. Spring - We should have dates for January meeting.
 - i. Alex's BBQ – will be considered for spring
 - ii. Quilt – to be raffled off at March concert
 - iii. Main St Pizza – Marsha is looking into it
 - d. How can we promote these better?
Ric will work on support cards that have concerts and fundraising information.
- VI. Grant Writing -Heather**
We need to look into grant funding for Composer project – Ric will reach out to Ann Stevens about one he has found.
Amy mentioned that GSO has gotten grant funding from other counties in which they give concerts.
- VII. December Concert Prep Deadlines & Assignments – Heather**
Nancy will get 3 Insurance certificates
Pat will be a liaison for St. Marks
Ric contacted Medina's music director about that contract
Posters – Nov 14 Heather – they will get them done
Press Release – Sharon – should be out by next week. Notices sent to churches
Newsletter - Heather Nov 10

Janine has given radio/media contacts to Sharon

Tickets - Amy

Need to recruit more ticket takers. Ric will take care of Medina Concert. Need more effort selling tickets. Only 20 Medina tickets taken so far. Ric will take some to Medina for Ren. Group to sell.

VIII. Group Photo – Amy – will talk to her mother – maybe could be at one of the concerts

IX. Posting Minutes -

Ric posted minutes on the website.

Peggy forgot to post on bulletin board.

Peggy will give minutes and email info to non-email people.

X. Christmas Party – Dec 11

Heather Emailed St James to request date- Set for Dec. 11, 6:00 eat at 6:30,

Rachel can't do the meat. Amy suggested Turkey. She will figure out how many we will need and cost.

Amy will do a sign up next week

XI. Commissioned music Ric – commissioning a piece of music – we need to get it delivered for March – so we need to tell composer now. We should give him half (\$1000) up front. Marsha motion, Cindy second. Carried. And \$1000 upon delivery.

XII. Member Survey – Jim

Plan for a mini survey at the time of the annual meeting. Jim needs an updated members list for the survey - Decide if it should be anonymous – or to get more participation Heather suggested a drawing for those who complete the survey.

REMINDERS:

XIII. Next Meeting Date: Saturday, January 13 - 10am

- a. Plan Annual meeting - usually Feb/March
- b. Elections - check terms and intentions
- c. Spring concert arrangements
Grants/funding for composer

November

- Schedule Spring concerts – TENTATIVELY DONE
- Final push for Patron Book, begin assembly
 - o Send comp tickets and thank you letters ASAP to ensure patrons/sponsors have them for the December concert
- Send Newsletter about upcoming concert
- Ensure riser and other logistics are in order for concert venues
- Recruit ticket sales force for each concert

December

- Finalize Patron Book proof and send to print – NEEDS TO BE DONE EARLIER DUE TO EARLY CONCERT
- Finalize program proof and send to print
- Acquire change for cash boxes
- Finalize any concert extras details (refreshments, cards, raffles)
- Order music for Spring season
- Christmas Party
- Finalize any February concert venue issues
- Hire any additional musicians needed for February