

MEETING MINUTES

Genesee Chorale Board

October 2, 2017 9pm – 10pm

St. James Episcopal Church

405 E. Main St., Batavia NY 14020

Attendees: Ric Jones, Amy Perl, Mark Christensen, Al Barcomb, Janine Fagnan, Jim Ellison, Peg Thomas, Sharon Larsen, Cindy Furman

Absent: Heather Lovelace, Nancy Hoag

- I. Treasurer Report – Al – As of May we have \$10,143.43. Add dues and pay for music, and we are in the 9,000 to 10,000 range.**
- II. Patron Book –**
 - a. Spreadsheet of past patrons have been updated and are available for members to see along with past patron books.
 - b. Emails sent to past ad/patrons 9/30-10/1
 - c. Janine volunteered to drop off info to patrons without email
 - d. Janine will pass out envelopes for section sponsors at next rehearsal, and email each section leader to remind them about section patrons
 - e. Heather will send out an email to remind members to bring money to next rehearsal
- III. Grant Updates –**
 - a. Issues with 2017 grant due to failure to collaborate with GVWE – Go art is reviewing Ric and Rachel's information, timeline, emails, etc. that explain why we could not collaborate with the wind ensemble.
 - i. If we are penalized we may have to give a % back (which Al says we can afford, but need that money for upcoming season.) Or it will go in our file and may affect future grants
 - b. 2018 Grant
 - i. Grant has been submitted – Thank you Rachel!
 - ii. Project is a composer in residence – Commission Daniel Baldwin to write a new choral piece and have him come for May concert, and a second piece for orchestra and choir for Dec. 18 concert with Brighton Orchestra
 - iii. Al suggested a commission in memory of Ted O. might bring in funds.
 - iv. Ric also looking at other grants specifically for commissioning new works
 - v. Ann Stevens willing to take on grant writing
- IV. TechSoup – Microsoft Office Suite**
 - a. Profile has been created and is pending
- V. Fundraising Schedule 2017-18**
 - a. Cindy Sue will assist Marsha
 - b. Ongoing –
 - i. Donation Box
 - ii. Cans – Redemption Center at East Town Plaza, Batavia
 - iii. Amazon Smile
 - c. Fall – Heather sent out email reminder 10/1/2017
 - i. Chicken BBQ – Sold 12. 11 tickets left.
 - ii. Tops Cards -- Email sent by Rachel:
 - 10 cards at \$100 denomination
 - 20 cards at \$50 denomination
 - 50 cards at \$25 denomination**Total (without discounts) is \$3250**

- iii. Candles – Eco Scents Soy Candles - folders out Oct. 16. Orders due Oct. 30th. Candles Delivered Nov. 13th.
- iv. Quilt Raffle – Sharon will make 350 tickets with a picture and website info (color image will be on website) Tickets - \$5.00, Drawing set for March 4th concert at St. Joes.
- d. Spring -
 - i. Alex's BBQ again
 - ii. Marsha is checking into Main St. Pizza coupon card

VI. Fall Concert Arrangements – Ric

- a. Both venues are set. Ric to get contract from Medina (no fee) No need for board help at this time.

VII. December Concert Prep Deadlines & Assignments

- a. Posters – Heather and Ric - first week of November
- b. Press Release – Sharon - First week of November
- c. Newspaper – Sharon to contact photographers
- d. Newsletter – Heather
- e. Janine to get a list of radio & other media to Sharon
- f. Ric can do an interview
- g. Tickets
 - i. Print – Ric and Heather
 - ii. Handout: Nov. 6
 - iii. Due: Nov. 27
 - iv. Recruit Sales force: Amy

VIII. Riser Moving Contract – Mark

- a. Review proposal – Postponed due to alterations that need to be made with Joint Ownership agreement. Mark made the changes to the Joint Ownership agreement. MM&S to accept the changes. Accepted.
- b. Mark will get agreement to Heather and Festival Choir to sign, and we will move forward on the amended Riser Moving Contract at next rehearsal.

IX. St. James Agreement 2017-18 -- needs to be signed

X. Christmas Party – Amy

- a. Date – Dec. 11th, 6:30, Bring a dish to share
- b. Meat – Janine will ask Rachel about meat.
- c. Committee – Amy and friends

XI. Member Survey – Jim/Joan

- a. Results – Jim will provide a summary for next meeting

XII. New issues –

- a. **AMY – a new group photo? She could ask her mother**
- b. **Peggy will post minutes on the bulletin board. Ric will add minutes to website.**

REMINDERS:

- XIII. Next Meeting Date: Monday, November 6 – 9pm**

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 press release for December concerts 4 weeks prior to concert with follow up closer to date
- Develop poster proof for distribution 2 weeks before the concert
- Send Newsletter about upcoming concert

- Distribute tickets for sale 2-3 weeks before the 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