

ChoralArt
Board of Directors Meeting Minutes
December 12, 2018

Mark called the meeting to order at 8 AM.

Attending: Mark Johnson, Carolyn Paulin, David White, Gail Knowles, Marshall Green, Larry Rubenstein, Darrell Leighton, Barbara Kapp, Christy Comeau-Pierce, Richard Sullivan, Ginny Pomeroy, Elizabeth Serrage, Bob Russell, Sam Wilson (by phone).

Mark expressed recognition for and appreciation of Brooke, whose last day will be January 11, for all her great work in some difficult tasks for the organization.

Consent Agenda: (including Minutes; Executive Directors Report; Manager's Report; Development Committee Report; Music Advisory Committee report) was accepted by vote unanimously.

Finance Report: David White reported, having distributed copies of our annual IRS report Form 990. Revenue is currently low because ticket sale totals from CATC are not yet complete. It is estimated that revenue from this event will be slightly more than last year.

David discussed the need to change authorized persons for the checking and savings accounts with the upcoming departure of Brooke Hubner as executive Director, and he moved:

It is resolved that, concerning Key Bank Checking account #191271000702 and Key Bank Savings Account #191273001179, the following individuals are authorized to sign

- David White
- Mark Johnson

And it is further resolved to remove Brooke Hubner as an authorized signee on these accounts.

The motion was seconded by Larry Rubenstein and passed unanimously.

New Business

Mark reported that things are in good control following Brooke's resignation. She is developing plans which will help us to move forward smoothly in the new season. Mark has been coordinating with FOKO leadership. He explained that we need an updated Executive Director job description from the Governance committee. Salary recommendations are also necessary. We are also in need of improved Website and Marketing management.

Strategic Planning: Marshall reported that they are still in the brainstorming process in five areas of discussion – artistry, education, outreach and marketing, financing, and administration. Some preliminary reporting may be forthcoming in March.

Music Director's Report: Bob expressed thanks for a great 40th anniversary party. He also expressed thanks for a wonderful CATC concert.

A project manager is needed for the Mathew Shepard performance in March of 2020, largely because of the complexity of the project. This will be referred to the Governance committee.

CA operations, resources and management: Volunteerism among the members has not been reliable and needs to be reinvigorated. Audience development remains a goal and multiple suggestions were considered for upcoming concerts.

Next meetings are scheduled for March 13, and June 12 (board and annual).

The meeting was adjourned at 9:07 AM.

Elizabeth Serrage

Secretary