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**SMYO Meeting Minutes**  
**September 8, 2012**

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**Date & time of meeting:** September 8, 2012, 2pm

**Location:** SBL's house

**Minutes prepared by:** SBL

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**I. Attendance at Meeting**

Present: Julia Nichols – President  
Susan Bisson Lambert – Secretary  
Dave Kung

**II. Announcements, documents received**

- Drafts: follow-up email to school music teachers; intro email to general community music instructors, arts teachers, etc.

**III. Agenda**

1. Approval of 4/15/12 minutes
2. Discuss recruitment of additional board members - need Treasurer
3. Discuss director recruitment; job description
4. Discuss “all interested” meeting
5. Fundraising
6. Possible article in *Southern Maryland: This is Living*
7. Review to-do lists
8. Plan next meeting and action items

**IV. Discussion Points, Issues**

- Discussion of :
  - 4 possible candidates for director
    - eliminate “acting director” from discussion for now
    - need to contact candidates and arrange “audition” visit
  - Making contact with individuals who may be interested in helping launch SMYOrch – list of individuals/families for us to pursue
  - Postponement of public “all interested meeting” to later time as general info session for anyone/everyone, potential players, etc.
  - Instead of “all interested mtg,” issue invitations to next bd mtg to trusted individuals who are interested – mtg location TBD
  - Deadlines/timeline for including an article in *So MD: This is living* – need to talk to Suzi WG
  - How to convey plans to Cosmic and to emphasize our partnership – not potential rivalry
  - DK edited Google docs for greater ease of JN checking orchestra emails

**V. Action Items**

Action	Assigned to	Deadline	Status
Seek out individuals to invite to Oct bd mtg	ALL	Oct 14	Ongoing
Job description for director	DK	asap	Open
Post director job description on website	SBL		Open
Talk to asst director Cosmic – Rob; get contact info to JN	DK	asap	Open
Contact 4 candidates for director; schedule	JN	asap	Open

<b>V. Action Items</b>			
<b>Action</b>	<b>Assigned to</b>	<b>Deadline</b>	<b>Status</b>
visits			
Approach parents of potential orchestra players	DK, JN	Oct 14	Open
Introduce SMYOorch to Cosmic	DK	Oct 14	Open
Add personal blurb to website	DK	Oct 14	Open
Website login to DK	SBL	asap	Open
Lisa's resignation in writing	JN		Open
Remove Lisa's blurb from website	SBL	Oct 14	Open
Talk to Suzi - timeline for mag	JN	Oct 14	Open
Legal advice: follow up w/Caroline MK	SBL or JN	Oct 14	Open
MD charities form	JN	Oct 14	Open
Local & state tax exemption form	JN	Oct 14	Open
Print brochure	JN	Oct 14?	Open
Check staff rosters- music teachers in schools	SBL	asap	Open
Disable constant contact	SBL	Oct 14	Open
Finish music teacher email draft & send	SBL to JN	asap	Open
Collect names of music teachers	SBL	asap	Open
Finish general arts teacher email draft & send	SBL to JN	asap	
Ongoing contact with CCYO	SBL, JN		
Explore use of college library for scores	SBL		Open
Insurance: quotes from Josh Mesh Rick Tepol	LG or SBL JN	December 2012	Open
Discussions w/ Dana: internship possibilities, volunteer opps	SBL		Open
Form 1023??	JN		In progress?

<b>VI. Next Meeting</b>			
<b>Date:</b> Sunday October 14	<b>Time:</b> 2pm	<b>Location:</b> TBD	
<b>Agenda items:</b> - starting database of names			