
SMYO Meeting Minutes
October 14, 2012

Date & time of meeting: October 14, 2012, 2pm

Location: SBL's house

Minutes prepared by: SBL

I. Attendance at Meeting

Present: Julia Nichols – President
Susan Bisson Lambert – Secretary
Susie Waterstreet Glauner
Caroline Miller (King?)
Emily Carter
Lindsey Jamieson

II. Announcements, documents received

- Resumes of two candidates
- List of interview questions
- Draft: intro letter to students (to be distributed by school music teachers)
- Details of the Board: roles and responsibilities

III. Agenda

1. Approval of 9/8/12 minutes
2. SMYO timeline: outline plans for Oct '12 – Feb '13
3. Discussion of areas where SMYO needs help
4. Plan for interview of candidates for Director
5. Review to-do lists
6. Plan next meeting and action items

IV. Discussion Points, Issues

- Discussion of :
 - Calendar & timeline: what's done to date; items to do Oct '12-Feb '13.
 - Budget overview
 - Our relationships to:
 - CCYO - & possible long-term vision in tri-county
 - COSMIC
 - St Mary's College
 - Employment procedures – acquiring list of “to-dos” for that
 - Musical backgrounds of meeting participants
 - Ideas for: future fundraising initiatives, concert recordings, directions in social networking, Google domain
 - Development of databases – for contacts, for musical scores
 - Future press releases- can we borrow COSMIC's (and/or other groups') contact list?
 - Review of tasks, board roles, and skill areas where SMYO needs help
 - Caroline – treasurer; employment filings/contracts
 - Susie- to fill in for SBL as secretary January-August 2013; PR initiatives: newsletter, press releases, etc.
 - Emily – co-manager for 1st season; databases & tech direction
 - Lindsey – co-manager; databases, tech direction, etc.
 - Passwords and access to website, Google docs, etc.

V. Action Items			
Action	Assigned to	Deadline	Status
Candidate interviews	JN, SBL, DK	Friday Nov. 2	Open
Introduce SMYOrch to COSMIC	DK		Open
COSMIC contact list for press releases?	DK		
Google docs shared with new board members	DK		
Other contact lists for press releases?	CM, SGW		Open
Board “blurbs” on website?	JN, et al.		Open
Forward SMYOrch board email to general email	DK, LJ or EC		Open
Master password list to new board members	SBL		Open
Lisa’s resignation in writing to JN	LG		Open
Transfer of banking responsibilities from LG to CM	LG, JN, CM		Open
Research on employment filings, contracts: Requirements and procedures from IRS & equivalent MD site Contact MANO	SWG, CM, JN		Open
Brochure review & edits	SWG		Open
Constant contact	SWG		Open
Draft next intro email & send	SBL to JN		Open
Ongoing collection of musical contacts SBL to Nanbos, online listings, ph book, etc	SBL, ALL SBL		Open
Contacts from So MD Living music teachers article	CM, SBL		
Finish general arts teacher email draft & send	SBL to JN	asap	
Explore use of college library for scores	SBL		Open
Insurance meeting w/Rick Tepol	JN, SBL	10/30/12	Open
Discussions w/ Dana: internship possibilities, volunteer opps	SBL, LJ?		Postponed – until Dec-Jan?
Spread the word: talk to parents of potential orchestra players, potential volunteers and donors, people with music interests	ALL		Open
Creation of database & transfer of contacts etc from google spreadsheets	EC, LJ		
Review website from tech angle	EC, LJ		
Creation of Google domain	EC		
Review of all PR materials with critical eye	SWG, CM		
Create PR timeline (include River concert series table)	JN or SBL to SWG		

VI. Next Meeting			
Date: Sunday November 4	Time: 5:30pm	Location: SBL house	
Agenda items: Candidate interviews summary & decision			