
SMYOrch Meeting Minutes
November 4, 2012

Date & time of meeting: November 4, 2012, 5:30pm

Location: SBL's house

Minutes prepared by: SBL

I. Attendance at Meeting

Present: Julia Nichols – President
Susie Waterstreet Glauner
Caroline Miller King - Treasurer
Emily Carter
Dave Kung
Susan Bisson Lambert – Secretary

II. Announcements, documents received

- SMYOrch Board binders
- Conflict of interest policy
- It is noted that Caroline Miller King will not and can not advise SMYOrch on legal matters in a professional capacity.
- Media contacts – list from CMK to be put into G drive contacts

III. Agenda

1. Approval of 10/14/12 minutes
2. Conflict of Interest Policy/Board Binders
3. Update on interviews (Nov 2); decide on director
4. Update on insurance meeting (moved to Nov 8)
5. Next steps:
 - a. contract and employment forms.
 - b. meeting with new director to finalize brochure, flyer, handbook, registration packet, bio on website, date for info session
 - c. get flyer approved to go home through the public school system
 - d. press release, announcements about orchestra and Jan. info session
 - e. flyer and brochures printed
6. Review to-do lists; plan next meeting and action items

IV. Discussion Points, Issues, Actions

- Collection of board member contact info now on G drive
- Distribution of board binders; preliminary review of conflict of interest policy
 - To be signed by members of the board
- Discussion of :
 - Two director candidates; summary of two interviews on November 2; group decision; Julia to make phone calls
 - Contract issues: employee vs. contractor
 - MANO membership
 - Plan for the insurance meeting w/ Riley Watts & O'Neill Nov. 8
 - Need for upcoming mtgs: JN with CMK; with AnneMarie and SWG to review brochure, etc.
 - SWG: publicity and marketing plans

- school approval of flyer – contact Regina Greeley
- Plan for flyers to go to music teachers for distribution to appropriate students
- brochure printing with Instaprint
- Other publicity details:
 - Official font is CAMBRIA for business cards, letterhead
 - Marketing email address: market.smyorchestra@gmail.com / standard password
 - Logistics for making payments: need form for reimbursement - check card
 - Mailchimp is free vs. constant contact – SWG decision
- SBL passed invoice to CMK for website domain renewal
- Action items reviewed

V. Action Items			
Action	Assigned to	Deadline	Status
Introduce SMYOrch to COSMIC	DK		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	CM, JN		Open
Email to SMCM music dept	SBL		Open
Ongoing collection of musical contacts SBL to Nanbos, online listings, ph book, etc	SBL, ALL SBL		Open
Finish general arts teacher email draft & send	SBL to JN	asap	
Explore use of college library for scores	SBL		Open
Insurance meeting	JN, SBL	Meeting Nov. 8	
Creation of database & transfer of contacts etc from google spreadsheets	EC, LJ		
Creation of Google domain	EC		
PR timeline			
Creation of reimbursement form			
Conflict of interest policy signed	All members of the board		

VI. Next Meeting			
Date: Sunday December 9, 2012	Time: 5:30pm	Location: SBL house	
Agenda items:			