

Southern Maryland Youth Orchestra

Meeting Minutes

April 21, 2013

Attendees: Julia, AnneMarie, Lindsay, Emily, Caroline, Susie

March minutes approved. No Public Comment.

Director's Report (AnneMarie)

- Sectionals update—went well! Attempt to schedule sectionals three times per concert season for next year.
- Discussion of future—breaking out small groups for special performances and songs.

Manager's Report (Emily)

- Summer session interest forms are coming in—so far 9 yes and 4 no. Still waiting for a medical form from percussion player.

President's Report (Julia)

- Summer session update—Maribeth Ganzell will be doing a teambuilding activity with kids and will instruct us to provide some follow up activities for the rest of the week.
- Concert reception and other social activities—post-concert reception at Bert's Diner suggested (Susie will call), as well as organizing a bowling night.
- Fundraising—need to look for parent volunteers to help with corporate support, and looking at Ms. Vence or SMCM students to help assemble programs.
- Concert Ticket Costs Determined: \$5 for adults, \$3 for kids 5-12, FREE for kids 4 and under
- Space and schedule for fall--Discussion of shifting calendar back to have concerts before Thanksgiving and Memorial Day. Using August 26, the first rehearsal day, as an "open rehearsal" to allow interested students to attend before their auditions and first official rehearsal for existing members.
- Charms Office Assistant \$795 for three years, and \$150 per year after that. Motion carried to add it to budget for 2013-14.

Website (Lindsay)

- Google doc created on the drive to get things onto the website. Images can be loaded onto the drive for posting onto website.

Financial Report (Treasurer)

- Filed MD Tax Report.
- Julia and Caroline met on budget calendar and school year and will convert to school schedule starting in May.

- Board members should review budget, which is on the drive, as well as the Financial Report once per month. Julia will call bank to start receiving electronic statements in addition to Caroline receives them.
- Paid sectional leaders, AnneMarie, and a reimbursement.
- \$3043.84 is available balance.
- Caroline will edit donation letters.

Marketing Report (Susie)

- Leadership Southern Maryland March 21 update—attended and was a good way to start getting our name out there.
- Other marketing opportunities—touch base with Dave about doing a joint table with COSMIC, and pursue a table at the St. Mary's County Fair ...continued from last month.
- Flyers ready for approval by school system to go home with students for spring and summer auditions.
- Merchandise update – water bottles, T-shirts, luggage tags and totes have been ordered.

To-do lists and action items:

- Next meeting date – May 19, 3:30 pm at 106 Schaefer Hall.
- Susie will send out concert press release first/second week of May, and will organize calculator and coordinate with Caroline to obtain petty cash for ticket and merchandise sales at the concert. Bert's for after concert and will staff a table during concert with a parent volunteer for selling merchandise.
- AnneMarie looking into hiring someone to record concert or possibly finding a parent volunteer. She is also looking into mic and other equipment for concert; will consult her colleague about programs and will give Susie two cash boxes to use for concert.
- Emily looking into fixing email addresses.
- Julia is going to make a list and invite guests for comp tickets.
- Caroline will obtain petty cash for concert sales.