



Southern Maryland Youth Orchestra

Meeting Minutes

October 20, 2013

Schaeffer Hall

In attendance: Julia, Lindsay, Susan, Dave, Caroline, AnneMarie, Jill, Emily

1. Call To Order

2. Photographs

3. Minutes approved from September 2013

4. Review/Update board binders & general info

- Need: AMK's August 2013 contract – copies for board
- Need: board member terms – copies for board
- Need: new board calendar
- Need: board info to be completed on contact sheet on drive – in progress

5. President's Report (Julia)

- Info on Go-DIVA - Jennifer Cooper
 - Susie wrote letter listing all the ways we could potentially use the funding
 - We might be the only contenders for the \$
 - Saturday March 29 and Sunday 30: "Swan Day"
 - Susie to do talking points for use at Jennifer's event and other situations
 - Other ideas: Powerpoint of kid performances; Board members volunteer time? Small group of students perform?
 - She'd like to come and observe a rehearsal: dress rehearsal November 18? (can't attend fall concert)
 - She's been invited to board meeting (possible for Jan or Feb)
- Fundraising:
 - Julia applied for Walmart grants – 5 diff. locations
 - List of businesses on the drive – need to better define the list
- Drum set donation
 - various problems Emily confronted
 - discussion of what to do with it: Craigslist? store it with Todd at the school? sell by consignment?
 - Bigger issue of what to do in the future with donations like this
- ArtsFest Recap
 - whirlytubes as fundraiser? (\$9 for dozen)
 - usefulness of participation for making contacts
- Calvert Hospice Festival of Trees

- Date: Nov. 30, time slot still uncertain
- Almost all students will be participating
- AnneMarie's plans still up in the air - replacement conductor?
- New Board member –
 - Elizabeth Price, has agreed to be treasurer starting November 10
 - Shifting the time of the next two meetings to 6pm – then we'll revisit times
- Sectionals leaders

6. Director's Report (AnneMarie)

- Auditions for seating
 - went well –seating assignments completed; spring seating was reorganized based on scores – importance of balance in 1st and 2nd violin sections – mix of stronger and weaker
- Sectionals Rehearsal
 - Overall, went well
 - Need to address AnneMarie's role during sectionals – she has to be in too many places at once – lots of questions to deal with
 - for spring sectionals: let's have AnneMarie not take on a section so she can oversee
- Advertising for auditions: need to push for woodwind, brass, percussion
- Need for confirmation on spring attendees
- Music budget?: about \$350 left
- Concert program
 - 9 pieces - will be a shorter concert, 45 min – 1 hour
 - Susan to contact AnneMarie about concert program – need info to look into recording license info

7. Manager's Report (Emily)

- Missing: paperwork from 1 student, payment from 1 student
- Need to get shirts back – there's only 1 left
- Need to order more shirts?
 - Julia to email students about their shirts in preparation for Nov hospice performance

8. Website (Lindsay)

- Board bios and pics are in the works
- Annual report to go up

9. Financial Report (Caroline)

- Paid for 2 sectionals and 1st order of sheet music
- Deposited tuition and donation checks – \$ going toward our insurance
- 2nd payment to AnneMarie made
- Checking account is reconciled at \$2782.47

10. Marketing Report (Susie, reported by Julia)

- Brochure
 - Has been edited – to be printed – in what quantity?
 - Discussion and consideration of content that will go out of date

11. Parent-Board Liaison Report (Jill)

- Plan for reception after the concert -
 - 5:30-7:30 rental for auditorium –
 - reception in band room: potluck reception plan
- Ask about food allergies
- Social planning brainstorm: Dec/Jan ice skating?

12. Board development discussion: *Legal Responsibilities*, Book 2 (Caroline)

- Importance of all board members knowing what's going on
 - Know what's in the binder: know our bylaws, know our mission
 - All board members should look at our financial docs on the Drive
- Bylaws are very simple
 - probably need more details in some areas (about elections, about communications, committees, indemnification)
 - we need to plan for a bylaw discussion in the future
- Need to renew insurance in December – should talk to them about specific coverage details
- 33 Principles for Good Governance: we should review, be familiar with these (pp.38-43)
- Form I-990: we all should be looking at and talking about -- need to distribute to board
- Guidestar exchange: no details about us are up there
 - Should we post form I-990 on Guidestar and/or put that info on our website?

13. Future meeting dates established:

Nov 10 – Schaeffer at 6pm

Dec 8 – out to eat! at 6pm

Jan 12