



## Board Meeting Minutes October 18, 2021

Attending: Ron Lester, Pres  
Mary Moyer, Pres-Elect  
Lisa Blunck, Vice Pres  
Nancy Lauth, Sec  
Trevor Girten, Past Pres  
Gloria Srikijkarn, Artistic

Brad Folsom, Marketing  
John Chamberlin, Development  
Brian Leatherman, Artistic Director  
Will White, Assoc. Conductor  
Cindy Runkel, Exec. Director  
Kathleen Meier, Treasurer

Absent: Brian and Kay Frevert

1. Meeting called to order at 6:35 p.m. via Zoom.
2. September minutes were approved as amended.
3. Financial Statement/Budget (Kathleen)
  - a. Quarterly committee budget reports are a "moving target."
  - b. A Tickets Subcommittee will be developed.
  - c. A final ticket count from Cynthia is forthcoming.
  - d. Kathleen would like access to Tix
  - e. Kathleen would like to update the document Accounting Policies and Procedures Manual during her term.
  - f. Music inventory maintained by Liz is a good list
  - g. Financially, we made it through October.
4. Staff Reports
  - a. Leatherman Lowdown
    - i. The October 2021 concert comments were very positive. Masks were a non-issue. Several comments were made that the choir size is nice, and that the concert's short length was nice. The Friday audience was especially enthusiastic.
    - ii. Brian is happy to have Mike record the concerts this year, with the exception of March 2022, which will be recorded by the Voodoo Kings.
    - iii. There will be no audience participation in singing carols at the December 2021 concert. We will remove carols from the repertoire.
    - iv. Brian is discussing with Carole Hedrick playing 3 organ pieces for December concert. We can waive spring dues as payment.
    - v. Keeping the front 2 rows as a buffer will continue.
  - b. Runnel Rundown
    - i. Outreach volunteers (ushers and ambassadors) did a fine job for the October concert. Ernie Johnson stepped up to help. Cindy would like him to do this again.
    - ii. Rohn is returning for the December concert for ticketing.
    - iii. Cory the security officer has been very nice.
    - iv. Can Mike use his streaming equipment for future concerts? Barb Seaton could help.
5. Committee Reports have all been put in the Drop Box. Contact the committee chairs if you have any questions.
6. Old Business
  - a. Drop Box
    - i. MOTION: Mary moved and Brad seconded the motion to establish a Drop Box with a maximum of \$180 cost per year. Motion passed.
    - ii. We will have training for Drop Box.

- b. Box office
  - i. Tix system has had some problems with the actual count vs. total purchase amount. A subcommittee will discuss this.
  - ii. Make sure we include Rohn in discussions.
  - iii. We need the data we collect for the SCFD grant application
- 7. New Business – none
- 8. Executive Committee meeting (Staff members were excused from the meeting excused at this point)
  - a. Debbie will be paid an additional \$300 and Will an additional \$200 for their accompanist work.
  - b. Contracts
    - i. The wording “may also be terminated by either party” has been added to contracts.
    - ii. MOTION: Lisa moved and Kathleen seconded the motion that we accept the amended standard contract notated with changes in red. Motion approved.
    - iii. Contracts can be kept in the CCC Drop Box.
  - c. Drop Box
    - i. We will need to establish an index of contents.
  - d. Job Descriptions need to be complete
  - e. Incoming Board members need to be brought up to date and mentored.
  - f. Executive Director
    - i. Mary and Ron have been meeting with Cindy weekly
    - ii. Discussion ensued of Executive Director position.
    - iii. An Executive Director knows all parts and piece of an organization. The job description needs to be specific and complete.
    - iv. Ron will circulate the job description to the Executive Committee for review this week. A contract will be created to be signed. Duration of contract is effective from signature date to June 30, 2022.
- 9. Meeting(s) adjourned at 8:30 p.m.

Respectfully submitted,  
Nancy Lauth, Secretary