

**NAPERVILLE CHORUS BOARD MEETING VIA ZOOM  
WEDNESDAY, OCTOBER 14, 2020**

**ATTENDEES:** Joy Bozelli, Shannon Sprunger, Paul Fries, Leslie Hayward, Elisabeth Case, Margo Jonah, Chuck Jonah, Keith Anderson, Katy Goldsborough, Henriette Pentz, Matthew Sprunger, Cathleen Chapek, Elizabeth Langan

**CALL TO ORDER:** Meeting called to order at 7:05 PM.

**MINUTES:** Sept. 9 Minutes were approved (Paul motioned and Katy seconded) as amended.

**FINANCIAL:** Paul said it would be a massive project to change banks, so he will stay with PNC Bank. He has keys from both Jim Kaduk and Shannon Sprunger for the old post office box. Gary Kovener will meet Paul there to close it out. Mail is already coming to the new address. Credit from the returned Spring music will come as a check, since the chorus credit card has been changed. Right now, we have about \$90,000 in the bank. This will require a full tax form, rather than the 'postcard' type filing when we were not so flush (pre Ellmann). Using an accounting firm to do this would cost \$1,000. QuickBooks doesn't work with unpaid dues, so they will look for software that will. Donations are down from the past 5 years and most donations are from members. Income from dues has increased 33%, thanks to more members and higher dues. There was income from ticket sales, XMAS with Ellmann's and raffle baskets. Expenses haven't changed much, varying with soloists and size of orchestras. A formal audit could cost \$2,500 to \$5,000. The By Laws need to take out **audit** and put in **review**, with the intent to get a professional audit every 3-5 years.

**INSURANCE:** The agent will send out our change of address to all relevant parties. The completed binder will go into Sharepoint. The invoice from Hanover should arrive soon. Joy will send out required Background/Criminal History questionnaires to be filled out and returned to the President or Vice President via email or postal mail before the end of October. Only the President and VP will have access and it will go into a secure place on Sharepoint.

## **NEW BUSINESS:**

**STRATEGIC PLANNING OVERVIEW** – Elisabeth Case presented an overview of the Strategic Planning Committee’s plan proposal for 2020-2021 and the plan is in a folder up on Sharepoint.

1. Adequate rehearsal space and performance venue.
2. Formal succession plans for Director, Accompanist, and Annual Board Transition.
3. Resiliency during the global pandemic, widespread economic hardship, adapting to change musically in tastes and preferences.
4. This is an opportunity to use advance planning to productively anticipate the inevitable.
5. Seek to enter a contract or formal agreement with North Central to protect access to Wentz Hall and rehearsal space. This could require using emergency funds as a gift in exchange for 5-10 years of access or one lump sum for the same. Matthew, Elisabeth, Joy and Shannon will contact Jen Borosek and pursue this.

For Succession Planning: establish search team, update job descriptions, establish interview process, and develop evaluation and audition processes. Have guest conductors. Check with other local groups (Paul has contacts) for their ideas. Create and constantly curate a list of potential conductors and pianists (even from chorus, paid a per diem). NC College students and/or adjunct professors could be possibilities, binding us with the college better.

For Board Transition, it needs to happen at end of May and By Laws need to change to reflect that. Formalize the timeline for key functions for the Treasurer regarding signatories and bank access, etc. Create a manual for board positions/job descriptions, to be kept on Sharepoint. Membership Applications need to collect skills and experience including formal music training and opt in for contact info access.

Plan for the Unexpected: We need guidelines for weather cancellations, need to build patronage (under fundraising), need to create guidelines for how and when to resume, and activate a succession plan.

Potential resources include professional manager, commercial IT support, online tools to manage choral data (more formalized).

Chuck recommended prioritizing this.

**GRANT APPLICATIONS:**

Illinois Arts Council will award us \$3500 for 2021. SECA is accepting proposals by the end of September for 2021 virtual concerts. Arts DuPage/DuPage Community Foundation has an Oct. 23 application deadline for performance by March 2021. A virtual concert would require expensive mixing and mastering. An outdoor event could work, as the West Suburban Orchestra and some singers performed recently. Chorus members would need a device to listen to the keyboard and another to record their singing for a virtual concert. One company to make this work would charge about \$100 per person. Later, the music could be put on YouTube with link from our Website.

**FRIENDS OF THE CHORUS:** Instead of ticket incentives, brainstormed ideas of chorus mask, polo shirt or t-shirt were suggested.

**FALL ONLINE REHEARSALS:** Glitches are getting worked out. Jon is very responsive to suggestions.

**OTHER NEW BUSINESS?**

BY LAWS will need updating, with better format and new font, new fiscal year and any other changes that come up.

Send Joy anything you want on the agenda.

**ADJOURNMENT:** The meeting adjourned at 8:59PM.