

**NAPERVILLE CHORUS BOARD MEETING MINUTES
WEDNESDAY, SEPT. 9, 2020 VIA ZOOM**

ATTENDEES: Joy Bozelli, Shannon Sprunger, Matthew Sprunger, Paul Fries, Courtney Nash, Leslie Hayward, Keith Anderson, Katy Goldborough, Henriette Pentz, Janet Blubaugh, Cathleen Chapek, Bruce Bell, Nancy Rench, Elisabeth Case, Wes Ague, Pete Martinez, Jon Warfel

CALL TO ORDER: 7:06 PM

MINUTES: Minutes were tabled for the second month. Leslie will notify all when minutes have been posted to Sharepoint.

FINANCIALS Paul said that PAYPAL donations have reached \$1700, but he hasn't checked the post office box yet, needing to get a key from Jim Kaduk. PNC Bank is not up to par for non-profits and Paul would like to move to a new bank, not as yet determined. The new bank needs to allow several people on the credit card with an alert to the Treasurer of who makes a purchase and when. Even though the spring music was returned, the credit from the company hasn't been received in a timely manner. Barb Snyder is still awaiting that credit to the credit card account, which should be about \$350-\$400. Currently, the chorus's fixed costs are \$1,500. Over the next couple years, we'll need to bolster our financial cushion.

INSURANCE: The insurance application wants a yes or no on whether we have a 'background check' process. To answer yes, a questionnaire with self-reporting will be given to all board members and volunteers to satisfy that requirement. This is not a formal background check and no info from the form will go to the insurance company. Wes will create a secure location under Sharepoint for the forms. Keith pointed out that we need a process regarding any YES answers on that questionnaire.

NEW BUSINESS

FALL REHEARSALS: Jon has sent out a reminder email with an intro to the Choral system he'll be using for Monday night rehearsals online.

Joy will send him an updated email list of participants. Two catalogs of master works and other great choral music will be available. He will try to put up Joy's piece of music but it won't have the bells and whistles (bouncing ball?). Jon will play the keyboard for singers to hear via ear buds and singers will be muted as they sing along. Shannon will help Jon set up a Zoom link. Joy will email an article about latency technology that is in the works.

POST OFFICE BOX: In order to get a permanent address and nearly 24/7 access to the box, the idea is to get a box in a FEDEX or UPS store near Paul. A medium size box (that holds a large manila envelope) will cost \$360/year. Paul will set this up.

FISCAL YEAR CHANGE: It caused difficulty with the new board coming on in June and the fiscal year ending on August 1, in terms of transfer of the bank accounts and other issues. The plan is to change the fiscal year to June 1 – May 31. This will require a change in the by laws (thanks, Keith, for checking) as well as new filings with the IRS and State of IL (Paul will handle the financial end). There might be a \$50 or so fee for the short year filing. Other by laws changes need to be identified before the chorus can vote.

Send any by laws updates to the Secretary.

Courtney will send thank you notes online to donors (tax letter). Joy hoped we would do some holiday music in December at the rehearsals. Suggestions should be sent to Henriette to consolidate and send to Jon.

ADJOURNMENT: The meeting adjourned at 8:35 PM.