

## **NAPERVILLE CHORUS BOARD MEETING MINUTES OCTOBER 13, 2021**

**ATTENDEES:** Keith Anderson, Joy Bozzelli, Rachel Brooks, Paul Fries, Katie Goldsborough, Chuck Jonah, Margo Jonah, Matthew Sprunger, Shannon Sprunger, Patrice Basso

**CALL TO ORDER:** The meeting was called to order at 7:03 pm.

**MINUTES:** A motion was made to approve the September board minutes and it was passed.

**FINANCIAL:** Paul reported that the chorus's cash balance as of October 12, 2021 is \$ 96,864.00. Our annual income varies according to the receipts from concerts or a single year large donation. The Financial Secretary receives notification from the bank for any entry over \$1.00. Paul then lets Courtney know what it was for. She also has access to the credit card account and checking. She also receives invoices from Paul. The majority of donations, 92%, come from chorus members. There have been \$300.00 in donations so far. Most come in November/December so Paul expects this amount to increase.

**OPERATIONS:** Matthew reported that there are no issues with cleanup after chorus rehearsals. He is looking into permanent solution for doors to remain open for airflow. Ken (NCC) will also look into lights that are out. North Central College is not currently requiring proof of vaccination, testing or social distancing for audiences attending performances. The only requirement is wearing a mask. Some chorus members and ticket holders are concerned. Matthew noted that the West Suburban Chorus is requiring more. If the board wants to follow suit, we may have to provide our own personnel to check for vaccine proof and enforce this policy. The college is conducting background checks for its ushers and this process may not be completed in a timely manner. The board discussed possibility of refunds, service fees, and chorus members electing not to sing. A motion was made to continue to follow the current NCC regulations. This was seconded and approved.

**TICKETING AGREEMENT:** There are two levels of promotion. Our tickets can be sold via the college website. The concert is advertised in the college brochure minus a photo. The enhanced package cost an additional \$1,000.00.

**MARKETING:** Rachel reported that the concert is listed on Google Event Calendar, EventBrite and Positively Naperville. It will be advertised on the NCTV website in November along with an extra news update. The IHeart radio spots begin November 1, 2021. Rachel encouraged sharing of the chorus Facebook posts. Program options were described including: hybrid program with less paper pages and some digital features like a QR code, digital only or full print program. Chuck will send Rachel a list of what's been included on programs in the past. A motion was made to do a hybrid program. It was seconded and passed.

**PROFESSIONAL WEBMASTER/MANAGER RESEARCH:** Joy and Shannon presented the need for professional help with the chorus website as indicated by Wes's input as well. Joy requested that the Directors-at-large handle the search for a company or individual. The aim would be to have at least two candidates available to make a presentation at the January board meeting. Joy emphasized that

potential companies understand that a Choir Management System is needed as part of the site upgrade. This would include items like a membership/donor tracking and financials. The aim would be to have this support in place before the new board takes office. Paul suggested that members of the chorus should be asked if anyone has expertise in this area.

**SUCCESSION PLANNING:** Sarah requested a review of this document. Joy reminded the board that Pete has committed to giving a timeline for his eventual retirement at the end of the current chorus year. He agreed to give a year's notice. Sarah asked that the draft be posted in Sharepoint since she could no longer locate it. Joy replied that it was never thrown out. (An email was sent to the board right after the meeting confirming that the succession plan is still on Sharepoint).

**PETITION:** It was agreed that the petition from 11 chorus members be studied and discussed at a separate meeting of the board. Margo moved that statements be collected from the petitioners. Chuck seconded and the motion passed with two abstentions. An email will be sent to the petitioners to request additional information be sent to the board and received by Friday, October 22, 2021.

**ADJOURNMENT:** The meeting was adjourned at 9:36 pm.