

## NAPERVILLE CHORUS BOARD MINUTES JULY 25, 2022

**ATTENDEES:** Keith Anderson, Janet Blubaugh, Elisabeth Case, Chuck Jonah, Margo Jonah, Sarah Sippy, Nancy Sigel, John Zelman, Patrice Basso

**CALL TO ORDER:** The meeting was called to order at 7:05 pm.

**MINUTES:** There was no discussion. Minutes were approved.

**FINANCIAL:** Keith reported that the credit card is still in Paul's name. Keith applied for a new card and expects to receive it by August 8<sup>th</sup>. There is a debit card available for any payments that come due in the interim. Zoom account is a once per year payment. The chorus mailbox is at the Naperville UPS store. The cost of the storage unit is \$60.00/month. Most of the items are boxes of old music. Keith brought up the possibility of saving money and disposing of the music. Patrice has the second set of keys to both the mailbox and the storage unit. There are 2 keys to a Pfeiffer Hall storage area. John and Keith will go over there to see if any orchestral music is there. Keith suggested that the Treasurer's report be attached to the minutes each month. We do not owe any money to ASCAP since the spring concert was the DuPage Symphony's event. There was a brief discussion about coverage for a lost keyboard. However, by the end of the meeting Jon Warfel had contacted Elisabeth to say he had the keyboard. Margo moved to accept the financial report and the motion passed.

### **OLD BUSINESS:**

**Insurance:** Elisabeth obtained the full copy of the chorus policies. She will review this in detail and report her evaluation at a future board meeting. A renewal application needs to be filled out and signed by John with a deadline of September 9<sup>th</sup>. Right now the total insurance premium is \$2,739.00 per year.

**Succession Committee:** Patrice received an update from Kelley. The last meeting was July 12<sup>th</sup> and all members had read the candidate materials – cover letters, resumes and reference responses. The discussion of applicants led to a decision to not interview one of them. There are now 5 candidates to interview. The committee discussed what questions to ask, creating and sending a letter requesting interview dates in August. One candidate will be observed conducting a rehearsal in July. The next meeting is scheduled for Wednesday, August 3<sup>rd</sup>.

**IT:** Chuck obtained website credentials from Wes and is now able to post concert dates and other information. He volunteered to contact Wes for SharePoint information provided someone else work on setting up new email accounts, etc. Keith said he would look at it initially. There was mention of last year's registration via link using Constant Contact. John said we can revert to in person registration if necessary.

### **NEW BUSINESS:**

**Fall 2022 Season:** Janet and John will work on a new message to former members and people who have expressed interest via the website. Nancy reported that she had just received confirmation for dress rehearsal date of Thursday, December 8<sup>th</sup>. Updated contract will be sent to Nancy. Elisabeth asked for confirmation for the use of the lobby on December 10<sup>th</sup>. The final contract should reflect this. There will be some copying of music and Keith said the debit card can be used. COVID protocols for the new season were discussed. There was a general consensus that masking should be optional. Since other venues and institutions are no longer asking for proof of vaccines, some people voiced their opinion that the chorus should drop this requirement. It was agreed that changes could occur in the future and the chorus would follow North Central College's guidelines.

**ADJOURNMENT:** The meeting ended at 8:57 pm. Next meeting is Monday, August 8<sup>th</sup> at 7:00pm via Zoom.