

NAPERVILLE CHORUS BOARD MINUTES JUNE 9, 2022

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

ATTENDEES: Keith Anderson, Elisabeth Case, Paul Fries, Chuck Jonah, Margo Jonah, Sarah Sippy, Nancy Sigel, John Zelman, Patrice Basso

INSURANCE: Elisabeth has been looking at the requirements for non-profit groups. She believes there are costs the chorus does not need which could save \$798.00. John said she could talk directly to the insurance agent. Elisabeth indicated the need to maintain General Liability, Fiduciary Liability and Prime Insurance. She will report her findings to the board at a later date.

MINUTES: Paul wants it noted that he abstained from the vote on the North Central College marketing package. May minutes were approved with this revision added in.

FINANCIAL: The return of unused music is delayed until Paul can obtain invoices. He reported that theoretically, the chorus could get a gift certificate for future purchases. His report was accepted with board approval.

OLD BUSINESS:

IT: John would like Shannon's email address so he can ask for credentials: administrating WordPress for the chorus website, Outlook accounts for new board members which includes SharePoint access, PayPal. Chuck has requested website password from Shannon and wants to give her a little more time before contacting Wes, the former tech administrator. In the future, 2-3 people will have the credentials so we are covered for transitions and emergencies. Passwords should be changed to protect integrity.

Retirement Party: Elisabeth gave an update on plans. Belgios estimate is \$7,440.00 which adheres to original budget. This includes 13 servers and 13 bartenders which could be reduced to 2 or 3. The number of attendees can be confirmed a week ahead. Specific appetizers can be selected at a later date. Elisabeth requested board approval to proceed to lock in the prices. Nancy made a motion to authorize Elisabeth to sign the Belgios' contract. Motion passed.

North Central Facility Contract: Nancy confirmed the weekly rehearsal room cost remains at \$75.00 per night. The concert hall cost is \$1,100.00.

Succession Committee: The members have a new timeline to setup interviews. The Board is encouraged to send email to the Committee with suggested questions. A question arose about Matthew's role. John will check with Rita.

NEW BUSINESS:

Financial Accounts: Chorus credit cards and checking accounts are with PNC Bank. The transfers occur in person. Previously, any deposit or withdrawal activity was emailed to Courtney as Financial Secretary

and the President. Patrice now receives these PNC alerts since Shannon arranged to have them forwarded after Joy resigned. Questions about PayPal remain. Registration may have to revert to in-person for the near future.

Treasurer Position: Keith resigned as Vice-President. John made a motion to appoint Keith as treasurer. Motion passed. John will contact Mikki M. and others to see if they would consider the Vice-President position.

ADJOURNMENT: The meeting was adjourned at 8:37 pm.