

## **NAPERVILLE CHORUS BOARD MEETING MINUTES October 10, 2022**

**ATTENDEES:** Keith Anderson, Elisabeth Case, Ed Chapman, Margo Jonah, Sarah Sippy, John Zelman, Patrice Basso

**CALL TO ORDER:** The meeting was called to order at 6:15 pm.

**MINUTES:** John moved that the September minutes be approved. Motion passed.

**FINANCIAL:** Keith reported that the yearly 990 Form was filed and accepted with the help of former treasurer, Paul Fries.

### **OLD BUSINESS:**

**Pete's Retirement Party:** Elisabeth discussed the need to emphasize to members that this is an invitation only event. John suggested free tickets be distributed. Elisabeth's husband has agreed to oversee set-up. An announcement will be made to the audience to ease exiting perhaps with a roped off area leaving an exit aisle. Elisabeth will consult with Pete regarding suggested invitees outside of members with a plus one. Invitations will go out once the invitee list is finalized. The committee will meet to decide specific appetizers from the chosen package. Gift suggestions were discussed and a payment methodology to collect free will donations. Nancy has applied for a mayoral commendation to honor Pete.

**Succession Committee:** The committee would like to present their candidate recommendation at the next board meeting. Since Halloween falls on a Monday this year, it was decided to hold the meeting on Monday, November 7<sup>th</sup>.

### **NEW BUSINESS:**

**Grants:** Elisabeth suggested that Margo have an apprentice to learn about grant writing. Margo is currently working on informational documents to be stored on SharePoint for future reference. Earlier copies of grant items were given to Joy who put them in a "Grants" folder. Margo stated that we register as a non-profit every year with the State of Illinois. She asked if the chorus officially incorporated as such when first formed. Nobody knew the answer to this. Paul Fries had looked into this AG99 question and was told no. Keith will look into this question further.

**Constant Contact:** A question arose about chorus members not receiving emails. Keith looked at the membership roll and found 32 individuals were missing. He had added 24/32 as of today's meeting. He suggested making an announcement at rehearsal: 1) Check your SPAM folder 2) asking members who haven't been receiving chorus emails.

**Program:** It was suggested that previous artwork could be used for both the marketing posters and the programs with updated information. Chuck returns from his trip on 10/19 and will look into this. He already has a design for a trifold physical program.

**ADJOURNMENT:** The meeting was adjourned at 7:18pm. The next board meeting will be held at 6:00pm in the Wentz lobby on Monday, November 7<sup>th</sup>.