

## LeagueAires Executive Committee (EC) Meeting

June 10, 2019 – 2:00 to 4:00 pm

Home of Margie Dines

19940 Lakeview Ave., Deephaven, MN 55331

Attendees: Trinka Sharpe, Chair; Jane Goodrich, VC Admin/Chair-elect; Claudia Sefton, VC Community; Margie Dines, VC Finance; Marilyn Christiansen, VC Membership & Marketing; Taylor McMillan, Treasurer; Anne Polta, Secretary; Nancy Lindahl, JLM Liaison; JB Bjelland, Director at Large; Absent: Jane Anne Hill, Director at Large

**Minutes** – *unanimously approved via email between 6/21 and 6/24/19*

*Trinka called the meeting to order at 2:19 p.m. The purpose of this meeting is to review the structure of the EC and how reporting from committees through the Vice Chairs works, as well as setting dates for specific events through the year.*

**Consent Agenda:** Reports from the Chair, Vice Chairs and Chair Elect and Treasurer are incorporated into the minutes, with discussion regarding the reports in *italics*.

*Documents circulated ahead of meeting for review. Documents with \* indicate they are part of the consent agenda, and integrated into the minutes:*

Agenda for June 10 meeting

\*Chair and Vice Chair Reports

\*Key Dates

\*LA Exec Board and Committees

Chair Reports from May 20<sup>th</sup> EC meeting (see minutes for May 20<sup>th</sup> meeting)

Conflict of Interest (COI) Policy and Form

Additional handouts:

Hodder Budget for 2019/2020

2018-2019 Budget Overview Reports

*Vice Chair reports: Trinka explained the expectation for these reports. Prior to each EC meeting, Trinka will ask Vice Chairs to prepare reports on committee work so that everyone can read the reports and attend the EC meeting prepared for discussion, as needed.*

### **Chair Summary- Submitted by Trinka Sharpe**

**Transitions and communication** – Vice Chairs, please make sure the committee heads under your umbrella have met with the previous year's chairs and received input regarding budget, etc. Also, please communicate that all communication should flow from them (committee chairs) through you, to me.

**Auditions** – Auditions were held on June 3. Three ladies auditioned, and all were welcomed as new members: Terri White (Sop 1), Sue Johnson (Sop 1) and Linda Staloch (Alto 2).

**Contracts and agreements-** Accompanist agreements have been sent to Trudy and Carla for signature. Contracts for Colonial Church are with the JLM. MacPhail will get Walter's contract to us in July.

**Walter's year-end review** – Jane Goodrich, Katie Lundeen and I had a great talk with Walter. His annual performance review was, as expected, very positive.

**Music Selection Committee**– The committee (4 section leaders, choreographers, Chair and Chair-Elect) met with Walter to review ideas for next year's music on May 20. We will record practice tracks at the Perpich School in early August.

**Key Dates** – need to decide on EC meeting date for September. Confirm Hodder Symposium, In-service training date and social events. Need venues for Opening and Closing luncheon/brunches

**Governance** - Jane will follow-up with Marilyn (as previous Governance Chair) to make changes to the Policies and Procedures documents. I gave necessary changes to Marilyn.

**Choreography** –I met with Cindy K and Mary J who will be collaborating on group choreography this year. They have agreed to split the \$300 stipend. I will meet with Lorrie to discuss individual choreography in July, with attention to potentially involving more women in the process and choreographing different levels of dances.

*EC Discussion: Independence of VC decision-making – OK to be independent in decisions unless something requires funding outside of the year's budget. Check with Taylor on budget availability, and bring large expenditure proposals to EC. Any time LA pays for a service (ie choreographer, marketing), an invoice or contract should be submitted to Taylor for easier submission to the JLM for payment.*

## **Vice Chair Summaries**

### **VC Community – submitted by Claudia Sefton**

#### **Costumes**

Laurie Misik is anticipating that there will be more than one costume to design this year. She has a number of people to help but would like to have as much preparation time as possible. She will be working with the choreographers on this. She feels that the budget number from last year (\$1500.00) should remain for this year considering the multiple costumes and items that need replacing such as traveling bags and rolling bags.

#### **Music Librarian**

Caryn Katzung was heading to the storage facility to get music put together for our three new members. Her budget (\$3000.00) from last year should be adequate.

#### **Scheduling**

Colleen Nelson has been thinking about the possibility of an electronic format for scheduling. She has looked into TeamSnap as an option. We both agree that it would be a bit daunting to some, but it would give us the ability to make last minute changes easier and directions would be up to date. Pricing would be a challenge as it is a monthly charge to the user. It is an interesting idea that will need much research.

*EC Response: TeamSnap was discussed as a new scheduling option. This is a common practice in team sports and can be very efficient. The option will be explored. EC suggested that if it makes sense to adopt this, to run a parallel system (paper booklet/online) for a while to allow time for everyone to adapt.*

## **Social**

The committee has not met yet, but will soon to discuss details for the opening luncheon and plans for the upcoming potential events. Jane Anne and I discussed a number of big topics:

1. Opening luncheon will be on Thursday, Sept 5<sup>th</sup> potentially at the home of Claudia Sefton
2. If the committee agrees to planning a boat/summer event, they will set a date, determine accurate costs and send out an e-vite.
3. There appears to be a substantial amount of in-kind donations for hosts of events and committee members for this group. In-kind reporting is happening, which gives us a good idea of actual costs, but it is still concerning how much is spent. The budget should potentially be increased for this committee.
4. We need to come up with a definitive plan on how to pay for wine and beer at our social events, especially the opening, closing, and Holiday events. If the JLM policy has not changed, could we maintain a cash donation fund that is dedicated to our social events?

*EC Response: **Opening luncheon:** All embraced Claudia's offer to host the opening event September 5th, so the location was confirmed. Trinka will make sure the keyboard is on hand. Members will be encouraged to carpool.*

***Summer event:** Surveys from last year favored the boat outing, so Social should choose a date and send e-vites to determine interest and cost. Collecting funds might be easier if LA can use JLM's online payment feature. Taylor is meeting with the JLM CFO this week and will explore using this system for events and LA dues. She'll update Social (Claudia and/or Jane Anne) about the options and how to use and communicate the option in the e-vite.*

***Social Events:** Surveys have suggested having only one event with a cost each year. If the boat ride is scheduled, an additional social event should have no cost. Options for a couples party were discussed, and considerations should be given to varying the types of parties planned. The Social Committee should have the freedom to design their own event without too much direction from the EC.*

***In-Kind donations:** In-kind donations reduce the budget required for a committee, but are NOT expected. Taylor suggested that when Social schedules an event, they can ask anyone who wants to donate something special to provide a private "letter of intent" for better planning. Claudia asked for clarification that LA can reimburse anyone for purchasing alcohol. As Taylor understands it, Social Committee can pay for alcohol because the funds for such are not donated. She will be clarifying this understanding with the JLM. Taylor also suggested that purchasing gift cards for committees to use to make their purchases (Social and Sunshine) might help reduce the in-kind purchases made by these committees. The EC discussed pros and cons.*

## **VC Membership & Marketing – submitted by Marilyn Christiansen**

### **Sunshine**

The Sunshine Committee met at Jane Nelson's house on May 13. They included me on the invitation, so I was able to hear their discussion. They discussed thank you cards, intending to handle the sending of them much as last year's committee had done. They plan to meet again toward the end of the summer. Jane and Kathy Nelson are incredibly organized and detailed leaders of this group.

*EC Response: After Taylor meets with the JLM CFO, and if purchasing VISA gift cards for Sunshine purchases is allowed, she will create a procedure for using the gift cards, submitting receipts and pass this along to the EC so that Vice Chairs can inform their Committee Chairs.*

## **New Members, Marketing – website/photos**

***New Members:*** Sandy emailed Marilyn that she has contacted the 3 new members, plans to meet with her committee in July to plan for a luncheon in August, and has requested 3 tote bags and lanyards from Caryn.  
***Flickr photo account*** – Contrary to what was noted in the May minutes, LA will NOT need to pay for the upgrade to the account. Margie discovered that Flickr accounts are free to non-profits, so the subscription that Margie paid for LA was refunded to Margie. Volunteers may be recruited to review, eliminate duplicates, and edit what is in the account. Margie has the password access to edit.

## **Treasurer – Taylor McMillan**

### **BUDGETING PROCESS: TO: Chair and Vice Chairs:**

- 1) Review the 2018/2019 expenses compared to budget as shown by committee on the Financial Report Spreadsheets.
- 2) Confer with your committee chairs and request input from outgoing Vice Chairs and outgoing committee chairs. Consider whether the budget amount is adequate or needs to be increased or decreased. The outgoing committee chairs might provide helpful advice.
- 3) Advise me of proposed budget amounts by committee for the 2019/2020 Fiscal Year **by August 1, 2019.**

### **BUDGET EXPLANATION**

*Taylor explained the three different sources of income for LA: Hodder, Operating Fund, Spirit Fund. Several chairs use funds from different sources. Taylor recommended that all Vice Chairs and Committee Chairs look at the entire year to plan budget needs. Taylor can provide expense history from the past year to VC's for planning current year.*

### ***Expectations for Vice Chairs to share with committee chairs/members:***

- *Expenses/receipts should be submitted within 30 days of when expenses are made (for good budget monitoring for the year). Taylor has authority to refuse payment for expenses submitted later than 30 days, but prefers not to use that authority.*
- *Discourage in-kind contributions – LA has funds for expenses.*
- *Reimbursement forms are on website, but Vice Chairs can also share forms with committee chairs and members*
- *Budget questions should go to Vice Chairs, not Treasurer. Vice Chairs will check with Treasurer, if necessary.*

## **JLM – Nancy Lindahl**

I met with Theresa McCormick, JLM President, on May 29 to evaluate our involvement for 2018-2019 and to discuss plans for the upcoming year. The League is moving their Salon Series (that has been held in January) to February. This will be better for us since we will already have been trouping for several weeks. We talked about rescheduling an evening Salon Series performance at Folkestone for their residents and JLM members. Theresa was pleased with our flash mob program in April and we spoke about a few ways to vary that idea for next April's General Meeting. We arrived at the conclusion that we should not use our boxes or wear our vests to keep our presence more informal.

***EC Response:*** Changes in expectations of JLM attendance at events and membership were discussed. All who participated enjoyed the April flash mob, and it is planned again for 2020. Nancy recommended that

*future JLM liaisons should plan to serve for 2 years, to align with the JLM President. Scheduling should be aware that JLM will schedule an evening salon event in February at Folkestone.*

**VC Finance - Margie Dines**

**Development**

There have been no additional donations in the P.O. Box since my last report of 5/19/19. Here are the final totals for 6/1/18 - 5/31/19:

Current LeagueAires	50
Former LeagueAires	50
Other	26
Total Donations	126
Total Donations:	\$19,716

We have exceeded our goal for the year by \$4,436.

The “Other” category includes the following donations from venues:

1/16/19	Presbyterian Homes-Roseville	\$75.00
1/18/19	Friendship Village	100.00
2/7/19	Martin Luther Care Center	50.00
2/7/19	Meadow Woods	75.00
2/27/19	The Wealshire-Bloomington	100.00
3/5/19	The Glenn-Hopkins-Terraces	100.00
3/7/19	MN Masonic Home Care Center	100.00
3/13/19	The Glenn-Minnetonka	100.00
3/15/19	Trillium Woods-Plymouth	150.00
2/25/19	The Glenn-Hopkins-Towers	125.00
4/8/19	Broadway Village	100.00
4/1/19	Womens’ Club of St. Louis Park	150.00
5/16/19	Deephaven Woods Senior Living	125.00

Total: 13 Donations from Venues                    \$1,350.00

Mary Johnson and Karin Van Dyke wrote 125 thank you/tax letters to donors and 65 notes to families/honorees. The donation received at the Community Performance was anonymous, thus the number of thank you/tax letters for the year was one less than the number of donations.

Any donations that we receive from now on will be reported during the new fiscal year 6/1/19 - 5/31/20. Karin will continue to check the P.O. Box and report donation amount received.

**Suzanne Holmes Hodder (SHH) – Budget request**

**Update from Margie:**

*The Hodder budget should be approved by the family by the end of June.*

*The PO Box rental of \$80 is due at the end of June, which comes from the Spirit Fund.*

Nancy explained the history of the Hodder Fund being used for a symposium on music education, and how the current symposium for American Music Therapy in fall of 2019 and spring of 2020 fits in with this vision. These conferences are confirmed, and LA has paid \$8,000 (from the Hodder fund).

**New Business:**

**Key Dates – Trinka Sharpe**

Trinka highlighted some key dates. The Community Concert will be a week later than usual on April 28<sup>th</sup>, due to Walter’s schedule. Cove Point is set for April 26 and 27, but there is some discussion to moving it to after the Community Concert.

EC Meetings scheduled:

Monday, August 26 – 10 a.m. at Trinka’s new home (she will send out address)

Monday, December 9 – after rehearsal – JB’s home, potluck in Edina

March and May dates – TBD

**Action Items Summary**

<b>Action Items</b>	<b>Responsibility</b>	<b>Due Date</b>
Any signed contract copies for accompanists will be sent to Taylor	Trinka	June 30
Create an invoice or “intent to pay” for choreographers and send to Taylor, to make it easier to submit for payment by JLM.	Trinka/Taylor will coordinate	September 1?
Ability to use JLM’s online payment feature for LA events and dues	Taylor – notify Social (Claudia and or/Jane Anne) if this can be done for the summer event and for fall dues	Week of June 10
Committee members should be reminded: 1) There is no expectation that materials for committee work need to be donated; 2) To submit receipts to their VC within 30 days of an expense	All Vice Chairs	As needed
VISA cards for Committee Purchases 1) Purchase cards for committee members 2) Create procedures for use of VISA cards for committee materials	Taylor (to verify with JLM CFO), and if OK, then proceed to create procedures and communicate them to Vice Chairs, who will then communicate to Committee Chairs	Week of June 10  Before September 1?
<b>Committee budget requests due to Taylor</b> (Hodder budget is already submitted)	Vice Chairs – work with your committees	August 1

Action Items	Responsibility	Due Date
Create and distribute Budget package with reimbursement forms, procedures to Chair, Vice Chairs and Committee Chairs	Taylor	Week of June 17?
Conflict of Interest Policy and Form: Applies to: Chair, Vice Chairs, Committee chairs, Treasurer, Secretary, Director, Accompanists, choreographers, and anyone receiving payment from LA. <i>Review policy, sign form and return to Anne Polta</i>	Anne to communicate to those not attending today's meeting and collect forms	September 30

**End of meeting:** Trinkka adjourned the meeting 4:10 p.m.

Respectfully submitted,

Anne Polta, Secretary, LeagueAires

**2019-2020 LEAGUEAIRES KEY DATES**

**6/10/2019**

**REHEARSALS**

9:30–noon Mondays

Sep 9, 2019-Jan 13, 2020 (*excluding Dec 23 and Dec 30, 2019*)

**2020 TROUPING DATES**

Mondays, January 20 – April 28, 2020

**LEAGUEAIRES EXECUTIVE COMMITTEE MEETINGS**

Jun 10, 2019 2:00 p.m., Margie Dines' home  
August 26, 2019 10am at Trinkka's house  
Dec. 9, 2019 following rehearsal  
During Trouping as needed  
May, TBD 2020 Final 2019/20 Executive Committee Meeting

**REHEARSALS AND OTHER KEY DATES**

**Mondays unless otherwise noted**

Thurs., Sept 5 Fall kick-off brunch at Claudia Sefton's home  
Sep 9, 2019 First rehearsal (Colonial Church of Edina)  
Nov 22 Hodder Symposium  
Oct/Nov, 2019 In-service training, (during rehearsal time)  
**Holiday Party ???**  
Dec.16, 2019 Pre-Holiday Party and Rehearsal in the Fireside Room  
Dec.17 - Jan 5 HOLIDAY VACATION  
Jan 6, 2020 Rehearsals resume  
Jan 13, 2020 Dress rehearsal at Colonial Church in the Meetinghouse  
Jan 20, 2020 Trouping season begins  
Feb 3, 2020 Brush-up rehearsal and LeagueAires Recruitment Day  
February TBD JLM Salon Series evening performance  
April TB JLM Active meeting performance  
Apr 20, 2020 Spring closing luncheon at **????**  
Apr 26/27, 2020 Cove Point/Silver Bay Veterans Home performance  
Tues, Apr 28, Community Concert at Colonial Church of Edina (required)  
May TBD JLM Placement Fair



**2019-2020 LeagueAires Executive Committee and Committees –  
updated 6/6/19**

**Chair** – Trinka Sharpe  
**VC Administration and Chair Elect** – Jane Goodrich  
**VC Community** –Claudia Sefton  
**VC Finance** – Margie Dines  
**VC Membership and Marketing** – Marilyn Christiansen  
**Secretary** – Anne Polta  
**Treasurer** – Taylor McMillan  
**JLM Liaison** – Nancy Lindahl  
**At Large** – JB Bjelland  
**At Large** – Jane Anne Hill

**VC Administration and Chair Elect** – Jane Goodrich

**Contracts** – JLM: Theresa McCormick, Colonial Church: Jessica Krueger & Julie Dover;  
MacPhail: Paul Babcock & Kristyn Rupp

**Schedules** (Dance)- Nancy Feller (Announcers) – Carolyn Riley

**On-site Support** –

**Section Leaders:** Lisa Roehl, Colleen Bocchi, Ann Farrell, Teri Crelly

**Purse Bags:** -Group 1, -Group 2

**Stage Managers:**

**Rehearsal Attendance Takers;** Sop 1-, Sop 2-, Alto-

**Trouping Attendance Takers:** Grp 1: Sop 1- Mary Johnson, Sop 2 –, Alto –. Grp 2: Sop 1-, Sop 2-, Alto –

**Costumes/props Carriers: Group 1;** Hanging Bag -, Rolling Duffle -, Hats & Canes-.

**Group 2;** Hanging Bag -, Rolling Duffle –, Hats & Canes -

**Sound: Keyboard:**

**Rosters:** Carolyn Riley,

**Uniforms** – Nancy Feller

**Boxes** –Jane Goodrich,

**Events - Recruitment Day** – New Members Committee; *Community Performance* –  
Sunshine Committee/JLM Actives

**Choreographers:** (Group) – Cindy Kalland, Mary Jasicki asst. (Featured) – Lorrii Utoft,  
Margie Dines asst.

**Percussion-** Ann Farrell

**VC Community** – Claudia Sefton

**Costumes** – Laurie Misik chair, Mary Jasicki, Kathy Shockency, Caryn Katzung, Cat Stevens

**Librarian** – Caryn Katzung, chair; Teri Crelly (asst/work-up)

**Scheduling** – Colleen Nelson Chair, Katie Lundeen, Carolyn Riley, Ingrid Mahoney

**Social** – Jane Anne Hill chair, Patty MacHalec, Ingrid Mahoney, JB Bjelland, Kathy Shockency

**VC Finance** – Margie Dines

**Development** – Jo Damhof, chair; Karin Van Dyke, Nancy Lindahl, Marilyn Christiansen, Colleen Bocchi, Marcia Hillestad Seguin, Carolyn Riley, Margie Dines, Mary Johnson, Patty Murphy

**SHH Endowment** – Jeans Buckner, chair; Susan Campbell; Nancy Lindahl; Marcia Hillestad Seguin; Meg Gisslen; Jane Nelson, Taylor McMillan, Patty MacHalec

Ex- officio: Trinka Sharpe and Jane Goodrich

**Treasurer** – Taylor McMillan

**VC Membership/Marketing** – Marilyn Christiansen

**Marketing** – Ann Farrell, Jacque Olson (photographer)

**New Members** – Sandy Reichert chair, Gayle Kohlbry, Deborah Connor, Jan Van, Jackie Hagel

**Sunshine** – Jane Nelson, Kathy Nelson co-chairs, Katharine Richter, Shelly Edwardson, Marti Schuster