

LeagueAires Executive Committee (EC) Meeting

August 26, 2019, 10am

Home of Trinka Sharpe

660 Glencoe Rd, Excelsior, 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; Anne Polta, Secretary; Taylor McMillan, Treasurer; Nancy Lindahl, JLM Liaison; JB Bjelland, Member at Large; Jane Anne Hill, Member at Large.

Minutes: *unanimously approved via email between 8/30 and 9/21/19.*

Trinka called the meeting to order at 10:27 am. The purpose of the meeting is to prepare for the opening brunch and start of the rehearsal season, as well as vote on the budget for the coming year.

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

1. Minutes from 5/20/19 EC meeting approved via email and final version has been posted on the website
2. Chair and Vice Chairs Reports - further questions, discussion or clarifications on all reports submitted and reviewed in advance of this meeting.

Trinka Sharpe – Chair report

- All contracts are signed: accompanists, director, Colonial Church
- Recordings were done on August 19 and 20 at Perpich Center for the Arts. Jane Goodrich and I “popped in” at the start, then left it to the section leaders and Walter. Mixing will be done by the recording engineer at Perpich. Both the facilities rental and engineer’s time were paid for by the Hodder fund.
- I’m working with Walter to coordinate a date for our in-service training. He hopes to have Tesfa Wondemagegnehu, conductor of the Chapel Choir at St. Olaf College.
- Ann Farrell proposed creating an “historian” position (under VC Membership and Marketing), encompassing much of what Carolyn has been unofficially doing— notifying members of deaths of *former* LeagueAires, and maintaining these documents listed under the “History” tab on our website:
 - [Members of LeagueAires, current and alumnae](#)
 - [A History of LeagueAires](#)
 - [Remembering LeagueAires](#)
 - [LeagueAires Chairs & Assistants Through the Years](#)
 - [LeagueAires Through the Years](#)
 - [Comprehensive List of Performance Venues](#)
 - [Directors, Accompanists, Choreographers](#)

The EC discussed and agreed that this would be a useful position and that Carolyn should be asked if she would like her work formalized. After the meeting, Trinka spoke with her about creating an "historian" position, and she is happy to do it. She'll continue in this role, and write up a job description for LeagueAires, for use when she decides to pass along the work. Thank you, Carolyn!

Margie Dines – Vice Chair Finance report

Development Committee - From Jo Damhof:

- All 9 Development members are returning
- We have received 1 donation of \$10 since June (not unusual). Karin still checks mail box every 10 days- 2 weeks.
- Carolyn is working on updating the letter and addresses.
- Will get letter and envelopes printed.
- Trying to find a date and location for "the signing".
- The new email address has been updated on our development letter that will be going out this fall.

Hodder Committee - From Jeans Buckner:

The Hodder family did approve our budget request of \$18,150 for Annual Operating Budget and \$8000 for our Symposium, In-service training, and annual award - totaling \$26,150.

We subtract the funds left over in our account and in June a check was deposited for \$19,008.95. The funny thing is that the budget was approved and monies transferred from the MN Foundation - but Laurie Greeno forgot to include me in the approval email. I checked with her in August and she apologetically sent me the approval email realizing she forgot to include me. No issues....glad it was fully approved.

The Hodder family is the sponsor of the keynote speaker at the National Music therapist conference this Nov. We will be notifying LeagueAires of more details closer to the time. The conference is Nov 21-24 with the keynote speaker on Nov 22. This will be a great conference and a great opportunity for someone to explain the Hodder Legacy Fund, and LeagueAires, before the intro for the keynote. The committee discussed showing our short video at the intro or on the screen at some point in the program - not sure if they will agree to this. Meg is responsible for researching options for our Symposium and connecting us for the National Conference. I have contacted the local MN Music therapist President to have them consider us a yearly sponsor at their local conference. More details to work out....and a smaller number of attendees than the nationalbut if it works it will be a regular sponsor for the Hodder Symposium.

Working with Trinka and Walter to schedule a fall rehearsal to have a staff person from Believet come for about 15 minutes with one of their dogs to explain their program and show training. The Hodders sponsored \$2000 to cover the adoption of 4 dogs to be trained for veterans.

EC discussion: *The church has approved allowing dogs at the Monday rehearsal. Nancy clarified that this charity is acceptable to the Hodders because Sue liked dogs and this organization supports veterans.*

Jeans is prepared to chair the Hodder committee again this year, but wants to find a replacement going forward whom she can train. ***The EC discussed two potential candidates to take over this position for next year. Trinka and Jane will speak with Jeans about suggested replacements who would be a good fit with the Hodder family.***

Claudia Sefton – Vice Chair Community report

Social Committee met to discuss all that they could for now. No dates are set yet other than December 7 for the Holiday party.

The Social Committee did think going forward it might be a good idea to combine the New Members Committee with the Social Committee if we're going to continue doing the boat ride, which seems to be a very popular event. We did the outreach for the new members and both years, they really seemed to appreciate that venue for getting to know us. There could be one designated member of the Social Committee who has new members as their special duty...but there isn't that much else to do for the new members...Perhaps we could combine their two budgets? This is just the unanimous opinion of all of the Social Committee members.

2019-20 LA Social Committee Budget Proposal

\$ 68 Lake Mtka Dinner Boat Cruise
\$450 Fall Brunch (*free of cost to members*)
\$850 Holiday Party
\$500 Winter Karaoke Party (*free of cost to members*)
\$550 Spring Brunch (*free of cost to members*)
\$2,350 TOTAL (\$500 increase over 2018-19)

Any other unofficial gatherings would be out of pocket for the members.

Holiday party is set for Saturday, Dec. 7th at Walter's place. He wants to hire caterer of his choosing for heavy hors d'oeuvres and suggests calling it a cocktail party. He says there are 25 spots at his building, plenty of street parking and ramps. Be prepared to pay \$10-15 for parking. He suggested some peeps might want to make a night of it and stay downtown at Loft Hotel, Canopy or Marriott at Depot, Radisson Red?

Last year's Holiday party

\$ 3,090 Catering
\$ 560 Liquor
\$ 120 Desserts (in kind donations from committee)
\$3,770 TOTAL

Cost per person based on last year's attendance of 84 peeps:

\$30 X 84= \$2,520
\$35 X 84= \$2,940
\$40 X 84= \$3,360
\$50 X 84= \$4,200

\$3,770 - \$850 = \$2920 needed. *The EC discussed what the cost per person should be. It will likely be between \$40 and \$50.*

EC discussed combining Social and New Members Committees, particularly because of the overlap with the boat trip. *Suggestions included: hold the welcome lunch in June and then invite new members to the boat ride, and they would pay the same as current members. When the luncheon is held, invite the prior year's New Members chair to attend as part of continuity for new members. There is still support for a separate New Members committee, but coordination with the Social Committee at the start of the year is encouraged.*

Costume Committee - No requested change in the budget.

Librarian

New music is being stamped, numbered, hole punched and readied for distribution. Additional information to be included in our packets is being printed. Teri Crelly and Caryn Katzung will assemble packets sometime the last week before the opening brunch/lunch.

Scheduling - No report at this time

EC: *Trinka will include a request for venue suggestions in her August notes to all LeagueAires. The EC discussed using a Google doc as a central spot for suggestions or create a form to submit suggestions. A robust discussion followed, and Trinka will check with Colleen Nelson to gauge interest in setting this up in the future and determine if any instructions or training are needed. (Not done for current request, as info was needed ASAP.)*

Marilyn Christiansen – Vice chair Marketing/Membership report

New Members

A luncheon was held at Sandy Reichert's home on August 20. Members of the committee attended as well as Walter, Trinka and two of our new members. The committee members divided up "duties" of food (for the luncheon) and explanations of how the LA's operate, some history of the group, how car-pooling works, as well as expectations.

Sunshine

Nothing new since last report. The committee will be meeting again before the start of the LA season.

Marketing

Ann Farrell has downloaded the updated Policies, Procedures, Employee job descriptions, and Volunteer job descriptions to our web site. She has also updated our new email on the following places:

- Website/Contact Page
- Website/copyright footer
- Website/email widget
- Facebook

We'll just retain the Gmail account but publish the new email address.

The Gmail address will be needed to login to the other apps (Google drive, YouTube, Google Calendar). She also verified that automatic forwarding is set up so that there is only the one new inbox to check.

A few more observations

- * the new address has been put in place in a couple of places, but not everywhere
i.e. under HOW WE HELP, the new email address has not been entered
- * some of the information is dated
i.e. "over 3500 people were reached in 2016"
- * in "ABOUT US" there is a video from our 2017 Community Concert. Perhaps a newer one should be put in place.
- * a picture and bio of Trudy is missing
- * I didn't see an update on the link for payment

EC Discussion: *Marilyn reported that Ann says adding a picture and bio to the public website could cost \$500-\$1500, which seemed high. A general discussion on the need to update the website occurred. After discussing the expenses of the Marketing budget, it was determined that since a video will be made in alternate years (and not this year), and a discussion on eliminating the expensive booklet program for the Community Concert in favor of a 1 page program, the \$1500 in the Marketing budget could go toward revamping the public website this year, since there are many photos and statements that are out of date. Trinka and Marilyn will discuss what is needed for website update with Ann, consider getting a bid, and report back. The goal is to update this year.*

3. Treasurer report and discussion of proposed budget – Taylor McMillan

The 2019-20 budgets for the Spirit Fund and the Operating Fund will be almost the same as the prior year, with an additional \$500 for the Social Committee. The EC reviewed all the budgets and Taylor will send the budgets to the EC to review for an electronic vote. The Hodder budget was already approved in May, 2019.

EC ACTION: *The 2019-20 Budget (attached) was circulated to the EC on September 1, 2019, and approved as a part of the approval of the minutes.*

Attachment: LA Budget Overview by Committee 2019.2020

4. Discussion of new electronic payment options and its inclusion in this year's printed and electronic communications. – Taylor McMillan

Reported at meeting: Taylor was locked out of the LA bank accounts for the summer, which she has been working to correct. This has made it impossible for her to monitor payments being made by the JLM. Taylor meets with the JLM CFO on August 27th, so she hopes to get this resolved. She will also determine when the “donate” button on the website will be “live”. Other issues include coordinating with the JLM for the Hodder symposium so that the JLM could run it with LA funds and returning the LA checkbook to the control of the LA treasurer. Nancy is also working these topics with the JLM President.

The link needs to be “live” when Development sends out the fundraising letters, which will be in October. Once the link is “live”, dues could also be paid, but for the September brunch, LA members will be asked to bring checks, until the online link is confirmed to work.

Taylor will give a financial presentation at the September 23rd rehearsal and cover LA finances, online donations and submitting reimbursement forms online or via paper. Taylor noted that the link to submit for reimbursements IS “live” online now. She reviewed the process for the group.

EC Response: *A robust discussion occurred regarding reimbursement form process and if Vice Chairs need to sign the forms and how this works online. Taylor will cover this in her September 23rd presentation to the LA members. Taylor will draft instructions to committee chairs for the online and paper reimbursement process. The reimbursement link should allow for in-kind donation reporting. Taylor offered to provide Vice Chairs reports on their committees' expenses.*

New Business – Trinka Sharpe– report on Action Items from June:

- Signed contracts have all been forwarded to Taylor
- Trinka drafted an “Intent to pay” form and forwarded to Taylor for input
- Online payment – still in process (see above)
- VISA cards for Sunshine – Taylor confirmed that these can be used. Marilyn will check with Sunshine to see if they'd like to use these, and then coordinate with Taylor for purchase.
- JLM is putting together a list of vendors who will honor tax-exempt status, and LA can use this list once complete to help committee members avoid paying sales tax.

- Conflict of Interest forms – received from all EC members; Committee chairs and employees will be contacted by via email for completion. Website will also be updated with current form to reflect change from “Board” to “Executive Committee”.

5. Preparation for Opening Brunch and first few weeks of rehearsals while Trinka is absent. *Trinka reviewed the agenda for the opening on September 6th. Thanks to Jane, who created a song for the EC to sing for the group. Ann Farrell is bringing a keyboard. Walter will play. Vice Chairs will introduce Committee Chairs, and new members will also be introduced.*

Action Items Summary

Action Items	Responsibility	Due Date
Historical lists with members should reflect leave of absence time in years of service	Trinka will confirm with Carolyn	Next meeting – December 9
Explore using Google document to coordinate information (eg. suggesting scheduling venues)	Trinka will check with Colleen N for current application	Next meeting- December 9
Exploring public website update and costs	Trinka and Marilyn will discuss with Ann F.	Next meeting- December 9
Financial presentation at 9/23 rehearsal, to cover: <ul style="list-style-type: none"> ▪ Funding for LeagueAires ▪ Online donations ▪ Process for submitting reimbursements 	Taylor	September 23
In-kind form drafted from JLM as part of online reimbursement process	Taylor to check with JLM	October 1
Committee expense reports to Vice Chairs	Taylor	Quarterly
Committee reimbursement report training instructions/ training for committee chairs	Taylor	TBD
VISA cards for committee expenses – determine interest with committees, and purchase if appropriate	Marilyn to check with Sunshine members to see if they would like them. If yes, Taylor will purchase. Other Vice chairs to check with their committees?	Sept/Oct.
JLM vendor list with JLM registered as tax exempt	Taylor – to follow up with JLM to see if this is complete and share with LA committees	Sept/Oct.

Trinka adjourned the meeting at 12:05 p.m.

Respectfully submitted,

Anne Polta, Secretary, LeagueAires

Note: Next meeting is scheduled for Monday, December 9, after rehearsal – JB’s home for a potluck lunch

Future meetings still TBD