

## LeagueAires Executive Committee (EC) Meeting

December 9, 2019, 1 pm

Home of JB Bjelland

6204 Balder Lane, Edina

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 12/28/19 and 1/16/20.*

*Trinka called the meeting to order at 12:54 pm. The purpose of the meeting is to monitor activities to ensure a smooth running 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 8/26/19 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 thanked all the Vice Chairs for their reports and noted that the year is going well. Jane Anne was particularly recognized for a wonderful holiday party the past Saturday night.*

**Community Management Board report** - Submitted by Claudia Sefton

**SOCIAL** - Jane Anne Hill

The social committee would like to add questions to our year-end survey regarding the Holiday party. Their suggestions are:

- A) Rate the Holiday Party
- B) Make a choice between pot-luck or catered event. (????)

We evaluated a pot luck vs. a catered event. Pot lucks have definite draw backs: To name a few, the burden is on the hostess who has no time to enjoy the event because she is running ragged looking for platters or dishes that people forgot to bring for their pot luck item and then she's digging through her pantry hoping to find crackers that someone forgot to bring for their dip. And there's the matter of a mish mash of food that doesn't necessarily go together, and someone with a key item not showing up. It's a significant amount of work for the hostess to coordinate.

We concluded that most of the LeagueAires enjoy a special, in-home holiday event as it is the next most cost effective option, assuming there is someone willing to host. (Having explored other venues, a minimum cost would have been at least \$50 per person, not including cash bar. There would be a room deposit as well as decorations would need to be provided and set up by us in a large dining room, etc.) We have been very fortunate in the past, to have had hosts who have opened their home and covered a significant portion of the expense from their personal checking account. It's not sustainable to expect a host to cover shortfalls between money collected and actual expenses. Going forward, we believe that

\$50 per person is a realistic number for such an event with cost saving measures such as discounted wine (thank you Ann Farrell) and home baked desserts provided by the social committee.

I'd like to propose that we designate a set amount of money in a slush fund to cover the people who invariably decide not to come/or pay at the last minute (it happens every year) as well as to provide scholarships for those who can't afford it.

The Social Committee will get to work on our Winter Karaoke party that will be coming up in late January or February.

**EC Discussion:** *All agreed that the holiday party hosted by Walter and Barry was a wonderful evening for all who attended. The proposal for setting aside extra funds to cover those who RSVP but don't attend/pay was not discussed further. Some lessons for the future are to be clear about a deadline for payment (if there is one) and clarifying that scholarships are available. Jane Anne is collecting receipts from Walter for reimbursement. Walter and Barry chose to do a more extensive party (including dinner), and will likely be donating a large part of the costs. The EC discussed trying to balance the budgeted amount with the inkind donations so that future hosts have a realistic idea of the range of what can be funded by LeagueAires. There was a general discussion that next year's Social Committee may want to switch it up by having a different kind of event, and possibly after the holidays.*

*It was decided to not include a question on the rehearsal survey regarding preference for type of holiday party or social event for the future, so that next year's committee will have the flexibility to plan what they'd like. Members are encouraged to serve on the committee to bring in different options/ideas for an event.*

#### **COSTUMES - Laurie Misik**

All is going smoothly. I will be submitting all but one receipt for costumes on Monday. Hopefully we won't have any more items to purchase. But we are still way under budget even though we spent quite a bit so far.

Mary Jasicki has given a lot of fabric and costume items from her dance studio to the LeagueAires (which have been taken to the storage unit) and will be good for future costumes. She will be submitting a form for reimbursement sometime in the near future. She is giving us an excellent deal and we are grateful for the contribution.

#### **LIBRARIAN - Caryn Katzun**

I have submitted my request for reimbursement of my library expenses to Taylor. The total is about \$184.00 for envelopes, ring binders, and various printing needs.

All retired music is returned to the warehouse, and filed. (Teri Crelly and I spent several hours getting files organized.). I will return to add the late returns and LOA.

I have received Deb Connor's music notebook, as she is on LOA.

I still need to add new titles to the music inventory, stored on flash drive.

Music numbers are updated and accounted for.

#### **SCHUEDLING - Colleen Nelson**

The trouping program is coming along well. It is all typed up, laid out, and been proofread a couple of times. The program includes the evening performances at Folkestone, Courage Center, JLM Actives meeting, and Community performance. We have confirmation that the final luncheon will be at Jean Buckner's house again. We are now just waiting on confirmation for the contact information at our venues in Two Harbors and the accompanist schedule, which I expect to have by our next rehearsal. Then I'll incorporate that information, we'll proof again and hand off to the printer. We are well ahead of our scheduled target date for hand-off to the printer by mid-December.

One possible hiccup we foresee is with our first performance at the Estates of St. Louis Park. We had them on our trouping schedule last year and they cancelled with somewhat late notice because the activities director left. At the time that we scheduled them this year, we were notified again that the new activity director would be leaving and we were immediately in contact with the in-coming director who

also confirmed our performance date and time. That said, we are a little worried about a late cancellation and have begun looking for back-up venues in the event one is needed.

**Finance Management Board report** - Submitted by Margie Dines

**DEVELOPMENT** - Jo Damhof

Our YTD totals are as follows for donations are:

Current LA 9

Former LA 28

Other 3

Total 40 = \$6,095, which is 40% of our goal.

In past, numerous donations come end of year and early next year.

Nancy and Patty will talk with JLM President to try to clear up the on-line donation issue. They are not reporting the on-line donations to us. Two of the JLM members that would be involved are on maternity leave and the communication has been problematic.

***EC Response:*** Taylor and Nancy have checked with the JLM, and Taylor learned that 3 online donations had not been reported to LeagueAires, due to JLM staff absences, but those will be added to Jo's reported tally. The YTD totals above may be slightly lower compared to last year. Taylor expects there will be gifts made before year-end, and then comparisons may be more valid.

**HODDER FUND UPDATE** - Jeans Buckner

Meg did a wonderful job with the National Music Therapy Association conference. It went off really well, and some LeagueAires and Laurie Greeno were in attendance

Meg has, or will begin coordinating the conference for the spring for the Minnesota Music Therapy Association conference. This will be a much smaller conference.

We had representatives from Believet come to our rehearsal to demonstrate and explain training for dogs for Vets .

The website has been updated thanks to Ann Farrell with updates on past and current symposium etc.

The Hodder committee will be meeting in early January to start discussing budgets for next year.

***EC Discussion:*** Margie also attended this conference and provided more feedback on this wonderful event. Nancy also noted that another possibility for the educational Hodder event is to sponsor a JLM meeting with a focus on education. This would be an option to consider for 2021.

**Junior League Liaison report** - Submitted by Nancy Lindahl

I met with Junior League President Theresa McCormick to discuss several issues. Upon our suggestion following last year's weather-related cancellation, the League decided to move their Salon Series from January to February 2020. We will sing at Folkstone in Wayzata on February 6<sup>th</sup>. Theresa is expecting that many JLM members will attend this Salon event.

We are also set to do an impromptu event at the April 14<sup>th</sup> JLM General Meeting at Minikahda. Like last year, we will not need the commitment of our entire LeagueAires group. We will perform during their cocktail hour prior to the General Meeting.

Theresa listened to my pitch regarding regaining some independence with our finances. She saw no reason why we couldn't pay for our own expenditures rather than holding the League responsible for these transactions. Taylor and I will have to present our case to the JLM in early 2020. I am hopeful about this possible breakthrough.

**EC Discussion:** *Taylor noted that JLM misunderstood how the Hodder funds are disbursed annually from the fund, spent via the Hodder budget, and any remaining funds are carried over to the next year. JLM follows Traditional Accounting standards, and LeagueAires follows Financial Accounting standards. It was agreed again that many relationships align this year that make it an ideal time to move the LeagueAires checkbook from the JLM to LeagueAires for administration, which Nancy and Taylor will pursue. The Centennial of the JLM is in 2020, and there is some discussion about offering LA members the opportunity to become sustaining members, even if they were never part of the JLM. Nancy will keep LA updated.*

**Membership/Marketing Management report** - Submitted by Marilyn Christiansen

**SUNSHINE COMMITTEE** - Jane Nelson and Kathy Nelson

All is going well with the Sunshine Committee. They are staying on budget and are already making plans for the Community Performance. In an effort to save money, they have been putting the monthly birthday cards on the treat table, and it is working well. They are doing well with the coffee allotment and are thrilled with their committee; everyone is a team player and they work very well together. The only 'issue' they have had is there haven't been enough people to bring all the needed treats. Jane is suggesting that next year only three choices should be offered each week. She said that there are always veggies left over; maybe people just don't want that for morning nibbles!

**EC Discussion:** *Several alternate options for rehearsal treats were discussed, but the final consensus was to keep the same format of four assigned items, and if one of the categories isn't covered, then there will be less on the table. LeagueAires will manage. It was noted that the group used to have 69 members to cover treats for the rehearsal season, and now there are less than 60 members.*

**NEW MEMBERS** - Sandy Reichert

The committee met for lunch in November with a couple of the new members after a Monday rehearsal. They met at Crave, paid for the lunches that the new members ordered, and had a really nice time. The new members felt comfortable asking lots of questions, and the committee was happy to be helpful. Touching base at this point in time is such a good idea. There were several trouping questions, i.e. car pooling and general flow of trouping days.

**COMMUNICATIONS** - Ann Farrell

Ann has updated photographs. There has been an issue with donations. Ann says this is because the JLM treasurer and Office Manager are on maternity leave and that the ball has been dropped. It is in the hands of the JLM at this time. (**Update** – Taylor and Nancy resolved this issue with JLM.)

External Marketing: Ann notes that whenever any LA member wants to share public information, comments, or pictures, they must tag the public FB page, not our private site. It was unfortunate that this happened with the article that Katie Lundeen wrote following the Symposium. It did not get the public notice that it deserved.

Marketing: A 1-minute video is available to the Scheduling Committee to send to all venues ahead of our performances, as well as a PDF so that venues can print and display information about our upcoming performances.

Big Change: A Google calendar has been created on the member site so that all LA's can see the schedule and addresses of all performances on their cell phones.

**GOVERNANCE – Trinka Sharpe/Jane Goodrich**

No issues to report.

**EC Discussion:** *When the Governance Committee was dissolved last year, it was with the understanding that the EC would annually review Governance issues. Trinka asked if there were any issues to address. No one was aware of any policies, procedures or changes in the bylaws that need to be addressed. This will serve as the annual discussion, but if anyone becomes aware of a Governance issue, please alert Trinka so that the EC can address it at a future meeting.*

**Chair Elect Report - Submitted by Jane Goodrich**

Chair Elect rehearsal evaluation questions.

Please review for our Survey Monkey online evaluation (*Questions shown are based on the EC discussion.*)

1. Please identify your section: Sop I, Sop II, Alto I, Alto II (add category Sop II/Alto 1)
2. Were you pleased with the rehearsal season?
3. Were your sectionals effective/helpful?
4. Did you use our website for your independent practice?
5. How often did you use the video choreography on our website? (0 times, 0-5 times, 5-10 times, 10-20 times or countless!)
6. Did you feel our in-service training of 29:11 informative and helpful?
7. Did you enjoy our social events?
8. Have you tried the online donation/payment method? If so, was it easy for you to use?

Changes suggested by the EC are highlighted above.

**EC Discussion:** *Last year, the goal was to get 100% participation in the survey, which required multiple reminders. It was decided that while reminders will continue, if people choose (or forget) to participate, this is their choice and their voices will not be heard for this survey.*

**Treasurer's Report – Taylor McMillan**

*[Accounting ledger for funds from 5/31/19 through 11/19/19 was circulated to the EC prior to the meeting.]*

*The budget is well balanced between income and expenses. Taylor has revised the spreadsheet format from Excel to Google sheets to facilitate an easy handoff of the system to a future treasurer. The books can stay in the LA treasurer's email account, ensuring a smooth transition. All transactions will be easy to see.*

*As mentioned earlier, the maternity leaves at JLM impacted LA finances, including getting reimbursements processed. The treasurer is back at JLM, so she is logging information for LA again. New LA members and committee members are submitting reimbursements quickly, and Taylor has been educating them on how to work with the system, despite the hiccups at JLM. Dues are all paid. All reimbursements except one have been made for the fall. The November 19<sup>th</sup> balances of all funds are:*

<b>Spirit Fund:</b>	\$53,895.71
<b>Hodder Fund:</b>	\$22,747.41
<b>Operating Fund:</b>	\$ 6,575.28

*Trinka adjourned the meeting at 2:35 p.m.*

Respectfully submitted,

Anne Polta, Secretary, LeagueAires

**Note:** *The next meeting is scheduled for:*

**Monday, March 30**

**Time: TBD - Place: TBD**

**Action Items Summary**

<b>Action Items</b>	<b>Responsibility</b>	<b>Due Date</b>
Negotiate with JLM the transfer of LA checkbook to LA treasurer	Nancy and Taylor	Next meeting?
Revise rehearsal survey per EC discussion and send to LA membership	Jane	January 15, 2020?
Cove Point bus	Trinka will confirm with Jeans Buckner that Sandy Reichert has reserved the bus	January 15, 2020?
Set next meeting date	Trinka; Anne will send out Doodle survey for availability	December 23, 2019