**LeagueAires Executive Committee (EC) Meeting -**

**Via Zoom**

July 13, 2020

Meeting called to order at 9:06 AM

Members Present: Jane Goodrich, Chair, JB Bjelland, VC Admin/Chair Elect, Jo Damhof, VC Finance, Jane Anne Hill, VC Community, Marcia Hillstad Seguin, VC Membership/Marketing, Caryn Katzung, Secretary, Taylor McMillan/Kathy Shockency, Treasurer, Patty Murphy, JLM Liason, Colleen Nelson, Member at Large, Gayle Kohlbry, Member at Large

Jane’s Agenda: Prior to this meeting, Jane outlined the following items to be discussed: Covid 19 Task Force recap and recommendation - Patty M. Walter’s Weekly Workshops Colonial Church update - JB “Friends of LeagueAires” introduction – Marcia Social – Jane Anne JLM Update/Finances/Budget – Taylor Dues and Optional Participation

Comments and Discussion:

**Covid 19 Task Force Conclusions**: This year will be completely different for all involved. We will need to be pro-active about how to proceed if we are not welcomed back to residences and care facilities.

Various musical groups and choirs are shutting down. Vocal Essence now has only 8 members performing. The way in which we have produced and performed shows in the past, will need to change, at least for this year. We will be trying to do what we can to move forward for this one year, as the pandemic situation is not likely to end soon enough to go forward in our usual way.

**Rehearsal Space**: JB has been in contact with Julie Dover at Colonial Church. At present they are not allowing their own choir to meet, so it would be unlikely to allow any outside groups either. Their building is currently closed to all groups. Worship and programing are in a virtual format only. No final decisions have been made, but at this time, no decisions on time of reopening Colonial have been made. If we are not paying rent for the use of space at Colonial, expenses will be lower.

Kristen Rupp at McPhail, on the Task Force, discussed the possible use of Antenello Hall at McPhail for rehearsals. However, this does not look like a promising alternative either.

**Proposal from the Covid 19 Task Force to the Executive Committee**: Patty Murphy, Jane Goodrich, Carolyn Riley, Teri Crelly, Walter Tambor, Kristen Rupp (McPhail)

The League Aire Covid 19 Task Force as well as the Executive Committee, recommends that the 2020 regular rehearsal season, be suspended. Membership may engage in an optional, virtual Work/ Study program, presented by Director Walter. This program will run from Sept. to December, and will be a short weekly program, including music theory, therapy, appreciation and history. The in service may also include monthly speakers. Members may choose not to participate in the workshop sessions.

The Work/Study sessions will be held Monday mornings, as members have that time available. Sessions will last 45 to 50 minutes, starting at 9:00 or 9:30 am. Start time should take into account member families with school age children. A start time decision will be made later, pending a decision from Governor Walz about opening schools this fall.

The Task force will then reassess in December if we can possibly resume. We will plan to reuse our 2019-’20 program and present it either live, if possible, or in a virtual format. In January 2021, the hope is to refresh last year’s program. This may be a possibility, but is not guaranteed.

***EC Action:*** *Motion and Vote: The 2020-2021 Rehearsal season should be suspended. Membership may engage in optional, virtual work/study sessions, offered by Walter, as a substitute for weekly rehearsals.*

*The motion did not require a second as it is a committee recommendation.*

*It should be mentioned that this was a unanimous recommendation from both the Covid 19 Task Force as well as from the Executive Committee to suspend the season.*

*Unanimous Yea*

**JLM Update and Budget:** Taylor reported that JLM has approved the annual budget allowance, although it has not been finalized at this time. Theresa McCormick, last year’s Jr. League President, said LeagueAires, were included in the budget. We have not received the Hodder Grant money yet from our Grant Request. JLM’s $9,000.00 is tied to the contract with the Minneapolis Foundation. The delay may be due to transition of new management.

Taylor also reported that we now have the ability and control to write our own checks. Our accounting is the same as JLM. They are working now on a big transition to Quick Books for accounting and audits. Policies and Procedures may need some amending due to this change.

Dues will remain at $50.00 for 2020-2021. Payment of dues may be mailed directly to Taylor. There will also be an online payment option. Payment details/tutorial will follow at a later time. Taylor will work with Ann Farrell to get this added to the website. If a member should choose not to pay dues, she will be considered a “suspended membership” for this year. It would not be a Leave of Absence, or LOA.

Walter may need to purchase equipment for use in the workshop. One suggestion was a microphone for the piano. Any equipment purchased should be compatible with existing equipment. Walter could make a proposal which includes the cost. A budgeted dollar amount could also be set aside. He will need to be compensated for necessary time involved.

Jan**e** Goodrich has called the Hodder family to inform them of our potential plans. She will also share an update after our meeting and vote. They were most appreciative for the communication.

“**Friends of League Aires” or “Connected to Caring**” Marcia, Marketing Chair,suggested names for analternative initiative to connect to residents in care facilities. It would also be a way to serve our mission during this time. This would be a voluntary and optionalnew initiative for connecting with residents. We can solicit guidance from the Activities Coordinators at the care centers as plans are initiated. They will be able to make suggestions about residents who would welcome personal contact via phone call, or face time, zoom meeting, or a note from an LA member.

Discussion: It was suggested to try a pilot at one facility as a starting point, or perhaps one pilot in each quadrant of the city.

First, we should know how many LA’s are interested in participating in the program. Secondly, we will need to know how many facilities would be interested in participating.

The expectations should be clarified about type and frequency of contact, weekly, monthly etc.

The Scheduling Committee could take responsibility for this, as well as an additional interested member. They will communicate with the past care facilities, with an email detailing the changes for the coming year. Perhaps an email to survey care facilities of our outreach proposal, could be included. Jane G. will set up a Zoom meeting with the Scheduling Committee concerning both issues.

**Survey Monkey:** Before we send a survey, we need to inform members of decisions already made by the Executive Committee and the Covid 19 Task Force.

A survey to the full LA membership would allow us to seek approval of these recommended changes. It could also inform us about how many members are interested in the proposal for the new outreach with care facilities, called “Friends of LeagueAires”. We could ask about interest in the Workshop sessions, as well as a preferred start time for the Monday workshops in this survey. A question about social gatherings could also be added. There may be additional items added to the survey.

**Social Committee**: Jane Anne reported that the Social committee is not receptive to any in person large gatherings at this time. They will meet via Zoom at a later time. Members are, Claudia, Nancy L, Margie and Trinka. The committee is looking to the Executive Committee for guidance. Jr. League has no in-person meetings until after September first. Suggestions were made for ways to have much needed social interaction. It was noted that some members will feel confident to meet in groups, while some will choose not to participate. Currently, CDC guidelines allow a maximum group of 25 people.

Jane G. suggested an opportunity for members to tell their stories about how they learned of LA, or how they gained their love of music or performing. Social Committee could help coordinate this. Perhaps this could be a monthly Happy Hour by Zoom. Social could also plan smaller in person Happy Hours. Smaller groups could be divided by Sectionals perhaps. Sunshine could possibly assist with Happy Hour get togethers as well.

**Walter’s Contract and Compensation**: Jane G. suggested that we pay one half of Walter’s salary now and revaluate when we have more clarity about going forward in December. Because Walter is so valued, we wish to err on the side of generosity toward him. We want to retain him and also want him to feel appreciated.

Walter is a contractor at McPhail, and we are billed for his hours by them. His Medical Insurance is not provided. He is currently paid quarterly. Jane stated that rewriting Walter’s contract is under consideration, with Kristen at McPhail. We need to know his hourly rate of compensation. With that information, we can track hours, and estimate our budgetary window.

The allocation is $9,000.00 for Walter, (maybe $11,000.00?) according to Taylor. This amount is allocated at this time, but is not a payment. Even though this amount is allocated, we are not obligated to pay the full amount, if hours are not fulfilled. Taylor will explore whether we can make payments in four installments rather than the two we currently receive from McPhail. This will allow us to tailor payments, according to hours expended, and will give us more flexibility­­­­­­­­­­ in an uncertain time.

Walter’s preparation for lessons has been estimated at approximately two hours, plus 50 minutes per virtual lesson. He has also suggested a cost of $10.00 per person for each virtual class attended, for materials or books. Task Force meetings have equaled four to five hours so far, and will increase by perhaps an additional eight hours. Summer preparation but will be much less this year. Conducting is allocated at 12 hours rather than the usual 45 hours.

Walter’s hours usually go down during the Trouping season. If Trouping season is not possible, and recording of music is complete, he will have fewer hours. Walter’s participation in task Force meetings, preparation for classes, and summer preparation will be hourly. In a normal year he would have 45 hours for conducting, which will be perhaps 12 hours this year. Speaker’s fees are unknown at this time, and costs for speakers could possibly be shared with the Basilica.

There may be a need for additional equipment for presenting virtual classes. One suggestion was a microphone for the piano. Hodder funds can be used for equipment such as this. Either a defined budget amount could be set aside, or Walter could make a proposal for needed equipment. Any new equipment should be compatible with what we currently have. Walter should be compensated for his time expended on this.

League Aires should purchase a yearly Zoom account for use by members, and Walter should be added to the account for the workshops. The Hodder budget will cover this cost.

***EC Action:*** *A motion was made and seconded to allocate Walter’s entire salary for next year, pending the contractual agreement outlined by McPhail and Walter, in his contract for Teaching Artists. We will request more bills per year, increased from two to four, to allow us to tailor payments to Walter.*

*Yay 6, Nay 1 (Three members did not vote as they had left the meeting.)*

**Spirit Fund:** Jo Damhof suggested that we need to communicate with our donors by letter, to explain the necessary changes made in response to the Covid 19 pandemic. This communication could perhaps be sent by email to save costs. We do need to continue to raise funds, as that’s how Walter is paid. These donations help to cover his salary. If needed, the Spirit Fund could cover some of Walter’s compensation or costs for speakers. This would be a benefit to the whole membership as well. Jo will await specific details before making donation requests.

**Accompanists:** We want to assure our two accompanists, Carla and Trudy, that they are valued, and that we hope to retain them. They were paid for the balance of the season when we ended abruptly in March of 2020. They were surprised and grateful for the additional payment. They are independent contractors. However, due to our suspension of the rehearsal season, they will not be needed for Monday rehearsals in the Fall. They will be welcomed to all Monday workshops and any social events. They may submit a request for payment for hourly practice.

Jane G. will call both Carla and Trudy, to express our appreciation and to clarify the current situation with them.

The next meeting to be announced at a later time.

Meeting adjourned at 1:17 pm

Respectfully submitted,

Caryn Katzung, Secretary, LeagueAires