

Flutissimo! Flute Choir
Board of Directors Meeting Minutes
June 9, 2018

Present: Cheryl Stewart, President; Judy Lacey, Vice President; Melissa Sneed, Treasurer; Janice Spooner, Artistic Director; Theresa Hampton, Secretary; via phone Felix Torres, Conductor,
Guests/Presenters: Paul Wood, Insurance Connections USA; Lindsay Kimbley, Fundraising

Call to order 9:15am

1) Felix Torres, Conductor

- a. TMEA (Texas Music Educators Association)
 - i. In off years of National Flute Association Convention, look into playing for the TMEA convention in San Antonio
 - ii. Takes place in February of every year
 - iii. Application process Felix Torres will obtain more information on the process
 - iv. Research if membership is required to perform
- b. Attendance
 - i. Increased problem with absences, solutions
 1. Felix will bring up tempos in the beginning of rehearsal schedule and at first rehearsal to encourage members to be more prepared
 2. Suggested shortening the number of rehearsals before performances to encourage attendance and practice
 3. Suggested having Conductor email notes of practice when needed
 4. Possible positive reward for perfect attendance
 5. Reiterate the necessity of emailing Janice when your absences are to take place as well as the importance of attendance at rehearsals
 6. Reach out to new membership
 - a. First rehearsal have a half rehearsal/ half social time to get to know new members
 - b. Board will provide snacks
 - c. Short meeting to address topics from each member of the board

2. Paul Wood, Insurance Connections USA

- a. Coverage for non-profit
 - i. Property
 - ii. General Liability

- iii. Molestation and Abuse
 - iv. Non-profit Directors and Officers
 - v. Insurance of library
 - vi. Cost
 - 1. General Liability \$300 annually
 - 2. Management Liability \$900 annually
 - 3. Broker Fee \$100 annually
 - 4. Payment in single payment or three payments
3. Linday Kimbley, Fund-raising
- a. Contra-bass purchase
 - i. Purchase by group through fund-raising
 - ii. Responsibility of individual players
 - b. Vendors
 - i. Di Zhao \$9,450 Flute Center of New York
 - ii. Pearl \$10,039.25 Flute Center if New York (b-foot)
 - iii. Pearl \$9,880 Carolynn Nussbaum
 - 1. plus \$159.25 to add tripod (c-foot only)
 - iv. Jupiter \$15,719 (b-foot, stand and case)
 - v. Look at local vendors for discounted pricing in exchange for advertising
 - 1. Straight Music in Austin
 - 2. Williamson Music
 - c. Fund-raising ideas
 - i. Group Raise Community Fund-raising
 - 1. El Pollo Loco 50% of proceeds
 - 2. Phils Philly Grill 20%
 - 3. Pit Stop Bar and Grill 20%
 - 4. McAllisters 20%
 - 5. NY Pizza and Pasta 20%
 - 6. Which Which 20%
 - 7. California Pizza Kitchen 50%
 - ii. Byron Nelson May 6, 2019
 - iii. Solicit sponsors/ donors
 - iv. Fund-Raising Concert to include ensembles from our group, charge admission, snacks/food
 - v. Reach out to venues that have paid us in the past and look at paid performances for small ensembles
 - vi. Practice-a-thon get sponsorship for practice time
 - vii. Make a plea to increase donations by group on our Day of Giving
 - viii. Giving back to the church by playing more services/luncheons
 - ix. Make a table at performances to sign up for email list/ donation bowl with a visual of donation progress toward contra bass purchase

- x. Ask Krystal Kelley about Donor page specific for music
 - xi. Increase program ads
 - xii. Play for Christmas parties/ office building “happy hour”
- 4. Theresa Hampton, Secretary
 - a. Reading of Minutes of February 19,2017
 - i. Motion to accept minutes- Janice Spooner
 - ii. Motion second- Judy Lacey
 - iii. Motion carries
- 5. Melissa Sneed, Treasurer
 - a. Treasury Report
 - i. Balance as of April 30,2018 - **\$2,039.49**
 - ii. Deposits- **\$511.00**
 - iii. Checks outstanding- **\$1,570.56**
 - iv. Current Balance- **\$976.93**
 - b. Motion to accept Treasury Report- Judy Lacey
 - c. Motion second- Janice Spooner
 - d. Motion carries
 - e. North Texas Giving Day
 - i. Now charging a \$50 fee to participate
 - ii. Our bonus funds earned has only averaged around \$40
 - iii. Voted to continue use of the service because we have a better success rate of collecting donations at one time
 - f. Art Council North East
 - i. \$40 annual membership fee includes group name published on Council website
 - ii. Better chance of additional performances through the Art Council
 - 1. Motion to apply for membership- Judy Lacey
 - 2. Motion second – Janice Spooner
 - 3. Motion carries
- 6. Cheryl Stewart, President
 - a. New Business
 - i. New Board Position
 - 1. Add Vice President of Fund-Raising as board position
 - 2. Remove Fund-raising as a committee position
 - 3. Amend bylaws to First Vice President of Merchandising and Second Vice President of Marketing and Fund-raising
 - 4. Motion to amend- Janice Spooner
 - 5. Second motion- Theresa Hampton
 - 6. Email amendments for vote
 - ii. Purchase a wireless mic and speaker system
 - 1. Hold off until fall
 - 2. Research prices with James Wirth and Chuck Stewart

7. Janice Spooner, Artistic Director
 - a. National Flute Association
 - i. 2018 Orlando
 - ii. 2019 Salt Lake City
 - iii. 2020 Dallas at Hyatt Regency
 1. Use Previous audition tape
 - b. Request for purchase of 1 piece for spring
 - c. Readdressed absences and seating chart issues
 - i. Discuss with group at first meeting
2. Judy Lacey, Vice President
 - a. Continue making of Mug Rugs as 20th anniversary award

Meeting Adjourned 1:15