



The A Cappella Project – Philadelphia BOARD MEETING AGENDA

Meeting Facilitator: Morgan Williams,ED

Invitees:

Board Members: Sage Bleakney, Sarah Botelho, Julie Reyes, Sharisse Sutherland, Morgan Williams, Colleen Keeler

Morgan Williams - Executive Director
Sarah Botelho - Director of Music
Julie Reyes - Director of Membership
Sage Bleakney - Director of Finance
Colleen Keeler - Director of Social Activities
Sharisse Sutherland - Director of Business
Emily Eck - Reverb Session Delegate
Steven Hoffman - Reprise Session Delegate

[Board Action Tracker](#)

1. DM
 - a. Group updates
 - i. A couple people dropped from groups (2 from reverb, 1 from reprise)
 - ii. Talk about possibility of having 3 groups in the summer if current trajectory continues
 - b. Member Monday posts
 - i. 1st 2 went up 1/28
 - ii. Going to put them out over next 4 weeks
 - c. Outline for upcoming dates
 - i. Mid-Semester Survey, week of February 17th
 - ii. Summer 2019 Interest Survey, week of March 12th
 - iii. Summer 2019 Commitment Survey, week after the concert
 - iv. Morgan and Julie are talking about concert dates for the summer
 1. Already have the Ethical Society tentatively booked for dates in August (Morgan will email tomorrow to confirm)
 - a. *Morgan emailed to confirm, and there are issues with summer dress rehearsal date - Ethical no longer available at time we wanted for dress rehearsal. Will pick another time or think about another venue options*



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2. discussed potentially splitting some concert dates between the city and the suburbs/somewhere with easier parking, but will look for places for the fall concert so we don't have to postpone Ethical Society again
 - a. Sarah has some potential places that she will send Morgan
2. DF
 - a. Ani Fund Donation
 - i. Dues have increased the overall budget
 - ii. Paypal - \$422.03
 - iii. TD bank - \$2570.32
 - iv. Venmo - \$125.00
 - v. Total- \$3117.35 for overall budget
 - vi. Keep donation at \$750 for the Ani fund, use \$350 for sound equipment insurance
 - vii. Rental for spring is \$700
 - viii. T-shirts normally cost \$250
 1. Because the spring concert is in the afternoon we might want to do t-shirts but potentially wait until summer until we have a new logo (the summer?)
 2. Morgan will count how many we have of old t-shirts and what sizes
 - ix. Generally agreed that having "multicolor" t-shirts for concerts where members where mix of older and newer t-shirts will be fun
 - b. Sound Equipment Insurance Updates
 - i. \$3788 for all of the equipment - \$350 to cover all of that per year
 1. deductible of \$500 if anything were to happen - we can look into changing that later if we get more equipment
 - ii. We will go ahead and get the insurance
 - c. Spring dues
 - i. Only 6 people haven't paid - Sage will compile a list and send reminders
3. ED
 - a. Reminder to save things in google drive!
 - b. Looking ahead: Spring Board retreat - sometime in March (Morgan will send out when2meet)
 - i. Insurance for the board (directors'/officers' insurance)
 1. Currently have liability insurance for when we rent places but not any insurance if anyone decides to sue project Philly
 - ii. Conflict of interest policy, Whistleblower policy, and other general policies that are good for any/all nonprofits to have
 - iii. Board term limits?
 1. Potential suggested term limit so that there is more circulation of



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board members?

iv. Strategic plan?

4. DoSA

- a. No submissions for logo contest
 - i. Reach out to specific people who have indicated graphic design experience
 - ii. Will send email to Hunnex to open up contest to Greenlings
 - iii. If there still are no submissions by next board meeting (February), look into other options
- b. New date for logo design contest - by the end of February (Colleen will come up with more specific date)
- c. All of the videos are up from the Fall concert! (Colleen will post them on social media throughout the semester)
- d. Encourage members to take pictures/video during rehearsal
- e. Karaoke on February 22 - We already have a good amount that said they are going on the Facebook event (will add the info to the individual group emails)

5. DB

- a. Guest groups - want 2 for this concert
 - i. Check in with Sirens and Valley Forge
 - ii. PHLx is available as an alternative - Sharisse will let them know once confirming with the other groups
- b. Have posters ready by group rehearsal!
- c. Remove the gig from the calendar (already removed from reverb, maybe reprise sets aside the time for social event or extra rehearsal)

6. DMusic

- a. Sarah visited Reprise last week and will visit Reverb in a few weeks
- b. Will make arranging deadlines earlier (now that interest/commitment surveys are earlier) - end of April