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*

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

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