

TMSS Board Meeting Minutes

Friday, March 7, 2025 – 6:00-8:00 p.m. via Zoom

Present: Brandy Rinck, President; Deborah Stewart, Vice President; Sara Ditzel, Secretary; Kim Howard-Lloyd, Lynn Arnold, Carla Ginnis; Marilyn Varas
Chris Vincent, Artistic Director
Adelaide Leroy, Executive Director

Absent: Stephen Cancler, Birdie Woods, Gary Woods, Randy Howard

Meeting called to order at 6:12 p.m.

- I. February 7 Meeting Minutes Review
 - a. Passed unanimously

- II. Action Item Review
 - a. Adelaide has updated choir folder numbers
 - b. Deborah brought the Narcan to rehearsal and put it in the AED box
 - c. Lynn figured out the Mailchimp owner account

- III. Executive Director's Report
 - a. There has been an uptick in car wash sales! Announcements at rehearsal seem to be helping.
 - b. Chris and Adelaide met about onboarding. The "join us" link on the website will now direct to Adelaide's email address.
 - c. Adelaide would like help determining what is "old" information on the website – what do we need to keep, and what should be deleted?
 - d. Sara and Deborah will send .pdf copies of meeting minutes from as far back as possible to Adelaide to post to the "members" section of the website.
 - e. Chris will put an announcement in the Gazette that we are still following the closed rehearsal model, and that prospective members may not invite others to join without having them talk to Chris first.
 - f. Chris and Adelaide are working on updated membership guidelines and will send them to the board for review.

- IV. Safety
 - a. Does the church have a 211 card we can hand out to people who approach? Adelaide will ask them.
 - b. Adelaide will start locking the door 15-20 minutes into rehearsal.
 - c. Brandy will make a "private event" sign letting people know the church does not allow us to let anyone else in.
 - d. Who is assigned to be "last out" and lock the doors/turn off the lights after rehearsals, if Chris is not there?
 - i. Marilyn said she and Dan are happy to do this, unless for some reason they cannot be at rehearsal, in which case they will reach out to Adelaide, and she will assign someone.

- V. Financials
 - a. Unusual items for February = French diction consultation
 - b. February was a good month financially, despite increased costs for music purchases.
 - c. Balance in PayPal, bank, and petty cash = \$21,660

- VI. Bylaws Review
 - a. Are we a “corporation” or an “organization”? Do we have articles of incorporation? Brandy will ask Ken (this has been done).
 - b. Need to amend the bylaws to delete the “printed minute book” requirement. Sara will draft an amendment to Article VII and present it for review at the April board meeting.

- VII. Fundraising
 - a. Is it worth the extra \$5 per shirt to offer a V-neck T-shirt option?
 - b. Should we charge different prices for different styles/cuts?
 - c. The board decided to wait to choose the t-shirt color until we decide the design.
 - d. Should we set aside a discretionary fund to subsidize people who want a shirt, but can’t afford one? They could email volunteer@marketstreetsingers.org to request help purchasing a shirt, and we could put a blurb in the Gazette about it with a link to the volunteer email address.
 - e. Might we be able to get the shirts by May 26, so we can wear them to Folklife?
 - f. Reuben’s Brews fundraiser
 - i. The board is very interested but has questions. Brandy will email Annie with our questions about the fundraiser. (Done).

- VIII. Gazette
 - a. “From the Choir” section
 - i. Let’s wait to ask Adelaide about this.
 - ii. If we do implement a “from the choir” section, we will include something in the Gazette about member submission guidelines. Chris and Adelaide will discuss the guidelines.
 - b. April “From the Board” volunteers
 - i. 4/4 – Brandy
 - ii. 4/11 – Carla
 - iii. 4/18 – Marilyn
 - iv. 4/25 – Pamela
 - v. 5/3 – Birdie

- IX. Next Board Meeting
 - a. Sunday, April 6 from 2:00-4:00 p.m.

Meeting adjourned at 7:50 p.m.

ACTION ITEMS

SARA

- Send past board meeting minutes to Adelaide to be posted on the website (.pdf format)
- Post on TMSS blog and send the link to the gazette.
- “From the Board” post – March 14 (DONE)
- Draft an amendment to article VII of the TMSS Bylaws for review at next board meeting

CHRIS

- Post a reminder announcement in the Gazette reminding members that rehearsals are still CLOSED and that prospective members may not invite others without having them talk to Chris first!
- Meet with Adelaide to discuss/draft updated membership guidelines and send to board for review
- Reach out to Kim Colwell for her MailChimp access.
- Standardize the onboarding process with help from Adelaide; document the process and send to Birdie to add to our records.
- Remove “Notes from the Artistic Director” section of the website.
- Poll members in early May about masking at the concert

ADELAIDE

- Meet with Chris to discuss/draft updated membership guidelines and send to board for review
- Meet with Chris to discuss guidelines for submissions from members in the Gazette (“From the Choir”)
- Ask the church if they have an information sheet or 211 card we can hand out to folks who see our light on and approach the door
- Respond to Brandy’s email by 3/11 (if possible) regarding April board meeting availability (Done?).
- Review the website and make any needed updates in Weebly
- Contact Weebly support to verify the website hosting platform will be supported > July 2025
- Show Brandy how to prepare weekly Gazettes once she’s added to Mailchimp by Lynn
- Research Narcan
- Continue discussing fundraising options and t-shirt stuff at breaks.
- Post past board meeting minutes to “members” section of website once Sara and Deborah send them

BIRDIE

- Clean up electronic records and paper files
- Previous years’ bank audits with Lynn
- “From the Board” post – May 3
- Respond to Brandy’s email by 3/11 (if possible) regarding April board meeting availability (Done?).

BRANDY

- __ Make a sign to post on the door at rehearsal saying “Private Event – Church does not allow us to let anyone else in” (DONE)
- __ Ask Ken if TMSS is classified as a “corporation” vs. “organization” and if we have articles of incorporation (DONE).
- __ Send an email to Annie Klinke with questions regarding the Rueben’s Brews “Gratituesdays” fundraiser. (DONE)
- __ Add “Suggested Donation \$25 per person” to basket at next concert
- __ “From the Board” post – 4/4

DEBORAH

- __ Send .pdf versions of meeting minutes from your time as secretary to Adelaide to post on the “members” section of website.
- __ Get a new supply of Narcan for AED box

CARLA

- __ “From the Board” post – 4/11
- Change Gazette reminder emails to Wednesdays instead of Thursdays.

MARILYN

- __ “From the Board” post – 4/18

PAMELA

- __ “From the Board” post – 4/25

LYNN

- __ Add Adelaide to MailChimp as admin of roster@marketstreetsingers.org and add Brandy as an editor (has this already been done?)
- __ Develop one-page instructions for camera person ahead of June 1 concert.

RANDY

- __ Respond to Brandy’s email by 3/11 (if possible) regarding April board meeting availability (DONE).

GARY

- __ Respond to Brandy’s email by 3/11 (if possible) regarding April board meeting availability (Done?).

STEPHEN

- __ Respond to Brandy’s email by 3/11 (if possible) regarding April board meeting availability (DONE).