

IOWA CITY MUSIC AUXILIARY

Executive Board Minutes

August 25, 2021

6 p.m. via Zoom

Executive Board Members:

President:	Tracy Kueter
Vice President:	OPEN
Past President:	OPEN
Treasurer:	Melanie Hansen
Secretary:	Jeff Charis-Carlson
Information Officer:	Maureen Young
District Music Coordinator:	Jon Welch

Attendees: Maureen Young, Tracy Kueter, Jon Welch, Melanie Hansen

1. Decision was made to utilize Monday, August 30th 7:00pm Meeting for Executive Board Meeting to plan and prepare for the year.
2. Decision was also made to hold future Executive Board Meetings one hour prior to all scheduled Board Meetings starting with the September 27th Board Meeting, so 6:00pm Executive Board Meeting followed by 7:00pm Board Meeting. We will eliminate the Quarterly Executive Board Meetings.
3. Jon has a Sept 2nd meeting with Directors in which he will ask them to designate their Parent Representative and get the contact information to Tracy. They will also need to discuss Concert Ticket and Donations which is handled by Parent Representatives. Concert Ticket \$ goes to the District and Donations go to the Music Auxiliary.
4. Maureen has received the JH and HS Parent List from the School and will go through to eliminate duplicates prior to first mailing campaign. Maureen will draft a letter to present at our next Executive Board Meeting.
5. Biennial Report Notice was received and we have until Sept 7th to file. Melanie filed the report online right after the meeting listing Melanie Hansen as the Registered Agent and Melanie's Home Address as the Registered Office. The Principal Office Address was listed as the District Administration Offices address of 1725 N Dodge Street, Iowa City. Officers listed with Home Addresses are Tracy as President and Jeff and Secretary and Melanie as Treasurer. No VP was listed as this position is still vacant.
6. Jon will reach out to Past Presidents, Lisa Goodfellow Mrtens, Bill Pringle and Deb Wagner to see if they are interested in filling the Past President position for this year. Other candidates are Dirk Stadlander or Mary Mahaffa for either the VP position or as Chair of a Committee.
7. We need to recruit a Salt Drive Committee Chair as that is our October fundraiser.
8. Tracy would like to thank past donors for their support in the form of a Thank you Letter and/or a personal phone Call. Tracy will draft a letter for review. Maureen will get Tracy the list of donors from last year.

9. Hills Bank Account - Melanie and Tracy will go to Hills Bank to add Tracy and remove Katie for our checking account.

10. Foundation Agreement - Tracy and Jon will sign and we will return to Foundation for full execution

11. Tracy has fundraising ideas and will share those at our 8/30 meeting.

Next Executive Board: 7 p.m. Monday August 30, via Zoom.

-- Minutes Submitted by Jeff Charis-Carlson, Secretary