

SIA Leadership Meeting - 11/5/09

Dan Digre, Ken Williams, Mike Borg, Linda Burk, Penny Meier (not present: Dana Skoglund)

Artistic Team - Linda

Discussion of distribution of tickets for Forest Lake concert

- Distribute to chorale on Tuesday to sell
 - Chorale will bring money collected back to Mike Borg
 - Split for concert is 60/40 - SIA gets 60%
 - Linda will put 5 tix in an envelope for each singer for section leaders to distribute on Tues. Singers will then either bring back \$50 or 5 unsold tix prior to concert.
- Linda is working with Bill Munson at Faith for concert set up for both the dress rehearsal and concert. Dan, Mike and Linda are meeting with Bill on 11/16 to go over logistics - Jerry has also been invited
- Linda voiced concert about audience generation for the Faith concert since we do not have the Faith choir or a childrens choir with us this year.
 - Faith choir is actively selling tickets
 - Marketing has contacted both papers for articles - Penny will place an "ad" in FL Times if tickets sales aren't coming through.
- Our World in 6 Songs is coming along - artistic team is meeting on Sunday -
 - program should be finalized at this meeting & shared with chorale at the reprove rehearsal on 11/24
 - Dan has been in contact with Nick and will share ideas generated from artistic team
 - Mike has worked on details of his agreement with SIA
 - rehearsal conductors have been designated for this concert series
- Terry has scores for Mahler - will pass along to Tad to keep until we need them
- Concert dress for MYS - NEED A VOLUNTEER to research buying tuxes for men DEAN? Women will wear long black dress
- Willmar concert -
 - Linda will make the request of Schele to be the concert coordinator
 - Framework for this concert will be "Our World in Six Songs"
- Discussion of singers that have missed excessive rehearsals - Dan will contact section leaders and ask them to make sure they are tracking attendance
- Still working on a bassist for concert - percussionist should be solidified by Sunday (Linda & Terry)
- Rehearsal Conductors - so far identified as Terry, Dan Jan, Patti and Linda = will continue to solicit talent from within the group
 - Linda will continue to develop rehearsal order each week and serve as vocal coach for the overall sound of chorale. Rehearsalists will work together to develop a bank of rehearsal technique that are effective, efficient and vocally friendly

Marketing Team - Penny

- Overview of marketing deadlines - all have been hit so far
 - Newsletter, concert postcard and press releases are all sent
 - Members of the marketing team are doing follow up phone calls to select media - particularly in the Forest Lake area
 - Constant Contact Concert Reminder will be sent no later than 11/11 to our email list
- A Grateful Gathering - concert program notes are gathered (thanks to Rachel C.) and Kim Senne has for formatting. West will print them (only needs 1-day lead time). Penny designing simple program cover (Paul K. was too busy to follow through). Dan and Jerry will submit brief paragraphs for the concert program.

- Request for update on recording & pictures for at Antonello Hall & for volunteers for ushers / ticket takers at both concerts
 - Concern was expressed about not having enough pre-concert set up time at Antonello for all the A/V and logistics.
 - Dan will request volunteers for video recording and for someone to take a quick picture of the chorale post-concert (from balcony)
 - Discussion followed about "inviting" singers to another rehearsal where logistics for Antonello would be run through (Friday night 11/20). Dan will check to see if Antonello happens to be available. If not - will check on availability of Mayflower. Stressed need to make this rehearsal an invitation vs. an expectation.
 - Dan will also request volunteers: 2 for ushering and 2 for taking tickets/donations at both concerts (Tracy Terbell already volunteered). Discussed desire to make tag line change to..."exploring our humanity through culturally diverse choral music" which was approved by the board.
- Pre-design has started on Concert #2 with a more global theme
- Request for an "editing committee" to look over proofs of printed material. Volunteers were Linda, Ken and Ken volunteered Sheri:)

Administrative/Governance Team

- Dan requested and received board approval to proceed with filing for trademark of "Singers in Accord."
 - Dan's friend J. Andrew McKinney will do this for us pro bono.
 - registration process is about 2 months and will be good for 6 years.
 - Andy also recommends we register our logo when it is finished
- Creating a resource center in space next door -as a place the community can go for recordings, music, library - choral journals, world instruments, donations from public at large
 - Mike volunteered Margaret Borg to assist (professional librarian)
- Re-wording of the tag line...
- By-laws re-wording; laws are changing - Mike has 3 documents to review that we should have to support our 501c3
 - Dan will solicit help with this from outside leadership team - Mike will also assist
 - We should have an attorney (or group of attorneys) in the wings for filing documents as needed. Dan/Mike/Penny have contact with attorneys they know
- Donation Envelope Update - Mark Countryman frustrated with process. Penny will assume this project.
- Dan has arranged with mayflower for our rehearsal time to run from 6:00-9:30 - so we don't have to get permission to meet early for sectionals, meetings, etc.
- Logo is "on hold" until after this concert series - may consider a new graphic designer
- Dan requested and received board approval to proceed with the creation of the SIA Resource Center
 - Idea is to have a place (currently space as MISCO)that the choral community (and community at large) can use as a resource for books, periodicals on choral music, singing, choral music reference octavos, recordings, DVD's, concert programs of many different groups, interesting choral artifacts, global instruments, etc.
 - Would be an on-going project and would be no cost to SIA

Process Team (Dana was not able to be at the meeting)

- Reprieve - Dan will call Dana to talk about the agenda for the evening - group would like to see:
 - Review of concert #1
 - Sing through new works
 - Background on Nick Page - You Tube video, etc.
 - Dan will ask Mayflower about wireless at the church
 - Survey feedback from chorale - discussion of best way to do that -- Survey Monkey? Best to have results

Financial

- Ticket sales for forest lake (discussed in Artistic)
- Volunteers needed: handle money prior to FL concert (2 people for ticket sales & 2 for donation table)
 - Mike will provide training (really easy)
- Penny will design a sign for the donation table and send to Mike (also a donor info sheet for staff to fill out for table donations)
- Linda will ask Bill Munson to run recording at Faith & MacPhail
- Need a volunteers to run projector yet (Noreen working on it - Dan has someone in mind & will contact Noreen to see how the PP is coming)
- Volunteer to video tape from loft at MacPhail?
- Linda will ask school about grant funding for Nick Page
- Talked about a pre-concert dinner/talk with Nick Page at Dan's house for a fundraiser (10-15 people)
- Dan has an insurance agent that is looking at underwriting our group. Reach out to Chorus America to find a resource
- Looked at current budget - 7 people in chorale still have not contributed dues - Dan will reach out to those people directly
- Letters of agreement signed with Accompanist/Jerry Rubino and Nick Page
- Penny given green light to add a \$5/mo feature to Constant Contact that will allow Ken to post our newsletters directly to our website
- Request for Penny to design a sign for the donation table for Mike to print at Kinkos.

Technology

- Upgrade server \$15/mo - ok by board
- Projector rental for concerts (MacPhail has both screen & projector we can use for free) - Ken has concerns about projector quality - can rent for \$200-300
- Ken would like to use our CRM with Constant Contact vs. uploading and tracking subscribers through CC's system. Penny will check into if we can design newsletters on CC and then use our own CRM to email...saving Ken tracking time.
- Ken & Penny will coordinate a training session so Penny can manage the media database
- Discussion about getting more people on Ken's technology team - Paul S., Phil, Tad?
- Request to put the concert program on the website when it is ready. Ken will put the concert listing on the website until we have the program file ready
- Action items: screen resolution / projector noise / talk to Paul S. about background / research items for survey monkey for reprieve / copyright issues for renting out our library through West law.
- Ken and Mike will work up an audio file from rehearsal recordings to put on website and to link to our website on our concert reminder

OTHER:

- Add dedication of Pilgrim's Hymn to Lisa in our program (or possibly Even When God is Silent)

