

SIA Leadership Team Meeting
Thursday, November 5, 2009
MISCO
6:00 pm - 9:00 pm

AGENDA (Add your agenda items here)

6:00 - 6:15

- meet & greet & assess food needs.

6:15 - 6:40 Report 1= Artistic Team - will likely need no more than 15 minutes to address questions and bolded text???

A Grateful Gathering

- Linda continues to work with Jerry as we head into the homestretch of our first concert. Requests that have been honored include:
 - creating and sending out our "concert journey" so we all understand how this collection of octavos fit into the theme of "A Grateful Gathering"
 - providing Jerry with the research that we have done on our concert literature.
 - articulating the roles and responsibility of the section leader position in our shared leadership model
 - Rachel is looking into having her son play bass for "I Got Rhythm"
 - Burks are contracting and funding a percussionist to play for this concert. We felt there was enough work that it would be best to have a pro take care of our needs.
 - Linda Berger is our accompanist for this concert. Mike took care of the letter of agreement and Tad has sent her the music.
 - Terry is working on flag presenters for the Forest Lake concert / Jody K. is working on this for the MacPhail concert.
- Linda is working with Bill Munson on the set up at Faith for the both the dress rehearsal and concert. Bill thinks we can use flags for the Faith concert. Dan, Mike and Linda will meet with Bill at Faith on Mon. 11/16 to set up for the dress rehearsal. Linda has invited Jerry as well.
- The chorale has been given 100 tickets to sell for the Forest Lake concert. **Who takes care of distribution and collecting money?**
- Jerry would like to have an **email postcard** to send out to contacts he has in Forest Lake. He would also like a **news article** in the Times or Press for this concert. He is available for an interview. This would also be a great thing for the chorale to email to our contacts and to circulate throughout Faith. **Posters** with our picture would be a great thing to get around town at this point.
- **Note** that the past 2 years we have had both the Faith choir and Forest View children's chorus perform with us at Faith. Neither of those groups are with us this year and therefore we do not have that "ready made" audience we've had in the past. I am a little concerned about our crowd.

Our World in 6 Songs

- Dan is the lead on this concert and he has been in touch with Nick Page.
- Mike has worked with Nick on the details of his services and contract
- Nick has sent us literature ideas and how his pieces fit into the framework of our concert theme.
- Artistic team met on 10/30 to begin putting together the program. Our next meeting is sunday 11/8 at 4 at MISCO to finalize our program.
- We generated some questions that Dan will share with Nick.
- Team members are looking through the WV library to find global literature appropriate for this concert since it feels like a natural fit.
- Our goal is to have the program set by our reprev rehearsal on 11/24.

Mahler 2 with MYS

- Terry is the lead on this concert and will be the chief rehearsalist since he has prepared choruses on this work before. He has secured scores from MYS
- He will keep in contact with Kathy Romey about details and about text pronunciation since she is the expert
- **We do need to discuss concert dress for this event.** MYS and MNChorale will be in long black and tuxes. It feels like we are playing in the big leagues so do we need to dress that way as well?

Willmar

- Framework for the concert is "Our World in 6 Songs"
- Flushing out more details is an agenda item for our team. I apologize I don't have more details.
- Kevin is working with his home church Faith Lutheran which is also the home church of the Greenlake Blue Grass Band to informally decide on the date and willingness of both parties to do the concert. Once he has this information it will be up to us to make the formal contacts. How do we do this? I expect an answer soon. Schele's mother will be a great resource for promotion.

Rehearsal conductors

- The team decided that having a pool of rehearsalists is a better fit for the mission of our group.
- Members who have joined the rehearsalists team are - Terry, Dan, Jan, Patti, and Linda. We will make invitations to specific singers at this point and expand to more as the need arises.
- Linda will continue to develop the rehearsal order each week and serve as a vocal coach for the overall sound of the chorale. The rehearsalists team will work together to develop a bank of rehearsal techniques that are effective, efficient and vocally friendly.

QUESTIONS:

Reprev rehearsal

- What do you need from the artistic team for this rehearsal?
- What are your deadlines for meeting these needs?
- Location? Timeframe? Activities?

Any / all teams

- What are your questions / needs / concerns about the work of the Artistic team as it relates to the work of your team?

6:40 - 7:05 Report 2 - Marketing Team (Penny)

- General Marketing update: overview/timeline/deadlines
- Feedback on concert postcard
 - Need for "editing committee"
- Update on media outreach for "Grateful Gathering"
- Concert Program Update
- Concert Poster
- Pictures / recording at Antonello
- Tag line changes..."exploring our humanity through culturally diverse choral music"
- Volunteer discussion - frustrations
 - Ushers/greeters for concerts (Dan's note: Tracy Terbell will be there at 6pm to help)
 - What to do when a volunteer "bails" or "fails"

7:05 - 7:30 Report 3 - Administrative Team (Dan)

Information - I can answer any questions you may have about these items:

- Donation Envelope Update
 - I am waiting for an update from Mark Countryman on his progress.
- Mayflower Space Rental
 - We are officially renting the chapel at Mayflower from 6:00 PM - 9:30 PM on Tuesdays. This will allow us to plan sectionals, meetings, etc. in that room prior to our 7:00 rehearsal without getting permission. We will

need to get permission to use rooms for sectionals. Kris Potter is getting us a list of rooms with pianos which could be available to us. We are asked by Mayflower to fill out a room request form as far in advance as possible to reserve for sectionals. This would be done by section leaders or rehearsalists, ideally as many weeks as possible in advance of our needing them.

- **Singers in Accord Service Mark / Trade Mark**

- I am working with an acquaintance of mine, J. Andrew McKinney (a Baltimore based IP attorney), on filing for a trademark for "Singers in Accord". The value of doing this is protect our name and does so throughout the US. I think the name has value and is worth protecting. (I found a new website, which I hadn't seen called "Bands in Accord" www.bandsinaccord.com) Andy will file this pro-bono. He suggested that on all literature and on our website we indicate Service Mark. (Superscript SM). This registration would be completed in about two months and will be good for 6 years when it would need to be renewed. He does not recommend that we register our logo when we finally get one.
- **Action requested: Board approval to proceed with this filing (though I received confirmation Tuesday morning that it is already filed. Andy works fast when it's pro-bono)**

- Logo

- We are holding off on further development on the logo until after this concert due to time constraints, and also to see how we are sitting financially. This will influence our direction on hiring a new graphic artistic for the logo.

- SIA By-Laws-

- I will be starting on work on the By-Laws in December/January with the goal of completing them by the end of this season. I will be looking for people to assist (not necessarily leadership team people). Mike has agreed to assist.

- **Create the SIA Resource Center**

- I am creating a resource center in our SIA library which will be available to SIA members, and eventually the community. For now it will amount to book shelves & filing cabinet with books & periodicals on choral music, singing, choral music reference octavos, recordings, DVD's, concert programs, (not just of SIA/WV), etc. I have a lot of this material in my home and would like to share this with others. Others may have similar materials which they wish to donate to SIA. Tad will assist with cataloging items. This is a "very ongoing" project. There is no cost to SIA for this project.
- **Action requested: Board approval to proceed with this project.**

7:30 - 7:55 Report 4 Process Team (Dana)

- **Reprieve - Board input on the key questions and activities for the evening**

7:55 - 8:20 Report 5 Financial Team Update (Action items in bold)

1) Discuss process for Ticket Sales for Forest Lake concert

2) We now have operational CC machines. **We will need volunteers to operate after the concert.** I can provide training. Operation is very easy. We'll need to arrange a table and a sign so supporters know why we are there. This will be a place to drop donation envelopes or use credit cards for on the spot donations.

3) We have authorization set up for web based credit card transactions. Ken is working on getting the appropriate buttons on the SIA site.

- 4) I have not yet found an insurance provider to protect SIA from liability claims. (Dan says: I will contact my business insurance provider to see if they can assist in anyway)
- 5) Name change status-Updated contact information with DBA on Guidestar.org
- 6) Name change with IRS and new 501c3 letter-Researching procedure
- 7) **Updated Annual Budget/Cash review**
- 8) **Review Budget for Nick Page concert**
- 9) Commitment letter sent to Linda Berger as accompanist for the November concerts.
- 10) Commitment letter sent to Nick Page with proposal for February Concert.
- 11) Letter of agreement signed with Jerry Rubino.

8:20 - 8:50 Report 6 TECHNOLOGY TEAM (Ken)

8:50

- **Meeting assessment**

9:00 Adjourn