

ORPHEUS MALE CHORUS OF PHOENIX
Approved Board Meeting Minutes
August 29, 2018
Cigna Offices, Tempe, AZ

The meeting was called to order at 6:05 p.m. by President Dave Thomas

Present: Drew Peterson, Ira Rubins, Jeremy Harris, Owen Swenson, Dave Thomas, Skip Pepers, Jay Kereny and Bob Meier & Skip Richards (both via phone)

Ex Officio: Brook Larson

Guests: Makoto Matsumoto, Kevin Staab, Zak Tenpenny, Karen McNally

The agenda was accepted by President Dave Thomas.

- The President's introductory remarks included comments regarding appropriate meeting protocol and acceptable behavior. Dave also introduced Karen McNally. Karen is a long-time Orpheus supporter and is considering becoming a non-singing member of the Board. Drew Peterson and Brook Larson shared her background and Orpheus involvement information.
- Dave asked for a moment of silence in Senator John McCain's memory.

Ira Rubins moved and Drew Peterson seconded the approval of the July 2018 Board Meeting Minutes as distributed. Motion was approved.

- Bob Meier (via phone) presented the Treasurer's report including the July P&L and Balance Sheet as submitted.

Drew Peterson moved and Skip Pepers seconded to accept the Treasurer's report as submitted. Motion was approved.

- Brook Larson Reviewed his submitted Artistic Director Report. He also reported on a conversation regarding Orpheus singing at the John McCain memorial. It didn't happen, but a good contact made.

Action Items from July were updated:

- Dave Thomas reviewed the board discussion regarding adding an accompanist on "stand by" for paid assistance to Orpheus. Dave spoke with Jon Lang and proposed \$3000 as compensation (\$1500 per semester).

Moved by Drew Peterson and seconded by Jeremy Harris to compensate Jon Lang \$3000 for the year for him to be available as a second accompanist, including for weekly sectional rehearsals, per agreed upon parameters of engagement. Discussion. Motion was approved.

ACTION ITEM: Brook will own the contract details and work with Jon and Carric on the details.

- Makoto Matsumoto presented revised Communication Policy.

Moved by Ira Rubins and seconded by Skip Pepers to accept presented communications proposal with amended title of "Orpheus Board Communication Guidelines." Discussion. Motion was approved.

- Carric Smolnik submitted a vest and tie proposal for Board action.

Moved by Jeremy Harris and seconded by Ira Rubins to have new and returning members who need tux, shirt, vest and tie order their own online through provided information. Discussion. Motion was approved.

- Jeremy updated the board on the revising of the Production Manual. Skip Richards is involved as well. It's moving along.
- Owen Swenson updated on merchandise sales for the State Capital Museum performance. The required form is completed. The on-site contact is confirmed. We will have a table in the store at the Capital for Orpheus merchandise sales. They'll store it for us. We can have it operational by October.
- Ryan Stevens submitted an updated ticketing sales proposal. Drew Peterson and Zak Tenpenny updated the online ticketing process proposal. Zak reviewed the proposal line items.

Moved by Ira Rubins and seconded by Drew Peterson to accept the online sales ticket proposal as presented, with details discussed to be addressed by the committee. Discussion. Motion approved.

- Jeremy Harris updated the search for front-of-house supervision candidates. A contact name provided didn't work out. Jeremy's still pursuing individuals. Jay Kereny has additional names he will share.
- Makoto Matsumoto and Brook Larson updated on their work with Skip Richards on Membership. Makoto met with Skip. A Membership Committee Restructuring Proposal was presented for Board action next month.
- Brook updated on his attempts to get a response from Shawn Kirchner. There has been no additional response from Shawn. The other composer (Brian Carr) was very willing to accept the assignment for \$2500-\$3000. He would like some upfront earnest money to confirm the arrangement.

Moved by Drew Peterson and seconded by Jeremy Harris to move our contract piece composer from Shawn Kirchner to Brian Carr. Discussion. Motion was approved.

ACTION ITEM: Brook will contact both Shawn and Brian to confirm the change of composers without burning any bridges with Shawn.

Committee Reports

Development	J.D. Helms
Nothing to report	
Finance - Budget	Bob Meier/J.D. Helms
Nothing to report	
Marketing	Kevin Staab
Kevin reviewed his submitted report.	
Outreach	Brook Larson/Drew Peterson
Drew updated on Outreach meeting plans and Brook reviewed submitted report on Boys to Men.	
Production	David Armstrong
Report submitted late. Jeremy reviewed status of transition and continues to work with David.	
Brook and Jeremy have provided David a lot of support information.	

ACTION ITEM: Brook will schedule meeting with Makoto, Jeremy and Dave to proceed on Production.

Membership

Skip Richards (by phone)

Membership report was submitted and reviewed. Committee restructure proposal presented for Board consideration at next month's meeting. Skip recognized and thanked Makoto for doing most of the work on the presented proposals.

Old Business

90th Anniversary Status

Brook Larson

Drew Peterson is close to completion of the 90th anniversary 3-D "90s". Makoto reported on the anniversary pins. There's a delay in production. He may seek another vendor.

ACTION ITEM: Brook will convene the Anniversary Committee within the month.

Spring Tour

Brook Larson

Neither Brook nor Bob have heard from MCI regarding tour venues and schedule.

ACTION ITEM: Brook will follow up directly with MCI on venues. Bob Meier will reach out regarding airlines schedules and tour dates confirmation.

Board Meeting Schedule

Dave Thomas

There was discussion regarding board meeting schedule for the remainder of the semester.

There was consensus to schedule Board meetings on Wednesday evenings for the remainder of the semester as follows: September 26th, October 24th, November 28th, at 6pm. A different location is needed for the October meeting.

New Business

Karen McNally asked what our expectations are from non-singer board members.

ACTION ITEM: Makoto will work with Karen on specific tasks that will fit well with her skills and background.

Meeting adjourned at 8:47 p.m.

Next meeting is Wednesday, September 26, 2019 at 6:00 p.m. at the Cigna Tempe Baseline office.

Respectfully submitted,

Ira Rubins
Board Secretary