**Bel Canto Cedar Valley- Board of Directors Meeting**

**6 July 2017 @ 6:30 pm**

**330 Cedar Street**

**Dike, Iowa**

Present: Jean Loger, Jim Stichter, Tiffany Peterson Rasmussen, Emily Forssberg, Stephanie Klemetson, Chris Knudson, Kate Hahn, Amanda Bridges

Also present: Nick Klemetson

1. Call to order 6:47pm
2. Adoption of Agenda
   1. Jim moved, Chris seconded, approved unanimously
3. Approval of [June Minutes](https://docs.google.com/document/d/17HbbIxvzDZahc-nKQZBc2Ns6580cYhgllhGRIUG3bjk/edit?usp=sharing)
   1. Stephanie moved, Chris seconded, approved unanimously
4. New PO Box number is 914
5. Treasurer’s Report
   1. Decide when fiscal year should begin/end
      1. Tiffany says July 1-June 30 makes the most sense for our operations
      2. Amanda moved to approved Tiffany’s suggestion, Tiffany seconded, approved unanimously
   2. Change Banks to LSB
      1. Chris moved that we change from Wells Fargo to Lincoln Savings Bank, Stephanie seconded, approved unanimously
      2. Discussion of people to be listed on bank account … President, Secretary, Treasurer, Artistic Director?
         1. Stephanie moved that the following people are listed on the account: Tiffany Peterson Rasmussen (Treasurer), Emily Forssberg (President), Amanda Bridges (Secretary), Nick Klemetson (Artistic Director); Chris seconded; approved unanimously
      3. Chris moves that the following people have debit cards: Tiffany Peterson Rasmussen, Nick Klemetson, Amanda Bridges; Stephanie seconded; approved unanimously
      4. Tiffany will get us set up at LSB
      5. Get all financial information saved on Google Drive - Tiffany has already uploaded budgets and will work to make remaining information available and transparent
   3. Quickbooks Online Essentials (purchase bookkeeping software)
      1. Option to add 1099s was very expensive, so those will continue to be done by hand
      2. Amanda moved that Tiffany can purchase this when she’s ready as long as it’s under $200/year; Chris seconded; approved unanimously
         1. Tiffany will do further research and make the purchase
   4. Community Foundation Endowment
      1. Anonymous $10K gift will be made at the end 2017 and must sit for all of 2018, can be drawn on beginning January 2019
      2. No action items until gift is officially given, then a contract will be signed
      3. Community Foundation can provide flyers to tuck into programs
6. Changes to Outreach board position
   1. New name: Associate Conductor and Director of Community Engagement
      1. Duties (official contract to be drafted by sub-committee - see below)
         1. Could/would direct at community events
         2. Could fill in if Nick is sick
         3. Organizes outreach opportunities
      2. Steph moved that this board position now has a new title (see above) and is a compensated position, which means Jean continues to be a voting board member, except in matters related to her employment and compensation; Chris seconded; approved unanimously
      3. Note that the board is at minimum capacity, with three directors and four additional members (grants and fundraising, venues, marketing, past president)
   2. Sub-Committee - Steph volunteers, plus Tiffany, Nick and Jean (will meet next week)
      1. Development of Job Description
      2. Compensation (committee will present proposal via email, voting will ensue, Jean will abstain from voting)
      3. Decided before next board meeting on August 10
7. BCCV Mission Statement- Continued Discussion
   1. Current mission statement: “The mission of Bel Canto Cedar Valley is to promote quality choral music in Northeast Iowa, explore the breadth of choral repertoire, advance new choral music from regional composers, and encourage music as a life-long passion.”
   2. NEW AND IMPROVED MISSION STATEMENT: “Bel Canto Cedar Valley contributes to the cultural enrichment of the **community** by promoting **quality** choral music, exploring vast and varied choral repertoire, and encouraging music as a life-long **passion**.”
      1. Chris moved, Jim seconded, approved unanimously, cheering ensued
      2. COMMUNITY, QUALITY, PASSION - Chris’s brilliant short and sweet condensation of our new mission statement for marketing purposes
   3. Consider fleshing out a “vision statement” in the next 1-2 years
8. Artistic Director Report
   1. Fall Concert- Met Chorale?
      1. Amy’s email response is a bit vague - we must determine with certainty that we can do it without any cost (or revenue), though we will offer manpower
      2. Rehearsals - we would attend theirs the monday before, plus the dress rehearsal at our regular Saturday time
      3. Amanda moved that we participate with Met Chorale this fall contingent on MC’s agreement that we incur zero cost nor profit; Chris seconded, approved unanimously
      4. Nick will send an email asking for an answer from MC’s BOD by July 12th
   2. Rehearsal Space for Fall
      1. Kate is looking into St. John’s in CF, Cedar Heights Pres
      2. Jim calls Naz connection
      3. Tiffany also calls Naz connection
      4. Emily contacts St. Tim’s for rental fee for season, will also book audition dates (see below for specific dates and times)
      5. All will report findings via email by July 12th
   3. Auditions
9. Where - St. Tim’s (Emily will reserve space)
10. What support do you need from the Board
    1. Jim will provide email addresses for school teachers to Nick
       1. Nick will draft generic email
    2. Emily will print address labels and return labels with color logo
       1. Labels get passed to Klemetsons Saturday
    3. Nick will print letters with customized greetings and grayscale logo
    4. Nick and Steph will stuff envelopes
    5. Receipts will be saved and given to Tiffany
    6. Jean wants generic letters to take to ICDA - Nick will provide
11. Do we know who is returning from last season?
    1. Yes: Chris, Christine, Devin, Melanie, Matt, Cindy, Steph, Jean, Tiffany, Patty, Nick, Amanda, Kate, Emily, Travis T (Travis may have changed)
    2. Maybe: Judson, Joan, Tim
       1. Nick will reach out personally to Tim
    3. No: Kevin, Dan Veenstra, Glen, Travis GZ
    4. First Rehearsal - August 27th
    5. School Collaboration Project
       1. Collaborate with Holmes JH fall and sing on their concert (Oct 3, short and informal, Christmas concert on Dec 5)
          1. Jean will make contact with Alice to organize
       2. Collaborate with Waverly-Shell Rock HS spring, they sing with us at St. Paul’s
          1. Jean will make contact with WSR director to coordinate dates and get on each other’s calendars
12. Stephanie- [ByLaw Changes](https://docs.google.com/document/d/1E3iupJF0WLgYCx4D0P3bn9_V9-Yu6WMNhbqDdjru63k/edit?usp=sharing)
    1. Reviewal of changes
       1. Discussion of Annual Meeting (Chris argues for June - all agree!), make sure members know it’s open to the membership/public
    2. Chris moved that we accept all of Stephanie’s proposed changes to the bylaws, Amanda seconded, approved unanimously
13. Jim- Grants
14. Guernsey
15. Community Foundation
    1. Last year’s is all wrapped up with answers to reflective questions (thank you Klemetsons)
    2. Got $5000 this year
    3. Ask for extension in January so we can get to the end of our season before we file report
16. Schoitz
    1. Jim will provide letter of intent by July 12th
    2. … for the purpose of operating costs, such as artistic director salary, purchasing music, renting venues, hiring collaborative musicians, printing and marketing costs
17. Veridian
    1. No-go, not a good match
18. Tiffany reminds us that LSB has a foundation - Tiffany and Jim will collaborate
19. Kate- Venues for Fall Concert
    1. Fall will likely be GBPAC
    2. Spring at St. Paul’s (WSRHS collaboration)
20. Good of the Order
    1. Chris moved to change website ownership from Alice to Tiffany, Amanda seconded, approved unanimously
       1. Chris and Tiffany will fill out document and FAX!
       2. Nick wants web editing access - Chris will make happen
       3. Forwarding email addresses need to be changed to reflect current board positions and AD - Chris again
       4. Chris will add links to meeting minutes on the web and publish BOD meeting dates as well, in the interest of transparency and membership inclusivity
    2. ICDA
       1. Jim proposes that the board helps Nick and Jean attend Summer Symposium annually
          1. Amanda moved that we pay for Jean’s $135 registration fee this year, Tiffany seconded, approved unanimously
          2. Tiffany will write Jean a check
       2. Going forward, we will budget a stipend for directors’ attendance
21. Upcoming Dates:
    1. BCCV BBQ- Thursday, July 13 @ 6PM- Jim Stichter’s (BOD please arrive a little early 5:30/5:45)
       1. Emily will introduce new director, Jean and her position, the board
       2. Everybody bring your stuff!
          1. Emily - Burgers and buns
          2. Amanda - Potato salad
          3. Jim - Beans and Lemonade
          4. Jean - Watermelon
          5. Tiffany - Brats and buns
          6. Stephanie - Paper products
          7. Chris - Chips and Condiments
          8. Kate - Dessert
          9. Membership - BYOB
    2. BCCV Auditions- July 20 (6-9pm) & 22 (11am-1pm) and August 11 (6-9pm), 12 (12-3pm), & 13 (6-9pm)
    3. BCCV Board Meeting- 8/10 @ 6PM- 105 Wallace Place- Waterloo, Iowa
22. Adjourn @ 9:29pm - Stephanie moved, Chris seconded, approved unanimously

Prepared by Amanda Bridges

BCCV BOD Secretary

7/6/17