

**COMMON THREAD BOARD MEETING
DRAFT MINUTES**

Type of Meeting:	Board
Date and Time:	April 26, 2012 OPSEU
Present:	Bob Biderman, Michael Barkley, Ruth Perkins, Dan Rheault, Shazia Islam, Dorothy Rusoff, Pat Hayward, Ana Lia Straimel, Anna Jover
Chair:	Ana Lia
Regrets:	Nang Pri Khin
SCRIBE:	Michael Barkley
COPY:	Music Committee, Concert Production, Conductor

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Item	DISCUSSION	ACTION/WHO
Agenda	Approved by consensus, after moving some items from membership and accessibility to concert production	
Minutes	Minutes of March tabled until May as per agenda	Ruth
Chorus Administrator	3 people came to the orientation; having it after a rehearsal really worked well. June 6 is the next orientation, there are 10 signed up. Ana will invite them to a rehearsal in May if they wish to attend. Registrations. We need to decide subsidy amount (deferred to June planning meeting), and there will be no early bird. We will put in the weekly that there is no early bird.	Ana ALL Michael for weekly
Outreach Report	The first Outreach Committee meeting will happen in early May. There are five volunteers and three people are from the non-singing supporters as well as two singing or active members. Rick Hayward (yeah Rick !) helped us post the terms of reference for the committee on the website and the volunteer opportunity application form as well.	Anna

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	<p>Perhaps at the retreat we can look at the structure of the committees and develop organizational chart that makes sense for us.</p> <p>Ana is looking into cost of T-Shirts for this years volunteers.</p> <p>May 30 is the party for the end of the year.</p>	<p>Ruth for retreat Agenda</p> <p>Ana</p>
<p>Committee Reports</p>	<p>Concert Production:</p> <ul style="list-style-type: none"> • At the concert preparation Risa, Ana, Pat, Ana Lia, Ruben, Shazia, attended and tasks have been allocated to a group of four core areas each with a core volunteer. Four people have been recruited to do the four tasks who are now doing the coordination of these major four areas. Under this group of people there are sub-committees. Sign up sheets were distributed at the rehearsal with the small pieces of work (10 different sign up sheets). Risa appears to be overseeing. • • Outreach tickets: <p>RUTH and PAT moved and seconded: That we distribute 100 outreach tickets with an emphasis on the afternoon concert with a target of 10 organizations with ten tickets each (to be determined by Anna in her discretion after talking to targeted groups).</p> <p>APPROVED</p> <ul style="list-style-type: none"> • Complimentary tickets: This list needs to be confirmed, however we think there will be around 25 tickets and the option of afternoon and evening is open. We leave the discretion to Ruth on the final number. AGREE by consensus. • Ticket Prices: We agree to eliminate the advanced tickets as we did 	<p>Risa / Shazia Anna</p> <p>Anna</p> <p>Ruth / Judith</p> <p>Anna / Shazia /</p>

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	<p>last year. Adults \$20.00, seniors and students \$15.00, PWYC, and kids under 10 free, and groups of 8 or more can pay \$10.00 (if purchased all together and negotiated with Anna). Advanced tickets are still available, but no difference in price. AGREE by consensus.</p> <p>Bob will check to see if we could get a discount on hearing assistive devices</p>	<p>Risa / Judith</p> <p>Bob</p>
Treasurers report	<p>See financial statements to April 25, 2012 for details.</p> <p>Ana Lia will check to make sure our insurance coverage still includes directors errors and omissions.</p> <p>Request for a large print version of the financial statements.</p> <p>Cecil Street donation question was discussed.</p> <p>BOB and MICHAEL moved and seconded: That the proceeds of the Cecil Street Concert be paid as a donation in this fiscal year. CARRIED</p> <p>We will put a notice in the newsletter. Bob was asked to write up a short piece for the weekly newsletter. Send to the editor.</p> <p>Ana Lia will let Victor know.</p> <p>We agreed to add Cecil to the Planning Day's agenda, both our financial relationship and communications.</p> <p>Credit Card processing</p>	<p>Ana Lia</p> <p>Ana Lia</p> <p>Ana Lia to determine amount and cut cheque Bob</p> <p>Ana lia</p> <p>Ruth</p>

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	<p>MICHAEL and PAT moved and seconded That we rent a Point of Sale machine for the May Concert and then ask for a recommendation from the treasurer for long-term solutions to point of sale and PayPal options for the website for advanced ticket and other sales.</p>	Ana Lia / Anna
Childcare	<p>MICHAEL and BOB moved and seconded To refer to the membership committee the question of Childcare subsidy for members, volunteers and patrons at our concerts as an accessibility issue. We ask the committee to bring a recommendation to the board for their consideration. No changes to our existing policies will be made for this year. CARRIED</p>	Dorothy
Next year singing membership	<p>Anna has sent information to social section leaders to determine who is returning, then at the end of May Anna will go to the waiting list to offer spots for next year.</p>	<p>Anna FYI Isabel / Judith</p>
Concert Production	<p>Poster is costed around \$300.00. Shazia is preparing the copy and needs someone to look at the poster to approve before printing. Pat will look at the copy/text for Shazia.</p>	<p>Shazia / Pat FYI Risa</p>
Diversity	<p>We need to change our application form to self-identify for diversity so we can select for a diverse choir. Currently we do not have data on people on the waiting list. This is assuming we wanted to go in the direction of selecting people to sing dependent on their diversity status. So it was agreed to need to read past reports related to these issues for the June planning meeting. Pat will send the previous research reports.</p> <p>Ruth will add this item to the planning day agenda</p>	<p>Pat Ruth</p>
Fundraising	<p>The fundraising report tabled by the fundraising committee “the Friends of Common Thread Donation Program” was discussed and enthusiastically</p>	

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	<p>discussed.</p> <p>MICHAEL and BOB moved and seconded: That we accept the fundraising committee report as new policy</p> <p>CARRIED</p>	<p>Michael to integrate into policy binder</p> <p>Pat to inform committee</p>
Financial Policies related to subsidy	<p>This will be tabled for discussion at the Planning meeting. The whole question of how to determine subsidies and if there are any limits.</p>	<p>Ruth</p>
Next year's Fees	<p>MICHAEL and PAT moved and seconded That we keep the membership rates the same as last year at \$350.00. All other procedures remain the same.</p> <p>CARRIED</p>	<p>Anna / All</p>
Other financial issues	<p>We also discussed the fact that we need to address the budget to ensure that our contractors are receiving the increases for COLA that were previously approved by the board, which may mean that we have to look at other income generation possibilities.</p> <p>The budget will have to be passed by the end of June.</p>	<p>Ana Lia / Michael</p> <p>Ana Lia / Michael</p>
Location for next meeting	<p>We agree there will be no last minute changes to meetings, that making last minute decisions by e-mail is not a helpful process.</p> <p>Next meeting. May 15 at 6:30 pm. Location TBD (hopefully Cecil Street). Ana Lia will check with Victor or Audrey about space availability</p>	<p>All</p> <p>Ana Lia</p>