



**2022-2023 Season – November 5, 2022**

**12:38 pm - Call to Order**

- Board members present:
  - Michael Ramirez – President
  - Angela Aldridge - Secretary
  - Krista Baskerville - Board member At-Large with a specialty in Membership Oversight
  - Hoang Bui – Board member At-Large with a specialty in Social
  - Rich Gordley - Board member At-Large with duties to be assigned
- Carl Johnson (Music Director) was also present.
- Laura McNulty (Vice President) and Carolyn Knittle (Treasurer and Grants) were not present.

**Opening Remarks of the President**

None noted.

**Minutes of Prior Board Meeting**

The last Board meeting occurred on June 29, 2022. Minutes from that meeting were distributed via email and uploaded to the DMCO website. There were no objections, and the minutes were accepted into official record.

**Treasurer's and Grants Report: CAROLYN (not present)**

Board president Michael Ramirez presented on this topic. The financials as of November 3, 2022 were provided by Carolyn in email to the Board prior to the meeting. **It was decided that the next Board meeting will be a Zoom call specifically to discuss finances. Michael will be coordinating the scheduling of that meeting.**

The \$5,000 CD was cashed in upon maturity.

The Fall concert occurred on October 30, 2022. Concert donations were approximately \$600 in total (received at the concert and through the mail). Regarding this reoccurring concert with Iowa PBS, in-concert donations this year compared to prior years was better. This is typically one of our higher attended concerts, but typically a lower donation concert.

It has been noted that overall, with concert donations/corporate sponsorships lower during the past few years (COVID), and with increasing operating and concert costs, the orchestra is currently in a struggling financial position when analyzed against estimated future expenses. Michael discussed this with the membership during a rehearsal for the Fall concert.

A question was brought up, are we at a point where we are just trying to recover from the pandemic, and we need to be frugal for awhile, or do we really need to make some expense/financial-related

changes? Michael noted that we hope we are in a recovery phase, but Carolyn could speak more about this. This will need to be discussed at the next Board meeting which will be specifically covering finances.

Regarding the concert live-streams, per Michael, we do have a live stream audience. Rich noted a good number of hits on our Fall concert that we just performed, and then also more hits on our previous concert before the Fall concert.

**It was discussed that DMCO needs a director of development; someone who has experience in development/fundraising. An email should go out to our roster asking if anyone would be interested in this position/responsibility. Angela will draft an email and send it to the executive Board (Michael, Laura, and Carolyn) for review.**

Regarding fundraising:

- We discussed sending an email out to our patrons/audience members. This could include that we are looking for sponsorships at certain levels.
- There may be people/groups/companies in the community who would like to sponsor something (a soloist, a concert, a piece of music, a person in the orchestra, etc.). Besides these types of sponsorships, we are also in need of operating funds.
- We discussed that our best avenue now may be starting with our members, to inquire if there are individuals/groups/companies who would be willing to sponsor something and/or donate to the general operating fund.
- It was decided that we would first send the message noted above to the membership to see if there is someone interested in the position of development/fundraising.

**Rich asked if DMOS is still a donator/sponsor. We tabled this question to ask Carolyn.**

**Krista mentioned analyzing the possibility of increasing membership dues to \$25. This was tabled for the next Board meeting which will specifically cover finances.**

There were no objections to accepting the financials as of 11/03/2022 provided in email to the Board prior to the meeting into official record.

### **Membership Oversight Report: KRISTA**

This was not discussed.

### **Set date for next Board meeting**

**The next Board meeting will be a Zoom call specifically to discuss finances. Michael will be coordinating the scheduling of that meeting.**

### **New Business**

Carl noted that someone from our audience at the Fall concert asked Carl if our concerts are advertised in newspapers as they had not seen the concert advertised anywhere. People did however comment that they saw the concert advertised on Iowa PBS social media which is good; however, we do not

partner with Iowa PBS for all of our concerts. We discussed needing a director of marketing; someone who has experience in marketing. **As noted above regarding a director of development, Angela will draft an email to our roster asking if anyone would be interested in this position/responsibility, and send it to the executive Board (Michael, Laura, and Carolyn) for review.**

We discussed publishing a periodic newsletter to our audience email list so that we can keep our audience members engaged with DMCO throughout the year. Rich administers the audience email list. We discussed starting with the Messiah as we need to re-educate our audience about the sing along. **Rich offered to compose/send out these emails and will provide the chance to the executive Board members (Michael, Laura, Angela, Carolyn) to review the emails before they are distributed. Carl will send Rich the bios of the Messiah soloists, and Rich will send out an email each week before the concert with a different soloist bio.**

**Regarding the Messiah, Rich noted that we used to notify all of the church directors in the community. We also need to encourage the Grace United Methodist congregation to attend.**

### **Unfinished Business**

**We need the notes/minutes from our June 18, 2022 “annual meeting” that took place during the dress rehearsal that day to post on the DMCO website. Laura ran that meeting, if Laura has notes from that meeting, Angela can write them up into minutes if that is easiest.**

**We need to brainstorm all DMCO duties, document them, and make sure they are assigned out.**

Soloist Pay and Additional Concert Costs: It was noted during the March 1, 2022, Board meeting that many of our upcoming concerts will include soloists and may incur additional concert costs. Currently, a DMCO policy does not exist regarding soloist pay and concert costs. The Board discussed these items. It was mentioned that some soloists have contracts for what they charge. Carl mentioned that at times he has funded soloist pay and additional concert costs out of the Director fund that Carl has funded himself. It was mentioned that we could offer soloists a fee and could also offer instead a tax deduction in the amount of the fee. During the March 1, 2022, Board meeting Michael motioned that for the remainder of this concert year, any fees need to be finalized two weeks before the start of the rehearsal set, and further discussion on this matter will be tabled until the Board meeting in July 2022. This motion was not opposed; however, this has yet to be discussed. **During the 11/5/2022 Board meeting it was noted that this can be a topic for the next Board meeting which will be a finance-specific discussion.**

PO Box: The cost of our DMCO post office box keeps increasing and the box is located downtown which is out of the way for most people. The Board discussed any changes we should make regarding the post office box. It was discussed to potentially have mail sent directly to a Board member's home, but if Board members change, we would not want a mail address that continues to change. The post office box renewal is in June 2022 and the Board will then revisit if we want to renew. During the 11/5/2022 Board meeting it was noted that we missed deadline to decide this. **The PO box has renewed for the year and the Board will need to revisit this sometime before June 2023.**

Personnel/Compliance Officer: During the March 1, 2022, Board meeting it was discussed that a personnel and compliance officer is needed for DMCO (could be one or two positions). Michael has been acting as compliance officer regarding all of the administration around the Covid protocols. One duty of

a personnel officer would be to ensure we have the correct instrumentation for each concert, which Carl Johnson is currently performing. This was tabled and will be discussed during the July 2022 Board meeting. During the 11/5/2022 Board meeting it was noted that we do not need a Compliance Officer at this time as we are not needing to administer Covid protocols at this time. **We do still think we should have a personnel officer. The Board will need to revisit this.**

### **Adjournment**

The meeting adjourned at 2:10 pm.