



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

**6:34 pm - Call to Order**

- Board members present:
  - Laura McNulty – Vice 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
- Carl Johnson (Music Director) was also present.
- Michael Ramirez (President), Carolyn Knittle (Treasurer and Grants), and Rich Gordley (Board member At-Large with duties to be assigned) were not present.

**Opening Remarks of the President**

In Michael’s absence, Laura is presiding over the meeting. Angela will be called on by Laura to discuss some of the agenda items.

**Minutes of Prior Board Meeting (Secretary Report)**

The last Board meeting occurred on November 5, 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: previously CAROLYN (not present)**

On January 22, 2023, Carolyn Knittle submitted her resignation from the Board of Director of the Des Moines Community Orchestra to the Board via email, effective immediately. This is further discussed in the “New or Unfinished Business” section below.

Carolyn provided the financials as of 1/31/2023 via email and the following notes:

- Carolyn has not received any invoices from Drake for the Fall 2022 concert. Based on what was paid last year, there will be a minimum of \$1200 that will be due whenever we are billed. Carolyn does not have a copy of this year’s rental contract so can only base this estimate on last year’s cost.
- For the February 2023 concert, we have already spent \$640 to rent the Willian Grant Still piece. If there are other payments that need to be paid for this concert besides Carl’s fee, Carolyn needs this information.
- Carolyn only has the member dues paid through square or online (she does not have any of the checks or cash yet).
- 1099’s were filed and tax receipts were mailed before 1/31/2023. The biennial report has been filed with the Secretary of State. 990N was filed 2/4/2023.

The Board accepted Carolyn's information via her email into official record; however, will not post the financials as of 1/31/2023 out on the website as with all of the outstanding items that need to be accounted for, at this point they do not reflect the true state of DMCO's financial position.

### **Set Date for next Board Meeting**

It was discussed that the Board should meet again sometime in March. Laura will organize date/time/location of that meeting via email.

It was also discussed that the Board needs more regular meetings than the minimum required, and perhaps recurring meetings should be set up.

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

This was not discussed.

### **New or Unfinished Business**

- Carolyn Knittle's resignation from the Board, transition plan for the Treasurer (and grants) duties.
  - Carolyn also has thoughts on how to cut expenses/finances and thoughts on next season that she is willing to share.
    - It was discussed that there are big decisions that need to be made for planning for next season. This topic was tabled for a time when more Board members could be in attendance. It was discussed that DMCO needs an active subcommittee to help fundraise. DMCO also needs a budget, since when people/organizations donate and especially if it is a larger amount, they typically want to know how the money is being utilized and not just told is going towards general expenses.
  - Carolyn noted that she will keep the finances up to date until we can find someone to take over, and she is willing to train another person on these duties.
  - Per the DMCO By-Laws, Article III, Section 5: "In the event of a vacancy on the Board of Directors for any reason whatsoever, the Board of Directors shall have the power to select a successor who shall complete the unexpired term of the person whose office is vacant." Carolyn's term would have ended in May 2023. Carl noted that he had discussed this opening with an individual who would be willing to do the Treasurer duties. Angela will reach out to this individual with Laura copied on the email to confirm.
  - Michael and Carolyn are currently named on the DMCO bank account (includes signature cards). Carolyn's will need to be transitioned to the new individual.
- Need to discuss DMCO finances.
  - Rich had asked during the 11/5/22 meeting if DMOS is still a donator/sponsor. This question was tabled as no one in attendance had the answer.
  - Thoughts about potentially increasing DMCO member dues. The next logical increase in dues would be from \$20 per concert to \$25 per concert. DMCO also provides a scholarship to cover dues if the member dues are a hardship. It was decided that this would be a good topic for our May 2023 annual meeting so that the larger group can discuss and we should let the membership know that this will be a discussion topic before the meeting. The Board is not voting on this at this time.
  - Soloist pay and additional concert costs – need a DMCO policy.

- This needs to be discussed/addressed in a future meeting. Regarding immediate decisions that need to be made for the February concert, the Board discussed and approved the following, which is all to be paid out of Carl's Director's Fund (Carl donates all of his DMCO conductor/director pay back into DMCO into the Director's Fund) and if that Fund does not cover these costs, Carl is donating the difference personally (outside of the Fund):
          - Three vocal soloists - \$100 each
          - Narrator - \$100
          - Commissioned piece and trio - \$5000
          - Harpist – Unsure but typically \$150. Carl will discuss with the harpist and then send a message to Carolyn.
        - Carl noted that there will be no music expenses for DMCO's Spring Concert.
        - Carl noted that Yaala Ballin is planning to split the profits made on the March 12<sup>th</sup> event with DMCO.
  - John Sens requested an increase in his fee for managing DMCO's website. John is currently paid \$200/year and requested \$300/year. The Board members in attendance unanimously voted in favor, and Angela will communicate this to John.
  - Grace rental agreement – need to review. Carolyn forwarded this on 1/27/23. The Board reviewed the draft agreement and had the following questions: 1) There is a requirement for DMCO to notify the office 30 days in advance of days DMCO will not rehearse. Can this be taken out or at least decrease the number of days. 2) Currently the draft agreement includes a combination of Michael's and Angela's contact information, so that needs to be fixed. And 3) What is the deadline to sign the contract. The Board members present voted to continue rehearsals at Grace United Methodist as long as any further updates to the agreement are reasonable/not material. Angela will email Grace our questions and copy Laura on the email.
  - PO box rental is increasing. DMCO's renews in June 2023. DMCO paid \$276 for the current year. The new rates are not posted yet on the website (as of Carolyn's email from 1/5/2023).
    - Regarding the PO box – the service of “informed delivery” was discussed where the post office emails a person pictures of what was delivered. We should look into if this is possible for a PO Box as that may cut down the number of trips that are necessary to check the PO Box.
    - Laura is checking with Michael to see if she can get the PO Box key from Michael in order to check the PO Box.
    - The discussion on whether to renew the PO Box in June 2023 was tabled for the next meeting.
  - Other organizations offer a QR code as a way to more easily donate – this would be something to consider.
  - Hoang noted that concert reception costs are going up. It was decided by the Board members present that for now, we will continue doing what we are doing regarding the concert receptions but this needs to be discussed in a future meeting.
- Concerns voiced from a member of DMCO regarding communication structure, finances and music selection.
    - The Board discussed that these are all issues on our radar. Regarding communication structure, the Board has discussed and is continuing to discuss the need for a personnel manager. One duty of the personnel manager would include ensuring proper instrumentation for each concert. Regarding finances, Michael had made an announcement

during one of the Fall 2022 rehearsals on the state of DMCO's finances. This was never followed-up on with an update or any further information on the state of DMCO's finances. Carl also inquired during this discussion – what truly are our fixed costs. Regarding music selection, Carl as DMCO's music director is trying to provide players/the audience exposure to music they may not have a chance to have exposure to otherwise, especially for free. Providing different experiences for our audience is also seen as a positive by the organizations who contribute to DMCO.

- Promotion plan for Yaala March 12<sup>th</sup> event and Carl's email from 1/30/23 regarding Abe Goldstien and his offer to help promote: The Board members in attendance voted in favor of Abe Goldstien's offer to promote this event. Carl will confirm with Abe.
- DMCO needs a director of development; someone who has experience in development/fundraising. This should also include advertising, or that could be a separate individual/group. For this and the bullet point below regarding a personnel officer, the decision was made to table this discussion and would be better fit for a discussion at the May 2023 annual meeting. In the meantime, Board members could put feelers out for people who may be interested in these positions. We will need to draft job descriptions for these positions.
- DMCO needs a personnel officer. One duty this would include is ensuring proper instrumentation for each concert.
- The Board needs to brainstorm all DMCO duties, document them, and make sure they are assigned out. This discussion was tabled for a future meeting.
- Amazon Smile is winding down. There are likely members of DMCO that use this for donations to DMCO (Angela does). Should we looking into Amazon's process for requesting a direct donation? This discussion was tabled for a future meeting.
- Facebook fundraisers – at least Carl, Michael and Angela have done this for DMCO – it is uncertain at this point how the money received from Facebook fundraisers is disbursed. This discussion was tabled for a future meeting.
- Transition plan for Carl Johnson's potential future retirement from the director position: Carl noted that DMCO started in 1976, which means DMCO's 50<sup>th</sup> year is coming up relatively soon. Carl may think about retiring after that "big" year, and we need to start planning 2-3 years in advance of that. This discussion was tabled for a future meeting.

## **Adjournment**

The meeting adjourned at 8:30 pm.