



2022-2023 Season

March 4, 2023 Board Meeting

## AGENDA and MEETING MINUTES

### I. Call to Order – 12:09 pm

- Board members present:
  - Michael Ramirez (President)
  - Laura McNulty (Vice President and current President presiding at the meeting/over the Board)
  - Angela Aldridge (Secretary)
  - Kevin Allemagne (Treasurer)
  - Rich Gordley (Board member At-Large with duties to be assigned)
  - Krista Baskerville (Board member At-Large with a specialty in Membership Oversight)
  - Hoang Bui (Board member At-Large with a specialty in Social) joined via Zoom
  - Carl Johnson (Music Director) was also present (non-Board member)

### II. Opening Remarks of the President

- Laura is presiding over the meeting. Laura thanked everyone for attending the meeting.

### III. Secretary Report

- The last Board meeting occurred on February 5, 2023. Minutes from that meeting were distributed via email. There were no objections, and the minutes were accepted into official record. Angela will contact John Sens to post the minutes to the DMCO website – DONE 3/9/2023.

### IV. Treasurer Report

- Carolyn Knittle provided the financials as of 2/27/2023 via email. Carolyn has not received an invoice from Drake for the Fall 2022 or Winter 2023 DMCO concerts. Carl Johnson will contact the person responsible for sending us invoices at Drake – DONE 3/8/2023. Carolyn did a deposit at the bank and provided information via email as to what was included in the deposit. The Board accepted Carolyn's information via her email into official record; however, will not post the financials as of 2/27/2023 out on the website as with some items still outstanding that need to be accounted for, at this point they do not reflect the true state of DMCO's financial position.
- Carl noted that the Board should send a thank you to Kitty Metzger. Kitty picked up the trio that performed in the Winter 2023 concert at the airport and took them to their housing. The trio also utilized Kitty's carbon fiber cello. Laura will write Kitty a thank you note.
- Laura is routinely checking the DMCO post office box. Laura noted that we received \$150 from a couple's Fidelity account. We also received a notice from Banker's Trust

that a \$500 check bounced that Carolyn had attempted to deposit. Carl will give these items to Carolyn along with his donation to the director's fund.

#### V. Set Date for next Board Meeting

- It was discussed that the Board should meet again sometime in April, and during this meeting we would plan for the annual meeting. It was decided the next meeting would be Sunday, April 16<sup>th</sup> at noon. Location is TBD as Kevin cannot attend the meeting so we cannot use his office space. Laura is determining a location and will send an email to the Board.

#### VI. New or Unfinished Business:

- The Grace rental agreement was finalized and signed for the 2023–2024 season; next payment of \$875 due 8/15/2023, followed by \$875 due 12/15/2023 (total of \$1,750 for the season). Carolyn dropped off the check for the balance for the remainder of this season (2022-2023).
- Regarding the Facebook fundraisers – two checks were received from Network for Good (\$825 and \$120). Mike, Carl and Angela have done these fundraisers. We are thinking the \$825 is Mike's and Carl's combined.
- Annual Meeting
  - The Annual Meeting is usually the Tuesday after the last concert. This would be May 23<sup>rd</sup> and the Board decided this would be the date, with dinner starting at 6:30 pm and the meeting starting at 7 pm. Carl will let Rod at Grace know this and ensure we have one more Tuesday night in the contract to utilize for this. Mike noted that we do have Wesley Hall reserved for that night. Carl will let Rod know that we would like Fellowship Hall instead. Angela will send this information out ASAP to the DMCO membership, along with letting the membership know that Carl will be canceling the March 21<sup>st</sup> DMCO rehearsal.
  - The last time the meeting was in person, we ordered pizza and people brought sides and their own drinks. Laura is going to work on finding someone to donate the pizza. If this does not work, we will discuss how to proceed during the April Board meeting.
  - Rich will announce this during a DMCO rehearsal. Rich will see what attendance is like at the March 14<sup>th</sup> rehearsal and may announce it there or wait until the March 28<sup>th</sup> rehearsal. We should announce this during multiple rehearsals. We typically have around 30 people attend the meeting. We need to at least have a quorum – which is 50% plus 1 of the people who played in the last concert – but just as importantly we need as many people in attendance as possible to help make decisions that affect the future of DMCO.
  - Topics for discussion: (this will be up for discussion next month also)
    - Better communication from the Board
      - Angela sends emails with information to the DMCO membership, but we should also be personally saying something during rehearsals regarding information in emails.
    - Increasing DMCO member dues
- Transition plan for Treasurer duties.

- Welcome Kevin Allemagne! Kevin will be filling in for the remainder of Carolyn's term (the rest of this 2022-2023 season). Kevin is coordinating meeting with Carolyn.
  - Regarding the bank signature, it was discussed that we may not want to change this until May when we officially know who will take over these duties for sure.
  - Carolyn needs to be honored for her time and service on the Board. Laura will invite Carolyn to the annual meeting and the Board will decide during the April Board meeting how to honor her.
  - Rich moved to formally appoint Kevin Allemagne as a Board member/Treasurer for the remainder of Carolyn's term, Krista seconded, and all were in favor.
- Request for percussion equipment and stands was received from Jacob North of Immanuel United Methodist Church in Des Moines. Jacob is hosting a concert for a group called the Chicago Staff Band, a brass group from The Salvation Army. The concert is Saturday, April 15<sup>th</sup>, and a service on Sunday, April 16<sup>th</sup>. They have asked for 38 black Manhasset-style music stands; Timpani (23", 26", 29", 32"); and Chimes (per Mike, this is \$25K worth of equipment). They would handle transportation logistics. Mike and Josh Whitver were included on the email chain for input. The Board discussed that we would need to see proof of insurance from Jacob/Immanuel United Methodist Church that would cover any loss or damage. There is also concern about transporting stands as stands can roll around. Logistics would also need to be figured out – do we have personnel available to monitor moving the equipment out of the church and back into the church. Unlocking and locking of any church doors would need to be arranged. The Board did note that it is important as a community organization to help other people when we can. It was decided that Mike would be the point person to talk to Jacob and he will respond to Jacob. Mike will ask Carolyn what type of insurance Jacob/Immanuel United Methodist Church would need that would cover this sort of event. If further decisions need to be made about this by the Board, they will be done via email.
- DMCO needs a director of development; someone who has experience in development/fundraising – Jennifer Voss expressed interest in helping with this as she did something similar to this with another orchestra. This also needs to include grant writing or we will need to figure out another individual(s) to help with grant writing. Jennifer is willing to come to a Board meeting to discuss this with us. The Board also discussed that Jennifer would need someone on the Board to “report” to and we need to figure out what that looks like - is the Board going to micromanage what is done, or provide guidelines of what we would like to have done and then Jennifer could run with it. Kevin noted in another organization he is involved with, they are empowering people to do what they need to do with the assent of the Board.
  - Rich noted that for this position and the position noted below (personnel officer) the individuals should be invited to the April Board meeting.
  - Mike mentioned that Jimmy Dooling has a background in fundraising.
  - Krista will be inviting Jennifer Voss and Nick Brown to the April Board meeting. Carl will ask Jimmy Dooling if he may be interested in this and if so, would he be able to attend the April Board meeting.

- The Board needs to brainstorm the “job descriptions” for these positions.
- During this discussion we also discussed the potential of expanding the Board size. The question was asked if all members of the Board need to be orchestra members. Per the DMCO By-Laws, the Board is comprised of current orchestra membership or can also be a retired member of the orchestra with at least a five-year tenure. An exception may be granted for an individual specifically qualified for the position of Treasurer if no member of the orchestra possesses the necessary skills in finance and accounting to fill the role. Regarding adding more Board members, per the DMCO By-Laws the Board shall be composed of seven elected directors. Expanding would require an amendment to the By-Laws. We would want the Board to be an odd number, so it would need to expand by two.
- DMCO needs a personnel officer – Nick Brown.
  - The Board discussed potential duties of this position:
    - Taking roll at rehearsals, and if someone misses a couple of rehearsals, can follow-up with the individual to ask if they are still planning on playing in the concert.
    - Finding subs to play in concerts when needed. We would instruct the membership to contact the personnel officer if you need a sub for your position.
    - The personnel officer would be Greg Woolever’s point person for the roster for the concert programs.
    - The personnel officer should have the roster with all the names and contact information. The personnel officer could help administer the roster.
- DMCO finances.
  - Rich had asked during the 11/5/2022 meeting if DMOS is still a donator/sponsor. DMOS is not showing up in the concert programs. The assumption is that DMOS dropped off when Deb passed, as Deb had done the work to request donations from DMOS. This would be a lead for the future director of development/fundraising.
  - Soloist pay and additional concert costs – need a DMCO policy. The Board discussed that we need to create a budget first.
  - 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).
    - Mike advised via email on 2/24/2023 that we need to order more donation envelopes.
    - It was discussed during the meeting that we need to decide if we want to pay the money for the PO box rental or go through the difficulty of having it be someone’s personal address. Laura also mentioned that now that she has seen our PO box, we could potentially get a smaller one if that would be cheaper; however, that would change the PO box number. The decision was made at the meeting that Krista will look

into something like FedEx. The Board is leaning towards having a mailing address at a place, not a person's house.

- Discussion during the meeting:
  - We need to cut expenses but also need to bring in more revenue. The question was asked, what is DMCO's overall budget, and the answer is we do not have one. We need an operating budget. A conversation regarding finances is difficult to have without having a budget, and especially without an operating budget. Not sure how to start creating policies/procedures without a budget. Kevin noted that he could work on a budget utilizing financial information from the past 3 years or past 5 years. Angela's husband Tony put together a financial analysis based on the past 5 years from information received from Carolyn. Angela will provide Tony's analysis to Kevin (DONE 3/4/2023), and Kevin will discuss with Carolyn. This information should be useful to start a budget which is necessary to continue.
  - It was noted that if we are going to start doing any sort of corporate fundraising, we need an operating budget.
  - Regarding marketing, it was asked how do we reach people who do not know we exist? Our profile is really low. One thing we do is the concert in the Fall with Iowa PBS.
  - The question was asked are we playing to the audience, are we playing material that will entice people to attend our concerts. We need to focus on getting people to our concerts in person and make it easy for people to donate. Drake is using QR codes for their entire programs. It was noted we lost ad revenue from back when we used to put ads in our programs.
  - Carl mentioned the conductor fees – Carl pays back the fees to DMCO and also the fees have not increased for many years. This expense may likely go up with a new conductor in the future.
  - Mike noted that he would talk to Brian Kinnan about the Central Iowa Wind Ensemble (CIWE), as it appears that CIWE has done very well with finances. Brian would also be a good candidate for the DMCO Board.
- The Board needs to brainstorm all DMCO duties, document them, and make sure they are assigned out. The last page includes a form we used to use. It was decided we would not do this during this meeting and this will be discussed during a future meeting.
- Amazon Smile is winding down. There are likely members of DMCO that use this for donations to DMCO. Should we be looking into Amazon's process for requesting a direct donation? It was discussed that Amazon Smile will need to be removed from the DMCO website. The action from this agenda item is this needs to be taken off the DMCO website the next time John Sens does a website update. Angela will contact John about this.
- Transition plan for Carl Johnson's potential future retirement from the director position.

- It was noted that we need to figure out how to get the word out to potential candidates. Carl noted that the director responsibilities should be lined out as well as compensation. It was noted that the DMCO By-Laws provide quite a bit of freedom for this process.
  - Anything for the good of the order:
    - Board member continuations: The terms for three Board members will expire after this season:
      - Laura McNulty – has decided to not continue after this season
      - Carolyn Knittle/Kevin Allemagne – if Kevin has interest in remaining on the Board after this season, he would be up for re-election during the May annual meeting
      - Krista Baskerville
    - Continued discussion regarding the May annual meeting:
      - It was decided that Laura and Mike will co-host the May annual meeting. Mike noted that he is very appreciative of Laura stepping into the President role during his recovery.
      - It was noted that people need to be more invested in the organization. At this time we have been forced to agree that same old same old is not going to work anymore. This will not be a quick process and will require more people to help with tasks than just the Board.
      - Members of the orchestra need to know what we need. When we talk to the orchestra at the annual meeting, we need a better idea of our budget/operating expenses. The financials need to be clearly explained during the annual meeting.
      - Before the annual meeting, we need to let the membership know what we plan to discuss so that people can come with thoughts/questions/ideas.
    - Regarding the concert programs, we could look into printing our own programs again. We currently do not pay for the programs but we lose the opportunity for ads. We would first need someone willing to administer the ads, amongst other discussion topics around this.
    - It was discussed who has not paid dues for previous concerts. Angela to provide Krista the current roster with contact information (DONE 3/5/2023).

VII. Adjournment – 3 pm adjourned.

## DMCO Board Officers and Committees

Officer and committee positions; some committee positions are filled by non-Board volunteers:

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Membership Oversight	_____
Dues collection	
Membership eligibility records	
Fund Raising	_____
Personnel	
Membership roster	_____
Recruitment	_____
Publicity (Oversight)	_____
Website, programs, posters, etc.	_____
Newspaper, radio, other sources	_____
Bulk mailing	_____
Logistics	
Jobs list	_____
Concert dates and venues	_____
Equipment transportation	_____
Librarian / Music acquisition	_____
Internet address contact	_____
Social	_____
Liason with Drake catering	
Flowers for guest performers	
First rehearsal get-together	
Potluck/Annual Meeting	