

GBN Choir & Theatre Patrons Organization

CTPO Board Meeting Minutes

April 17, 2017

7:00 P.M. Board Meeting starts

Present Board Members: Lorna Cohen, Tracy Meyer, Tanya Slater, Elyssa Siegel, Nancy Frese, Christine Hultman, Patricia Dolins (left at 7:05 P.M.), Carol Currie

Absent Board Members: Bonnie Schoenberg

- A motion was made by Carol to approve the March Board meeting minutes, Lorna seconded, we voted and the motion was approved.
- A motion was made by Patricia to approve the March General meeting minutes, Lorna seconded, we voted and the motion was approved.

Work Plan Discussion and Updates

- Volunteer Development
 - How much management should we have next year? Overall feeling is that there was too strong of a shift this year to a business approach with overseeing of committees and reporting back at the General meeting. We agreed that this was a turn off to volunteers and created unintended bad feelings. We will move to a more relaxed approach.
 - Elyssa feels strongly that the choir and theatre banquets should work together for economies of scale. Christine noted that choir and theatre will both use a google form to send banquet invitations.
 - We will explore the possibility of using the PayPal link on our website to accept banquet payments in the future.
- Show Meals – Check to see if Cheri Kates and Heather MacDonald will be continuing next year.
- Concessions – we expect that Lauri and Susan will continue next year. We should see if we can capture better information on the membership forms to get volunteers.
- Lorna made a suggestion that we send out a membership and volunteer request letter for every event. Gather parent emails via the conflict sheets. Set up sign up genius lists at the beginning of the year for all events, if possible. Start a Gmail account for CTPO that everyone has access to.
- Historian – Chad and Alison work well together for choir. We are losing David Sievert who has done an awesome job of covering theatre events. We are also losing Carol Cheng. Sally Norlie may be able to help with choir events. Could we tap the photography club for help?

- Theatre Banquet – the list of seniors and the list of theatre members are ready to go from Julie Ann.
- Framed Poster Project (Fund a Frame) will be managed by Meghan Rosenfeld next year.
- Refreshments – Cider and Song, Jr High concert, Techny (split with GBS)
- Wardrobe – Barb Harris has expressed interest. We think that Esther Kelly might not be available to help next year. Nancy has done it before and is willing to do it for 2017-2018.
- Choir Banquet – will be at the Hilton this year with email responses (not mail). Missy Levine should be around next year to run this again. Ellen Westel will be on the board.
- Treasurer and Budget and Finance – budget vs. actual was reviewed. We discussed paying for a speaker / presenter to present for theatre in addition to choir.
- Suggestion to change name of position to Fundraising and Special Events Chair – would be good to add an assistant to this job to learn the ropes.
- Marketing and Communications – try to get a regular blurb in the programs and express interest that we would like to proof-read for mistakes with name spellings. We would like to have a calendar to show events and deadlines. Could be on CTPO website but we need good information.
- Governance – bylaws need to be updated over the summer
- Membership – review what is posted on the website and make accommodations for the new non-book sale member registration.

Next meeting will be on May 2nd. The June party date will be announced. Tracy offered (and Nancy accepted) to host the party.

8:45 P.M. meeting ended

Respectfully submitted,
 Carol Currie for Bonnie Schoenberg
 Secretary