

GBN Choir & Theatre **Patrons** Organization Meeting

June 6, 2016

The meeting was held in the Idea Room at Glenbrook North High School. The meeting was called to order at 6:04 P.M.

Agenda:

- 501(c)(3) status
- Getting started
- Mission Statement
- SWOT Analysis
 - Strengths
 - Weaknesses
 - Opportunities
 - Threats
- Strategic Plan and Goals
 - Organizational Structure to mirror goals
- Program Work plan 2016-2017

Present at the meeting:

Nancy Frese, Christine Hultman, Debbie Rude, Carol Currie, Patricia Dolins, Sue Frieden, Lorna Cohen and Bonnie Schoenberg

All present know about the desire to obtain 501(c)(3) status.

We have been using the District 225 “umbrella” for our tax-exempt status.

We currently have three separate bank accounts (Theatre, Choir, EFA). There will be one account for the new CTPO. We will have a responsibility to file and keep the 501(c)(3) status current.

Patricia Dolins made a motion that we should file for 501(c)(3) status. Sue Frieden seconded the motion. The following points were brought up and discussed:

- We will need Letter of Intent, a Mission Statement, Board Signatures, and a single EIN.
- We will get an e postcard on an ongoing basis that will remind us to pay our annual fees (State and Federal). Board members must sign with addresses.
- We are required to have at least one board meeting per year. We should add a minimum number of annual meetings to our bylaws.

- 1023s and 990 prior to filing
- Budget \$1,000 for the cost of initial filing.
- Work plan will have filing template and each year someone will be trained on how to keep everything up to date.
- Look into indemnification insurance for board members – State of Illinois (approximately \$260 to join)

A vote was taken and we voted unanimously to move forward with the filing.

The charter ceases to exist if we do not file.

If organization is dissolved, our money will go to the Fine Arts Department at GBN.

The [Mission Statement](#) should state our organizational objectives, be inclusive and concise. Once every three years we should check to make sure that our Mission Statement is still accurate.

[A not-for-profit organization dedicated to the expansion, support, and engagement of the GBN choir and theatre community.](#)

We want to include parents of kids who are on crew for theatre. Make sure that they want to be included and then find a way to facilitate that.

For our name, we came up with GBN Choir and Theatre Parents' Organization. Nancy moved that the name be (with the ampersand rather than "and" being written out):

GBN Choir & Theatre Organization

Christine requested options for other names to clarify that this is not for students. The suggested name that we all liked is:

[GBN Choir & Theatre Patrons Organization](#)

There was no second to Nancy's first motion. Nancy made a second motion that we use the name including "Patrons." Sue Frieden seconded the motion. We voted and the approval was unanimous. Please note that there is no apostrophe in the word "Patrons."

We moved on to the SWOT Analysis.

Strengths - what we do well, positives,

- Support students and staff
- Funding
- Fundraising
- Scholarship
- Volunteer Support (chaperones, concessions, sales, banquets)
- Publicity and communication
- Document events (photos)

Scholarship and Gifts (external)

Fundraising

Volunteer Support (external)

Promotional Support (external)

Historical Documentation (internal)

Weaknesses - areas that need work

- Budget - making and following
- Accounting and being accountable
- Following bylaws
- Committee reports
- Recruiting members
- Communication in the community
- Guidance and leadership
- Setting goals and objectives for the organization

Structure (organizational) (internal)

Fiduciary accountability (internal)

Organizational compliance and communication (internal)

Recruiting members - outreach (external)

Goal setting (internal)

Benefits to membership (external)

Opportunities

Parent involvement

Corporate sponsorship

Grants

Threats

Falling number of kids in choir

Burn-out of volunteers

Non-program apathy

Program Directors - in CTPO

School Board policy requires that Chad or another representative be at our meetings

Three Goals for the Organization

1. Fiduciary and organizational responsibility
2. Increased membership (internal and external)
3. Develop marketing plan

Parents / Members / Students cannot get money (from EFA). Everything must be scholarship driven.

Organizational Structure should mirror our goals.

Executive Directors (four)

- President - Nancy Frese
- Vice President - Elyssa Siegel
- Secretary - Bonnie Schoenberg
- Treasurer - Tracy Meyer

Program Directors (five)

- Membership and Volunteer Development - Tanya Slater
- Fundraising - Patricia Dolins
- Budget and Finance - Lorna Cohen
- Governance - Carol Currie
- Marketing and Communications - Christine Hultman

The bylaws will state a minimum and maximum number of board members.

The structure of our meetings needs to change to reporting only, rather than discussion.

Goals must be measurable and come back to expansion, support, and engagement.

Program work plan.

Goals need to have deadlines.

Patricia moved to approve the Board structure. Bonnie seconded the motion. We voted unanimously in favor of the board structure.

We need to communicate our three goals and what each person's role will be in meeting the goals. We need to state what we need (budget and resources) to achieve the goals. Communication to choir and theatre directors will be to include them out of courtesy and to work effectively to support them but the decisions of the CTPO are made by the board of directors of the organization.

The marketing plan should include the mission statement EVERYWHERE.

Aim to have Bylaws done and approved by 7/1/16. Aim to have separate website operational ASAP.

The meeting ended at 8:25 P.M. All were in favor of adjourning the meeting.

Respectfully submitted,

Carol Currie
Secretary