

Minutes
Kansas City Chapter HOA Board Meeting
January 8/ 2018

Present: Barry Sanders, Charles Ramirez, Jim Porter, Mike Schumacher, Jerry Mier, John Braden, Steve Kiesker, Bob Murphy, Jim Davis, Harvey Shapiro, Carter Combs; Absent Don Fuson. Guests: None

1. Meeting opened at 1805 by President Barry Sanders
2. Agenda for meeting reviewed with no changes
3. Minutes of Board meeting 11Dec17 reviewed.
 - a. Move to approve as reviewed Mike Kiesker, 2nd Harvey Shapiro. Approved
4. Treasures' Report: Joint report by Jim Porter, 2018 Treasurer and Harvey Shapiro, 2017 Treasurer. (Reports attached)
 - a. There is total of \$14,670.82 in checking and investment accounts of which \$7343.08 is unrestricted including Members fund and \$7527.74 in restricted funds including Dexter Scholarship funds which can be used for designated purposes only.
 - b. Membership Fund can be used for any direct member benefit and includes any money member give for personal supplies such as installation dinner tickets, show tickets, contest fees, etc.
 - c. Restricted Funds includes Chapter Operating fund used for chapter expenses such as cost of CD production.
 - d. Jim Porter asked if sales tax was paid on chapter expenses or are we liable for those. Barry Sanders will check with Dale Neuman and Pat Kiles for clarification on sales tax liability
 - e. Motion by Jim Porter that EXCEL spread sheet he had prepared of all chapter income and expenses for 2017 be used for audit purposes instead of Quicken program for ease of access. Second by Steve Kiesker. Motion passed
5. Holiday Spectacular: Barry Sanders presented report on income and expenses for Holiday Show 2018 (report Attached) Income was \$13, 988 with expenses of \$8956.85 leaving a total of \$5031.15 as net. This is split with Sweet Adelines receiving \$2515.58 and Heart of America receiving \$2515.57.

VP REPORTS

1. Marketing: (report attached) Barry Sanders presented list of marketing priorities prepared by Don Fuson. Items listed included sending out press releases to local and general press publications ahead of time of our events, encouraging better and more community outreach including collaboration with other KC area performing groups, more contact with potential community sponsors and revising our WEB site. Don Fuson recommends that music team develop more opportunities for singing.
2. Membership: (report attached) Jerry Meier presented report.
 - a. Currently have 94 on roster with eight members overdue, two dropped and five potential members being recruited.
 - b. Harmony Explosion on track for 17FEB2018 at Olathe High School. Featured quartets are Harmonium for BHS and Pizzazz for SAI
 - c. Jerry is collecting email addresses for BHS Youth Protection Training required for adult participants at youth event.

- d. Installation banquet set for 13JAN18 at Cinzetti's Italian restaurant. Forty four guests are on roll to attend. Need 50 attendees to get \$20 charge but Jerry does not anticipate problems with reaching this number.
 - e. Five Guest nights are scheduled for the year. Guest night in February will be either the 20th or 27th depending on availability of high school quartets secondary to their school activities.
3. Music Team: (report attached) John Braden reported for team. Music Team met 7Jan18
- a. Music Team recommends we accept invitation from Salvation Army to sing at their regional meeting 27JAN18. Salvation Army wants to present award to chapter for our fund raising efforts.
Motion that recommendation be accepted contingent on availability of chorus members to participate. By Mike Schumacher, second by John Braden Motion passed Will solicit members at next chapter meeting
 - b. Retreat and Coaching session: Coaching session in preparation for 6JUNE18 show will be held on 24March, 7April or 14April depending on coach and site availability. Longview College is preferred site. Bob Velasquez will contact Gene Spilker for coaching and if available ask him to prepare choreography package. If Spilker is not available, then Bob will contact Stacy Schumacher and David Krause, in that order, to act as coaches.
Motion that coaching session as envisioned should proceed by Charles Ramirez, second Bob Murphy. Motion passed Mike Schumacher noted that 7APR not available at long view
 - c. Contest Songs: "Tie me to you apron strings again" will be one contest song. Other songs under consideration for contest are "I'm on my way" and "A grand night for singing".
 - d. Riser discipline: Riser discipline needs much improvement. Too much talking even if meant to be helpful is interfering with progress and time management. Music team and Board need to set example.
 - e. Annual Show: Will be 80th anniversary show of society and chapter .
 - 1. Show title not yet determined
 - 2. Merry Mugs tribute: Jim Bagby said he would pursue if Tone Henge could regroup and sing some MM material since they had done so in past. Might ask Steve Leone to fill in in Frank Leones spot.
 - f. Past Directors. Suggested that past directors Gordon Lankenau, Steve Leone, David Krause, Mark Fortino, Jerry Gerrard and Dan's wife Estyl Bowser be given tickets and be recognized at show.
 - g. Songs for show: It's a grand night for singing, Gee but it's great to be in Kansas City, Tie me to your apron strings again, Down Mobile (tag), Kansas City, Here I come, I'm on my way, You raise me up, Everything's up to date in Kansas City, That old quartet of mine. Other song possibilities are Lullaby in ragtime and Ghost riders in the sky.
4. Operations: Steve Kiesker noted
- a. Meeting hall was cold at last meeting. He spoke with church member Francis? who said heat was turned on at 1830. Steve asked that heat be turned on by 1630 and Francis? Said he could generally do so by 1630 on Tuesdays but if not, Mike Schumacher will be contacted to come turn on heat.
 - b. Rent increase: Church has asked for rent increase. Steve has scheduled meeting with them to discuss. Noted that we did not have written agreement with prior church

ownership re facility use and rent. Steve will ask for written agreement with terms favorable to chapter.

- c. Barry Sanders noted that he had authorized John Erwin to purchase riser stools for use of PVP member as needed. John has purchased one and is modifying to fit risers. Will have available for trial next meeting. Discussion ensued that perhaps additional riser stools are needed and that perhaps additional ones could be purchased and utilized on second row. Cost per stool is about \$50 (including cushion) and so not thought to be prohibitive.
- 5 Programs: No PVP has been selected yet. Carte Combs (nominating committee chairman) and Barry Sanders continue to seek person to fill position.
6. Events
- a. Caroling Caravan: Barry Sanders noted that caravan was successful and had raised about \$23,200.
 - b. Jim Davis asked if Harmonizer had been contacted about caravan success and other events. John Braden suggested we be more consistent in spreading information to more generalized publications as well as society publications.
 - c. moved that Mike Matheiu be recognized at for all of his work in organizing caroling caravan
 - d. Barbershop Quartet Day: BBS qt day is 11April, a Wednesday. All area barbershop and Adeline chapters are invited to participate in events on that day at Muelhbach Hotel. One thousand dollars has been committed to funding events. Planning meeting of members of all associated organizations set for 13Jan.

Old Business

1. Facility procurement: Since current facility wants to raise our rent, Barry Sanders has asked members for other possible venues for our chapter location. Several folks indicated possible locations. But Barry has heard of three potential places, Center High School in Kansas City MO and First Baptist Church, Blue Springs MO and Plaza Library. None of these place have been explored for yet to verify they meet minimum requirements.
2. Stolen Equipment: Harvey Shapiro has given John Erwin information of whom to contact re insurance issues related to claim for stolen equipment. A problem is a lack of records of items serial numbers and original costs.
3. New equipment: Bob Velasquez has been procuring bids for replacement of stolen equipment.

New Business

1. Resolutions for 2018: Barry Sanders presented Proposed Annual Resolutions for 2018. (attached) Discussion followed and changes to document as follows
 - A. Motion Fund Acceptance: Change names to titles; i.e. PresidentChorus Manager, etc and add Show Ticket Chairman to titles
 - B. Motion Bank Account and Credit Card Signatureschange name of bank to Security Bank of Kansas City
 - C. Mike Schumaker and Harvey Shapiro will make modifications to Resolutions document.
2. Meeting date change: Don Fuson has requested that board meeting days be changed as he is unable to attend on Mondays. Discussion among board members and noted that any change in day would affect one or more other members of board to attend

board meetings. Don indicated that he can continue to send in his reports as he has done if meeting day is not changed. After discussion, meeting day not changed.

Barry Sanders will contact Don Fuson to see if he can call in when he is out of town

3. Budget Proposal: A budget proposal for 2018 has been prepared by Jim Porter and will be given to shared with Mike Schumacher Barry Sanders to review and refine for presentation to Board.
4. Leadership Fee Reimbursement: Barry Sanders noted that in past, fees for leadership training have been paid or reimbursed to officers attending leadership training academy. Barry moved that practice be continued, second Charles Ramirez. Motion passed Jim Porter asked that officer attendees send him notification by e-mail certifying their attendance.
5. Operations Manual: Carter Combs has looked for and found that the chapter has no operations manual. He has asked past presidents for any documentation they might have regarding precedents in chapter operations and will consult with past presidents to develop chapter manual for chapter operations. Operations Manual should contain chapter operations such as organizing facilities, storage of equipment, Chapter officer duties, duties of show chairman etc.

Motion to adjourn made by Carter Combs, second Mike Schumacher. Meeting adjourned at 2010