**True Concord Voices & Orchestra**

Minutes Board of Directors Meeting

December 19, 2018

La Paloma Country Club

The meeting was called to order at 3:30 pm by Clyde Cunz, chair.

Present: Clyde Kunz, Eric Holtan, Claire West, Sue Markovich, David Nix, Julia Pernet, Nancy March, Eve Shapiro, Mary Lou Forier, Josh Keeling

Excused: David Leege, Eloise Fredrickson, Andy Watson, Warren Beck, Andy Robson

Introductions and greeting, with Claire West, newest board member

**Consent agenda:**

Questions and discussion

* Audience Development – ticket presales and “sold out” issue with website. As discussed during the Audience Development Committee meeting: in early December, the website was found to have shown a “sold out” status for the Green Valley performance of Lessons & Carols. The issue was caught and corrected. It had to do with pre-sale tickets in Green Valley being “sold” in the system, while the actual sales are unknown. Josh has employed a way to avoid this situation in the future by clearing out pre-sale tickets and keeping in close communication with the True Friends about how their sales are going.

**Ticket Sales Report**

* Ticket Income budget for Lessons & Carols ($34,000) was easily surpassed with total income around $38,000.
* “Satellite” ticket sales in Green Valley played a significant part.

Ticket income for True Concord Goes Latin and Corinne Winters Recital is currently about $10,000 shy of the budget ($28,000), and is well on target to meet and surpass the goal.

**Fund Development Report**

End of Calendar Year Campaign – the amount raised is right on track with previous years, though # of gifts is slightly lower. The average gift keeps going up.

An E-blast with a second appeal for the End of Calendar Year Campaign will go out next week.

* The Board would like a copy of the EOCY letter.

**Music Director’s Report** (Eric Holtan)

On target with recording project:

True Concord will record carols in relatively new, unknown settings (i.e. Wexford Carol, etc.)

* 18-19 tracks to record.
* Most are world premiere recordings.
* Dale Warland advising on project.
* Peter Rutenberg producing (Producer of the Prayers & Remembrances CD)

Seeking to fill a part-time Office Assistant position

* Reaching out to local musicians.

Motion to approve the consent agenda passed.

**II. Year End Financials** (Mary Lou Forier)

For the 2017-18 year, a $10,000 contingency was predicted, but we ended up with a ~$2,500 surplus instead.

* Comments on positive numbers despite last year’s challenges

Year-end financials approved as final.

Budget reporting shows broader categories (i.e. ticketing & marketing) rather than broken down into individual categories.

Discussion:

* The “Publicist” line seems low, but it is because of ProVentures’ monthly billing process (rather than previous front-end loaded expenses)
* Profit & Loss by class – (shows General, Recording, and Event classes)

(The Event class will show up in December)

Class-based reporting helps with budgeting and getting an accurate picture of financial position.

We will be getting more up-to-date with daily transactions from PatronManager.

Motion to accept financial reports into minutes approved.

Board Social commenced after the meeting was adjourned.

**Next meeting:**

Wednesday, January 23, 2019

3:30 – 5:30 PM

Dove of Peace Lutheran Church