

**Western Massachusetts Sacred Harp Community, Inc.
Meeting of Board of Directors**

Meeting Minutes for August 14th, 2006

Present: Paul Butler, John Holbrook, Sheldon Finlay, Jenna Strizak, Rosie Wojcik.

Meeting Convened at 6:10pm at the home of Rosie Wojcik in Brattleboro, VT.

1. **Approved Minutes** of June 19th, 2006 board meeting as submitted by Sheldon Finlay with a minor amendment to Item 3 bullet 1.

2. **Review of “To-Do” List Items**

At the last meeting, the board created a list of tasks for each board member to pursue (*see To-Do Items in June 19th, 2006 minutes*). The board revisited the list to see which items had been completed and which items were still pending, recommitting to the outstanding items.

- Paul opened a T.D. Banknorth account and transferred most of the funds from the Bank of America account to this account and all outstanding checks have been cashed. \$5,000 of the balance is in a CD which matures in 9 months. Paul examined financial records from previous years to see if any unused donor-restricted travel funds remained and could be rolled over. No remaining funds were found.
- Sheldon formed the web site committee which consists of Kshama, Allison, Paul, and Sheldon and has met individually with each member to share a timeline and general thoughts. Sheldon formulated the domain and web site information protocol and will be presenting it at this meeting. Sheldon set up an email archiving system for the Board email. And lastly, Sheldon took possession of the corporate records box (red box) from Jenna.
- Jenna finished the 1999 CD re-issue and was working on updating CD Baby and other distribution channels. Started communicating with membership about travel grant committee. Meredith Doster expressed interest in being on the committee. Jenna contacted the CD committee (Peter, Eliza, Linda & Jenna) and they are brainstorming possible CD projects. Followed up with Peter regarding grants. Peter felt that if we are doing anything for the upcoming grant cycle it should be for upcoming CD projects.

- Rosie has been announcing the need for a bylaw review committee regularly at the sing. Ed Smith has volunteered to be on the bylaw review committee.
- The board agreed that a public acknowledgement of both Peter and Dan would be appropriate at the Annual Meeting along with the presentation of a gift to show our appreciation for the contributions.

3. Financial Report Review

Paul presented the financial report which includes the WMSHC budget and expenses and revenue through to June 30th:

- WMSHC spent all money for CD sales budget for the 1999 re-release CD and haven't yet book any revenue at the time of this report. CD sales have slowed, but should pick up with the re-issue.
- Revenue from the PVADS was deposited into the WMSHC account. However, Amy Finlay, as the 2007 chair wishes to use the money to do a run of fans for the PVADS with any remaining funds donated back to WMSHC. In past all revenues from PVADS were donated to WMSHC, so this earmarked deposit creates a dilemma regarding the PVADS using WMSHC's bank account. It's important that the PVADS retains its autonomy as a separate entity from WMSHC. Nonetheless, the PVADS is an event financially sponsored by WMSHC (insurance, recording fees, minutes fees) and is a budget item on the WMSHC financial statement. Jenna will send an email to Kate and Amy recommending that they make an official donor-restricted donation to WMSHC with the specification that the funds are to be used for purchasing of fans for 2007 and any remaining funds donated back to WMSHC for whatever purpose they decided.
- WMSHC expects to give \$300 donation to the First Congregational Church in Amherst. Donation should be made before the Annual Meeting.
- Slight changes to convention expenses from earlier report but still well under budget.
- All travel grants funds have been spent for this year.
- The budget has \$300 allocated for legal fees. Paul felt that now that the 501(c)3 phase of Peter's work is over, we could rely on Peter for

occasional legal consultation and he could charge WMSHC his normal rate.

- WMSHC needs to determine what money we wish to donate to the Sacred Harp Company for the existing CD as well as an amount for sales of the new CD. It was proposed last year that we donate \$500 for the 2001 CD sales, but the budget didn't allow it. The board will continue this topic by email.
- Paul will revise the financial report through August 31st and send it out by email.

4. Domain Registration, Email & Web Site Information and Web Site Design Discussion

Sheldon presented a document which serves as a compendium of all usernames and passwords and information relating to the WMSHC.org domain name and web site.

- The domain registration is through GoDaddy which will automatically bill WMSHC as long as valid credit card is on file. At the time of the transfer we moving bank accounts so we didn't have a valid credit card. Paul provided the new credit card info and Sheldon will update the account with GoDaddy to ensure the account is renewed automatically each year.
- Contact information for domain name contacts was split between the WMSHC Board as the registrant, administrative, and billing contacts and Sheldon Finlay as the technical contact. An email address called domains@wmshc.org was created for purpose of domain name contact and was set to forward to all board members. This should ensure that multiple people receive word of pending renewals, expirations, etc.
- info@wmshc.org, which is normally sent to the convention chair should be forwarded to the board after the convention has ended. And cdinfo@wmshc.org should be switched to Jenna. Jenna will go into the control panel to make these changes.
- Sheldon opened discussion to solicit ideas from the board on how the board would like to use the web site. Some ideas discussed were the ability for the board to publish minutes and other member communication to the new web site, including emails sent to membership, obfuscation of published email address to protect from

spam, ability for members/visitors to subscribe to lists via the web site, secure file repository on server for board documents.

- The discussion briefly turned to general web site ideas and the following topics were discussed: creating a forum to build community, travel grant application via the web site, adding sample songs for listening online, audio description of sacred harp included on home page (mini-singing schools), and additional content related to sacred harp itself.
- Jenna suggested that applications for travel grant be web only either via the web site or via email due to the potential delays in processing grant requests when they are mailed.

5. Travel Grant Policy Review

John presented his revised travel grant policy which incorporated suggestions from the last meeting:

- Preference is given to local singers or singers attending local sings, however, the travel grant committee would use their own discretion taking into consideration the volume of grant requests and available grant funds.
- Item six of the travel grant policy was corrected to specify that the travel grant committee have at least 3 members with one of these members preferably being a board member.
- The board agreed that the travel grant committee should report quarterly to the board on grants awarded.

John will revise the travel grant policy based upon the board's discussion. Further discussion and approval will be moved to email. It was recommended that Peter Irvine, as well as the current travel grant committee, review the travel grant policy prior to approval by the board.

6. Northampton Harmony Reissue

Kelly House sent an email to the board regarding the reissue of the Northampton Harmony, a tune book that was original compiled by the Northampton Harmony group. The board discussed what its role would be in this project:

- The board agreed that WMSHC would be willing to fund the project; however, the project should be left in the hands of Kelly and others.
- The board would be interested to see if WMSHC could benefit financially from the sales of the reissued tune book.
- Jenna will send an email to Tim Eriksen, Kelly House, and Jeff Colby requesting that they present the board with a proposal, making it clear to them that this would be their project and WMSHC would willing to finance the project.

7. Miscellaneous Topics

- Rosie brought up the question of bylaws amendments leading up the annual election. The election procedures need addressing, but are there other issues that should be brought to the membership?

8. Preliminary Board Meeting Dates

The board made the following suggestion for a meeting date leading up to the November annual meeting:

- October 8th or 9th (6:PM at Rosie's house)
- November 5th (annual meeting)

To Do Items:

Paul Butler: Close out Bank of America account. Get suggested additions or revisions to the record retention policy from Peter and present a final version to the board. Continue working with the web design committee.

John Holbrook: Finalize the travel grant policy by email.

Sheldon Finlay: Continue to work with web design committee. Update minutes from last meeting. Update credit card info with GoDaddy. Review bylaws regarding notices for membership renewal and annual meeting.

Jenna Strizak: Email Kate and Amy about the PVADs money and suggest donor-restricted funds. Email Kelly, Tim, and Jeff about the Northampton

Harmony reissue. Continue working with Rosie on Board/Officer documents and continue working with the CD committee and changeover the CD Baby account. Send an update to the membership regarding 501(c)3 status and current board activity.

Rosie Wojcik: Get the member list to Sheldon. Work to establish a bylaws review committee and meet with the bylaw review committee to have something to present to the board at the next meeting. Start announcing nominating committee and election info. Work with Jenna on Board/Officers documents.

Other: Acknowledgement of Peter Irvine and Dan Richardson.

The meeting closed at 7:26PM

*Respectfully submitted by Sheldon Finlay (20060924*4:00)*