**Susquehanna Symphony Board Meeting**

**Monday, October 4, 2021**

**Held by Zoom**

**Present:** Amanda Mashack, Bernadette Solounias, Sheldon Bair, Wendy Bohdel, Diane Sengstacke, Mary Eilerman, Paul Koermer, Danielle Noe, Richard Johnson, Laura Donall, Amy Wilkinson, Jim Weed, Jessica Conklin

**Absent:** Anne Pape, Beth Caughey, Shannon Raum

**Meeting called to order:** by Diane at 7:33 pm

**Approval of minutes:** September 9th meeting—Wendy recommended clarification on who could vote: the minutes will be changed to reflect that the Music Director and Manager were allowed to vote as this was a special meeting and there is no prohibition to their voting in the by- laws. September 12th meeting—Wendy clarified that the Google Grant is in-kind services and that no payment will be made to them for advertising: the minutes will be changed to reflect this. Jim moved to approve the minutes with these corrections/clarification and Richard seconded it and the motion was approved by a verbal vote.

**President’s Report—Diane Sengstacke**

1. COVID policy for October 24, 2021 concert. There was a lengthy discussion about what infection control measures will be taken at this concert including the topics of masks for adult and child attendees, vaccinations for attendees, seat spacing, air flow in the performance venue (church sanctuary), an orderly departure from the sanctuary. Sheldon mentioned that there is a plexiglass area in the rear of the sanctuary where a limited number of individuals (maybe two small families) may sit and be separate from the rest of the audience. He also mentioned that a pediatrician with whom he consulted recommended that children who are 2 years old or older and attending the concert should wear masks. **Action:** The following motion was made by Bernadette, seconded by Wendy and approved by a unanimous vote:
	1. Masks will be required of all adults and children who are 2 years old or older. This will be mentioned on all the promotional materials.
	2. Vaccinations will be recommended, but not required.
	3. Attendees (individuals or family units) will seat themselves distanced from others.
	4. Sanctuary doors will be open, weather permitting, to permit maximum ventilation.
	5. Depending on the number of attendees, the audience may be asked to leave the sanctuary one row at a time starting from the back pews. If this is deemed necessary, Sheldon will make an announcement as the end of the concert

approaches.

1. Printed or screen programs for the October 24th concert. Points made during the discussion: some people have trouble reading the program on the overhead screen, some people have trouble using the program from the QR code. **Action:** Jim will work with Ernest to improve the view of the screen. Jim will donate his time and paper to print up a one-page program to be handed out. He will also work with Shannon to get the program notes available with a QR code. Sheldon will proof the drafts of both the program and the program notes before printing.
2. Donor letters, sponsors and PR for October concert.
	1. Donor letters: **Action:** Wendy will get copies of several past letters to Bernadette and Laura who will update and edit. The letter should mention that Diane is the new board president. Will also need to include donor form and return envelope Does letterhead need to be ordered?
	2. Sponsor letters: ??
	3. PR for October concert: done
3. Clarification on voting/non-voting members. Tabled
4. Committees need to be formed.
	1. By-laws to review such things as who can vote, succession planning, term limits: **Danielle**
	2. Board Development for nominating, board duties: **Wendy, Jim**
	3. Fundraising: Danielle said she can help but not lead
	4. Grant Writing: ?**Amanda**, **Mary**
	5. Concert coordination of activities: **Paul, Mary**
5. Volunteers for October 24th concert to man the front table, sell tickets, usher ????

**Vice President’s Report—Danielle Noe**

1. By-laws need refreshing and updating

**Vice President’s Report—Paul Koermer**

1. He will continue to set up at concerts, but needs help at rehearsals and someone to take over when he is unable to be present. Amy and Jim volunteered to help.
2. Meals for between concerts. Mary will send out an email to those participating in the October 24th concert asking for their menu selection from Italian Sensations with a maximum order value of $15. She will organize the requests and give the orders to Italian Sensations. Paul will pick up the orders on the day of the concert and bring to the church.

**Treasurer’s Report—Jim Weed**

1. Jim is not ready with a full report, but the only expenses for the last quarter were a music purchase of $65 and an insurance premium of $1250, both paid.
2. Jim will send out the quarterly report, ending 9/30/21 when ready.
3. Wendy asked how much of the rollover from the Tourist Grant, of approximately $2320, must be spent by now. Jim believes that we are close to having spent it this fiscal year.

**Manager’s Report—Amanda Mashack**

1. ASCAP license fee is due, $387. She will scan the bill to Jim who will pay it.
2. GoDaddy—we had our web site and emails through them, but no longer. It is important to get access to the emails in particular, in order to get names, contacts, and documents. It will cost about $280 to get access to the archived information. **Action:** Jim will contact Shannon about contacting GoDaddy to access this data.

**Publicity Report—Shannon Raum**

1. Tabled

**Music Director’s Report—Sheldon Bair**

1. See attached appendices for plans for this year
2. Sheldon suggested that a musician meeting be held in order to keep all of the musicians, not just the SSCO, engaged and ready to join the larger group when we are permitted to do so. Also, some may volunteer to work on a committee. Amy will send an email to the full orchestra and members will be offered a buy one ticket get one ticket free for the next concert.
3. Sheldon suggested that Cary and Molly Chabalowski be invited back on the board because they have returned to Harford County. It was noted that the by laws permit 8-19 board members and they would have to be approved by the orchestra members.
4. Sheldon is working on music and fees for guest performers for the December concert
5. Sheldon noted in an email that Ryan Deptol, church tech guy (sound and streaming) is available for October 24th concert. He asked that Amanda take over contacting him. Contact info: Ryan - 443-613-9533, rdmusicandsound@gmail.com

**Next Meeting:** Danielle will send out a Doodle calendar so all members can show their availability for a meeting in the last week of October or first week in November in order to prepare for the December concert.

Submitted by,

Bernadette Solounias

**October 14, 2021 Addendum:** Diane sent out an email with a notification that the next meeting will be on November 4, 2021 at 7:30 pm.