**Susquehanna Symphony Orchestra Board Meeting Minutes**

Sunday, September 12, 2021

Held by Zoom

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

**Absent:** Jessica Conklin, Anne Pape, Beth Caughey

1. **Minutes** from June 4 meeting approved (Jim moved to approve, Richard seconded) with one change—Rob instead of Bob Adkins. It was requested that absentees be included in the minutes. Minutes from the September 9th meeting will be approved at the next meeting.
2. **Treasurer’s Report:** Jim is becoming familiar with the software and will have a report at the next meeting, but he did state that the cash is “OK”.
3. **Budget:** Jim presented the 2021-2022 budget.
	1. The grant labeled HCPL is actually from the Harford County Cultural Arts Board
	2. Richard moved that the budget be approved and Wendy seconded the motion. Approved unanimously.
4. **President’s Report**--**Diane Sengstacke**
	1. Postpone discussion of concert covid plan for audience, staff, volunteers and performers until next Board meeting when more information will be known.
	2. Diane wants to form committees for the following areas: (1) By-Law changes/revisions/updating/voting – asked Danielle to head; (2) Board Duties; (3) Board Development; (4) Board nominating; (5) Fundraising; (6) Succession planning; and (7) Grant writing. Think about what committee you would like to serve on.
	3. Diane suggested that we may need to “hire” a grant writer and more discussion about amount of a stipend and how it affects the budget needs to ensue.
5. **VP Report—Danielle Noe**
	1. Danielle will review the by-laws and update them
	2. She agreed with Diane’s suggestion that it would be helpful to have some special committees to take care of different board duties.
6. **VP Report—Paul Koermer**
	1. Paul stated that he does not have a report but will continue to provide support to the orchestra by helping with stands, chairs, and other activities that require manpower.
7. **Board Development:** Wendy volunteered to review board development and Jim will help her.
8. **Manager’s Report—Amanda Mashack**
	1. Amanda is working on getting a full understanding of the grants—when reports due, when renewal applications are due, etc. Regarding grants, Wendy has learned that a Humanities grant from the NEA is available. She will send the application information to Amanda and Sheldon—the orchestra may qualify.
	2. Amanda needs help with editing the donation letters related to our non-profit status and the correct information to provide to donors for tax purposes. Wendy has a suggestion and Danielle will review to make sure it meets legal standards.
	3. Amanda needs access to the emails in the old domain in order to see old documents and documentation. There appears to be some cost ($300-ish) involved in retrieving the old email
9. **Publicity Report (Shannon):**
	1. The home page is updated
	2. The advertising company has recommended some updating, putting some ads on YouTube non-profit channels. This will cost $4500 and there are funds in the budget to support this.
	3. For the October concert she will get graphics, start running ads, and set up Purple Pass.
10. **Music Director’s Report (Sheldon):**
	1. League of Symphonies, of which the SSO is a member, has many resources to be tapped for information that might be helpful for us—board development, by-laws, etc.
	2. Rehearsals start 9/21 and the SSCO will have about the same number of musicians as last year.
	3. Steel Pandemic (Dolly Rhinehart’s steel drum band) will be performing with the SSCO for the December concert.
	4. There is still no information about what the HCPS will be doing in 2022, i.e. we do not know if and when we will be able to perform in Bel Air HS.
	5. Sheldon and Diane will plan on meeting together
	6. The board could benefit from some diversity
	7. Sheldon will contact a pediatrician regarding the pros and cons of permitting children at SSCO concerts as well as recommendations.

**New Business**

1. **Donor Letters:** There was a discussion about the need for the donor letters to go out now, before the first concert. Last year there were limited donations because the letters did not provide a donation form, a self-addressed envelope and an address to which donations should be sent. Wendy will find the most recent donor letter and it will need to be updated by Wendy, Danielle, Amanda. Shannon said that the donor list was updated last year, but may need another review for this year. Mary volunteered to identify those donors who are deceased so they can be purged from the list.
2. **COVID**
	1. Wendy has contacted Dr. D’Adamo who is willing to speak to any group of people on Zoom about maintaining a good immune system to prevent a COVID infection and any other questions within his purview regarding the pandemic. Since Wendy is inviting viewers outside of the SSO and this is not an SSO sponsored event, it was decided that she will send out an invitation and link to the SSO and invite anyone who would like to attend.
	2. At the next meeting a discussion is to be had at the next board meeting on what, if any, preventive measures will be required at concerts for the audience, staff, volunteers, children attending the concert, and performers
3. **Next Meeting:** Danielle will send out a Doodle calendar to identify what date in the next two to three weeks is available to most of the board members for the next meeting.

Submitted by,

Bernadette Solounias

**9/15/21 Addendum:** After the Doodle Calendar was sent out and potential dates for the next board meeting were selected by board members, October 4, 2021 at 7:30 pm was determined to be the date for the next board meeting.