Attendees: Ben, Shelley, Rochelle, Tom, Dave, Kathy, Mark, Bob, Shelly, Jack, Kirk, Ross (see last page for full name of Board of Directors & positions held for 2019-20 calendar year)

**Minutes for July 2020 Board** **Mtg.**  In Kirk’s absence, Dave Kirby volunteered to write July Board Mtg. minutes. The Board members proposed revisions to Dave’s submitted July Bd Mtg. Minutes were unanimously approved by the Board. Dave explained he would make the approved changes and send out the approved minutes to Board Members. Kirk & Board thanks Dave for writing minutes for Kirk.

**Treasurer Report:** Dave Kirby: July Chapter Bank Operating Account Aug 12, 2020 was $3,020. That leaves $1,986 of spendable funds after ASCAP and BMI past due fees are paid.

**Secretary:** Kirk mailed received BHS membership renewals to Ben Marder and Mark Singer.

**Membership Report**: Ben Marder called David Blaz, about his renewal dues. Dave is working part time, has enrolled in college for September, & was planning to take a leave from the chorus. He says he misses the chorus and intends to rejoin when in-person rehearsals return and after he completes his planned college courses. Ben Marder suggested three options in a letter to David to maintain his continuous BHS chapter membership including requesting directly to BHS to give him a pandemic hardship dues reduction that BHS has granted members who are currently not working at regular jobs and/or taking classes to become more employable during & after this pandemic.

Julien Canjurahas not been attending chorus rehearsalsand Ben will contact him. Tom Raffety reported thatKevin Longobart decided not to rejoin the chorus at this time because he is unusually busy responding to new singing recording opportunities requested by Jewish Temples. Kevin also will soon start high school with heavy homework. Tom suggested Ben also call Kevin.

Shelly Herman mentioned he had an extra Barbershopper-of- the-Year membership pin that he will give to Ben to avoid chapter needing to buy another one.

**Music VP:** We have received positive feedback about using the Zoom “Breakout Room”. Each section member practices singing & recording his/her part, either a) alone as an acapella solo or b)as a duet with the audible recorded learning track voice solo being played.

Tom wants to caution listening section singers to avoid adding their verbal feedback to the Section Leaders feedback after a singer’s practice performance. We want to avoid the practicing singer feeling like everyone is “piling on” their comments. We want the practice session critique to be friendly and helpful. We as a chapter are still learning together and gaining experience with our breakout room rehearsal process. So suggestions and helpful observations are always appreciated.

Tom is still trying to get Sam Papageorge to attend one of our zoom chorus rehearsals. The Music Team believes he can provide helpful pointers in the relatively new BHS chorus judging category of “Performance”.

Tom reported that the Music Committee would like to request the Board to move future Zoom Music Committee Meetings from the first Thursday to the second Thursday of the month, and move the Board Meeting from the 2nd to the 3rd Wed of the month. A Motion was made to change the Music Committee and Board Meeting dates as described, and the motion passed unanimously.

**Chorus Mgr.:** Nothing to add.

**Program VP:** Nothing.

**Marketing VP:** Ross Brown asked Board Members to give him some feedback, yea or nay, regarding schemes they have seen or heard about combining fundraising with entertainment promotions used by choruses or orchestras that might be used by our chapter. For example, selling raffle tickets for the winning ticket holder given an opportunity to pick a favorite barbershop song with the chapter Music Director for the chapter chorus to perform at a future show. A similar idea is selling raffle tickets with the ticket winner given the opportunity to guest conduct a “chapter song” at a future show. Selling raffle tickets at two concerts allows members to sell more raffle tickets to friends.

Several music committee members suggested the music must be approved by the music committee to make sure that the selected barbershop song arrangement is not too difficult to sing, nor exceptionally long to avoid excessive rehearsal time. Also choosing a song that our chorus likes to sing and is a popular song will likely improve audience interest & enjoyment of the winning event winner.

**Communications VP: Bob Karlin reports Chapter Now Using New Leased Software.** Asmall team of hard working volunteers last month transferred nearly all our important chapter data files from our old obsolete software into our newly leased software package, Chorus Genius. All our current active chapter members, are now logging in and using our new software at our chapter website. We are also deleting old chapter software files previously used at our website. This cleanup chore to remove unneeded old software files is planned to be complete as soon as possible.

Bob Mentioned Projects, Actions, and Best Practices that might help our chapter more cost-effectively utilize our new software as follows:

1. Updating both our website pages available to public, and to chapter members-only, regarding current galleries of chapter pictures and the posting of chapter news. Ben Marder, Membership VP, has volunteered to start handling these responsibilities.
2. Assign Responsibility and documenting procedures for updating and maintaining both EXISTING & NEW Chapter Reports & Data files. Suggestedaction tasks are:
	1. We need a 2-way index of software application areas and Board member supervisory responsibility. First we make a list of our current software applications (related data files, programs & reports) and list who has maintenance responsibility. Second, to complete the 2-way index, we make a list of each Board Member with a list of their software maintenance responsibilities.
	2. Board Members should now start submitting written proposals for new software applications that need new data files and programs and explain the benefits for these NEW software application tasks, with NEW or revised data files and report programs not now existing.
	3. **The chapter needs someone to manage the various lists of Contacts information, including creating needed categories of Contact Lists and informing Bob of who should be responsible for adding, deleting and maintaining the Contact lists in the agreed-upon categories.**
	4. The needed chapter indexes of Board software responsibilities also include chapter Board administrative responsibilities of who is responsible, who has access where, who is backup etc. beyond our new software to include chapter Board responsibilities for example: A) who handles the chapter SING line and pays the bill and who is the backup, B) who maintains and shares bank information with the Treasurer for our bank checking account, C) who is responsible for maintaining, who has access, and where & how are chapter assets stored and protected for preservation in case of disasters such as fires and earthquakes for: C1) printed Barbershop chorus/quartet music files, C2)our recorded 4-part learning song tracks on digital media files, C3) our corporation and tax files, C4) all of our riser sets & trailer, c5) any costume accessories? C6) chapter archives, etc.
3. Bob reviewed new software Feature highlights
	1. **Upcoming Chapter Events Calendar** of Rehearsals, Board meetings, Music Team meetings, etc. By clicking on an upcoming Chapter Event title, the software opens up a **screen page of supporting details** relating to the Upcoming Chapter Event Title. For example, a scheduled rehearsal will have detailed date & time schedules of what songs will be rehearsed when, etc.
	2. For **Scheduled Zoom Board Meeting Events,** clickingon the scheduled Board Meeting will open up pages of helpful support details such as a **posted** **meeting agenda, including advance written Board member reports, etc.**
4. Bob mentioned Best Practices for Board Business Meetings result in shorter Board Meetings and improving Board meeting Effectiveness. M*any Barbershop chapters and all the BHS training manuals recommend that all regular Board Member prepare, send or post written Board reports sufficiently in advance of the Board Meeting so that all Board Members can have read these reports before the Board Meeting,*

To support this best practice, Bob Karlin suggested that after board members write their Board meeting report and distribute copies and for sure they send it their Board report to him, and he will promptly post the report in the upcoming Board Meeting Calendar detail which then becomes available to all Board members. President Jack Press also expressed his support for writing and submitting written Board Reports in advance of Board meetings so that they can be read by Board members before Board Meetings.

The Question for the Board is do we want to require written Board reports written sufficiently in advance of Board meetings so that Board members can read these reports before Bd meetings?

**Members at Large:** Nothing

**Past President: Shelley Herman** Shelley said that BHS wants a chapter officer to vet & investigate potential new members to determine if they are on any sexual offender list. Shelley does not think that this requirement is something our members are trained and qualified to be involved with. What are your thoughts?

**Youth Training.** Jack Press reminded the Board that BHS International developed the Youth Training Course and requested that all Chapter, District and National Board members take this online training. With a show of hands, Kirk was the only Board Member who indicated that he has not yet taken the course, but he has committed to do it soon.

**Survey: mentioned in July minutes?** A BHS survey was sent out to selected Board members and was mentioned in July past Board meeting minutes. The survey apparently asked about “How chapter meetings are going? How meetings are conducted?” Has this Board Agenda Item been completed? What actions were taken? Does anyone know what were the survey results?

**Barbershopper of the Decade:** Tom is the only active member in our chapter left who has been awarded by voting to be awarded the Chapter Barber Shopper of the Decade. Tom has agreed to chair a special chapter committee composed of all the current chapter members who have received past annual Chapter Barber Shopper of the Year Awards. The winner of Barber Shopper of the Decade will be announced at the Chapter Installation Dinner planned for January 2021.

**New Business:** **How best to schedule occasional short Urgent Board Business Meetings that need to be held between regularly scheduled monthly Board Meetings.**  A short discussion was held about the possibly of holding a short breakout Zoom Board Member Business meeting as part of the Zoom Rehearsal Chorus Mtg. during a long break in the middle of the Zoom Chorus rehearsals. But other Board Members reminded everyone that Zoom chorus rehearsals are now shorter in time with no long break during the rehearsal. Thus likely the easiest scheduling alternative would be for Board Members at the rehearsal to stay on in the Zoom chorus rehearsal meeting after non-Board members exit the rehearsal Zoom meeting so that the remaining Board members can then conduct the needed short Zoom Board Meeting?

Next Zoom Music Team Meeting is Thursday Sept 10, 2020 at 7:00 pm

Next Zoom Board meeting is Wed Sept. 16, 2020 7:00 pm.

Note: no September 28 rehearsal because of Jewish Holiday

List of Board Members 2019 2020

President Ben Marder Jack Press

Past President Shelley Herman Shelley Herman

Secretary Dave Kirby Kirk Prather

Treasurer Kirk Prather Dave Kirby

VP Communications Bob Karlin Bob Karlin

VP Music Performance Tom Raffety Tom Raffety

VP Chapter Development Warren Garfield Ben Marder

VP Programming Jack Press Mark Singer

VP Marketing Ross Brown Ross Brown

Board Member at Large Mark Singer Kathy Edwards

Board Member at Large Rochelle Herman Rochelle Herman