

**New Mexico Philharmonic
Board of Directors Meeting
Minutes April 10, 2013**

Board Members Present: Maureen Baca, Anne Eisfeller, Evan Rice, Larry Lubar, Tom Bird, Clark Cagle, Kimberly Fredenburgh, Al Stotts, Nate Ukens, Richard White

Board Members Absent: David Cappel, Dodie Stevens

Others present: Marian Tanau, Ruth Bitsui

Desired outcomes for the meeting:

1. **Action Plan for Spring Fund Raising**
 - a. **Specific actions for each board member**
 - b. **Dates and follow work identified**
2. **Vote on new board member Ruth Bitsui**

Key Decisions

- Ruth Bitsui has been elected as a new board member.
- New Mexico Philharmonic to apply for a line of credit loan of \$150,000 pledging NM Phil resources as collateral.

Key Information

- Results of Musician Survey presented – strong response with clear input on majority of matters. Full results to be worked during strategic planning with results being sent to musicians.
- End of year / spring fund raising campaign presented.
- Each board member completed a personal action plan for their activities for the spring fund raiser.
- Current short term cash flow situation discussed, analyzed and next steps identified
- Consider asking car dealer for a reduced price of raffle car in June

Action Items

Who	What	Due Date
Marian, Evan & Clarke	Meet with Tom Tkach on Popejoy Donor Lounge donor collaboration.	4/15/13
Maureen	Send Excel file of assigned people for each board member to contact	4/11/13 completed
Each Board Member	Complete their fund raising action plan and begin actions immediately	Immediately
Clarke	Contact anonymous donor concerning restricted donation	4/11/13 completed
Board	Discuss Bylaws' suggestions from Bob Desiderio	5/15/13
Evan	Review revised Advisory Board membership description.	5/15/13
Maureen	Schedule strategic planning update meeting to be held at her house for approximately four hours in September	Before 9/13
Kim	Brief report to Musicians, Board members and Union on details of working with UNM to create musician internships.	2013-14 season

Next meetings –

- Teleconference Meeting April 29 at 6 PM, Maureen to send notifications and set up the call
- May 15, 2013 at 5:45 PM in the NMP Conference Room

Meeting adjourned at 8:45p.m.

Key Previous Decisions

Date	Decision
11/2/2011	Fiscal Year Ends August 31, 2012
02/29/2012	Pro bono hours should be recorded only when they are extensive and substantial
04/25/2012	Decision to hire a professional fundraiser deferred until after strategic planning completed
4/25/2012	Need a Development Committee in Place
4/25/2012	Volunteers need to be organized by a Board Member
5/9/2012	Office to be moved to Copper Square
6/13/2012	Keep PO Box for financial matters such as billing, donations and invoices
7/18/2012	Accepted the Master Agreement
7/18/2012	Approved the Fiscal Year 2012/2013
8/28/2012	Audit of Jan. 1, 2012 – Aug. 1, 2012 will be done by Ricci & Company LLC
9/12/2012	Re-election of all current Board member officers
9/12/2012	Start new car raffle in January 2013 with a reduction of maximum ticket sales.
10/1/2012	Follow recommendations from APICS representative, Tom Dorr, including use of Excel file to create a complete inventory of orchestra equipment and Library, purchase of plastic cases for music and sign-out of equipment.
10/1/2012	Reviewed and accepted for present use Draft of Roles & Responsibilities of Directors.
10/1/2012	Integrated Media Agreement approval placed on hold until further notice.
10/1/2012	The Orchestra Leadership committee will be meeting every month starting in October.
11/14/2012	In future Annual Fund Letter, Board Members will be invited to write personal notes on letters for the donors and sign letters, especially the musician directors.
12/5/2012	The Draft of the Ricci & Company audit reports were accepted as submitted
12/5/2012	Tom Bird and Al Stotts were elected to the Board
12/5/2012	Board meeting dates were set for 2013 at 1/23, 2/25, 3/20, 4/10 and 5/15
1/23/2013	Board approved the job description for the Advisory Board members which includes the short description and the full details.
2/25/2013	2013 Car Raffle has started. Drawing will be in June.
3/20/2013	Bill Wiley has been elected as a new board member
3/20/2013	Approved Bylaws pending Bob Desiderio review and approval