

**New Mexico Philharmonic
Board of Directors Meeting
Minutes May 15, 2013**

Board Members Present: Maureen Baca, Anne Eisfeller, Larry Lubar, Tom Bird, Clark Cagle, Kimberly Fredenburgh, Richard White, Ruth Bitsui

Board Members Absent: Evan Rice, Al Stotts, Dodie Stevens, Nate Ukens, Bill Wiley

Others present: Marian Tanau, Chris Rancier, Carla Lehmeier-Tatum

Desired outcomes for the meeting:

1. **Follow Up on Board Member Action Plans for Spring Fund Raising**
2. **Fill vacant VP of Development position**

Key Decisions

- Larry Lubar elected Vice President of Development.
- **Authorization for LOC – Authorization to draw on Line of Credit – approval by Executive Director or Executive Assistant plus a board member who must be Vice President of Operations or Secretary/Treasurer.**
- **The SLFCU checking account to be used to access the LOC will have the following authorized signatures: Executive Director, Executive Assistant, Office Manager, Vice President of Operations and Secretary/Treasurer with dual signatures required for checks over \$1,500.**
- **The Century Bank accounts will have the same authorized signatures and requirements.**

Key Information

- Leadership Committee report – current musician representatives reelected to the Board of Directors
- Executive Director Report –
 - First Zoo concert grossed more than last year’s. Ottmar Liebert selling very well, better than first concert. Good sponsorships (\$35,000) have helped. 8,000 at Mother’s Day concert that City hires NM Phil for. New sound crew has improved quality. Ticket pricing at \$15 seems to be selling well.
 - Board has performed well in Spring fund raising
 - Car raffle will be Saturday June 22 at 2 PM at Copper Square with wine and snacks

Action Items

Who	What	Due Date
Evan	Review revised Advisory Board membership description.	5/15/2013
Executive Committee	Develop guidelines for use of the line of credit loan to assure best/most appropriate utilization	June 1
Board	Set July meeting for development / fund raising and August BOD meeting to approve budget	June 10

Larry	Develop a proposal for a marketing committee with Development Committee during meeting June 10 at 1:30 pm	June 10
Larry / Bill	Bill will be asked to approach car dealership about price of raffle car	May 20
Maureen	Put Volunteer Report on next board agenda and develop certificate of appreciation for key volunteers. Larry will let the volunteers know	June 10
Maureen	Send approved minutes to Evan for his review prior to posting on musician website	May 17
Kim and Marian	Will contact board members to contact season subscribers who have not yet re subscribed to set up a calling plan	May 20

Next meetings – June 10 at 6PM

Meeting adjourned at 8:00 p.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
4/10/13	Ruth Bitsui has been elected as a new board member
4/10/13	New Mexico Philharmonic to apply for a line of credit loan of \$150,000 pledging NM Phil resources as collateral
4/29/13	David Cappel has resigned from as VP of Development and from the Board, remaining active in an advisory role