

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

Board Members Present: Maureen Baca, Larry Lubar, Tom Bird, Clark Cagle, Kimberly Fredenburgh, Richard White, Al Stotts, Bill Wiley

Board Members Absent: Evan Rice, Dodie Stevens, Nate Ukens, Anne Eisfeller Ruth Bitsui,

Others present: Marian Tanau, Chris Rancier

Desired outcomes for the meeting:

- 1. Improved connection between BOD and volunteers**
- 2. Clear understanding of Development Committee activity & financial position**

Key Decisions

- None at this meeting

Key Information

- Volunteer efforts for the season were reported: 50 concerts and events, 1850 hours of time, staffed many related events representing the NM Phil. About 45 active volunteers. The full presentation is available on request.
- Lexus dealer is providing the raffle car at a significantly reduced price.
- Four new musicians were chosen from recent auditions – first horn, second horn, new flute and oboe.
- Full Development Committee met today (Bill, Tom, Larry, Chris, Marian, Marti, Mary Montano). Planned giving was a key point of discussion and for future action with Bill leading effort. Fundraiser at KiMo September 7, 2013, courtesy of the mayor of will begin the season, be an important fund raiser and will include both silent and live auctions.

Action Items

Who	What	Due Date
Bill	Set up a board sponsored party for the volunteers	July 8
Larry	Provide volunteers with information from the BOD	On-going for now
Clarke	Consider how American Express card charges are to be approved / if multiple approval for “large” charges should happen in the future	July 8
Maureen	Put on BOD Agenda – “Revisit guidelines for use of LOC” in 4 months	October
Clarke	Draft a second version of guidelines for LOC	July 8
Richard	Follow up with Lexus dealership to offer musician support / playing at dealership	August 26
Kim	Organize some musicians to contact classics subscribers from list Chris has who have not yet renewed. Include a script for “callers” to use with those contacted and appropriate information – prompt callers to use information from NM Phil website.	July 8

All Board	Attend Sept 7 fund raiser, get others to attend, obtain items for both silent auction and live auction that will happen there.	Aug. 26
Larry, Marian & Clarke	Discuss in development committee names of individuals who might assist with fund raising	Aug. 26

Next meetings – July 8 at 6 PM, August 26 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
5/15/13	Larry Lubar elected Vice President of Development
5/15/13	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
5/15/13	The Century Bank accounts will have the same authorized signatures and requirements.
5/15/13	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.