**New Mexico Philharmonic**

**Board of Directors Meeting**

**Minutes July 8, 2013**

**Board Members Present**: Maureen Baca, Evan Rice, Tom Bird, Kimberly Fredenburgh, Richard White, Al Stotts, Bill Wiley, Ruth Bitsui, Anne Eisfeller

**Board Members Absent**: Larry Lubar, Dodie Stevens, Clark Cagle, Nate Ukens

**Others present**: Marian Tanau, Chris Rancier, Carle Lehmier Tatum

**Desired outcomes for the meeting:**

1. **Clear understanding financial position – deferred to next month with Clarke’s absence**
2. **Progress and next steps strategic planning agreed to and understood**

**Key Decisions**

* None at this meeting

**Key Information**

* Sept 14 at 5 to 6 PM for volunteer party at Larry Lubar’s home – a buffet dinner
* Planning is progressing well for Sept. 7 gala featuring Rachael Barton and a young gifted pianist
* Results of musician survey presented. Board endorses sending the results of the survey to all musicians.
* Bill will be the board member who will be in charge of the silent auction which will be part of the Sept 7 gala
* Board members who have not yet made and annual contribution are encouraged to do so before the August 22 deadline for the publication of program books

**Action Items**

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| **Who** | **What** | **Due Date** |
| Bill | Continue work on party now set for Sept. 14 for the volunteers | August 26 |
| 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 | August 26 |
| Maureen | Put on BOD Agenda – “Revisit guidelines for use of LOC” in 4 months | October |
| Clarke | Draft a second version of guidelines for LOC | August 26 |
| Richard | Follow up with Lexus dealership to offer musician support / playing at dealership | August 26 |
| Chris & Marian | Follow up on the following: Organize some musicians and possibly some board members 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. | Sept. 1 |
| Maureen/Marian | Marian get e-mail list for the above and send to Maureen who will divide it up and get it out to Bill, Anne, Al, Richard and Ruth with “script” to call subscribers | July 12 |
| 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** – August 26 at 6PM and Sept. 16 at 6 PM Strategic Planning: Oct. 7 5 to 8:30 at Maureen’s house

Meeting adjourned at 7:40 p.m.

***Key Previous Decisions***

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| 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. |
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