

**New Mexico Philharmonic
Board of Directors Meeting
Minutes 3/20/2013**

Board Members Present: Maureen Baca, David Cappel, Anne Eisfeller, Evan Rice, Dodie Stevens, Larry Lubar, Tom Bird

Others present: Marian Tanau, Megan Siegfried

Board Members Absent: Clark Cagle, Kimberly Fredenburgh, Al Stotts, Nate Ukens, Richard White

Desired outcomes for the meeting:

- Close Action Items as possible
- By law approval
- Vote on new board member

Key Decisions

- Bill Wiley has been elected as a new board member.
- Approved Bylaws pending Bob Desiderios review and approval.

Key Information

- A NM Phil Board Newsletter has been created and has been emailed to 2300 stakeholders and will be sent out about 3 times annually.
- Marian verified insurance coverage for NM Phil for Lexus display vehicle driver.
- Reviewed current status of the action plan of the strategic plan and made updates to anticipated completion dates. Next round of Strategic planning will occur at a separate meeting in September.
- Marian to announce 2013 – 2014 season at the upcoming Donor Appreciation dinner.
- Reviewed data from Stakeholder Satisfaction survey that had an excellent response rate. Responses to survey questions were very positive and encouraging.

Action Items

Who	What	Due Date
Larry	Communicate with musicians about selling raffle tickets.	3/20/2013
Maureen, Kim	Meet to plan next steps in gathering musician input to the “New Home” Strategic Plan Objective	3/24/2013
Evan	Review revised Advisory Board membership description.	4/10/2013
Evan	Review approved bylaws with Bob Desiderio.	4/10/2013
Evan	Advise Bill Wiley of board membership election	4/10/2013
Evan	Email board regarding reminders for donations of 100% giving and selling 5 raffle tickets	4/10/2013
Board Members	Members who have not yet, are to create a list of five contacts that might be potential donors and submit to Larry Lubar, Chair of Development Committee	4/10/2013
Marian, Evan & Clarke	Schedule meeting with Tom Tkach at Popejoy regarding Popejoy Donor Lounge donor collaboration.	4/10/2013
Maureen	Schedule strategic planning update meeting to be held at her house for approximately four hours in September	Before 9/2013
Kim	Brief report to Musicians, Board members and Union on details of working with UNM to create musician internships.	Target date 2013-2014

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Other Discussion

Next meeting – 5:45pm, April 10, 2013, in the NMP Conference Room

Meeting adjourned at 8:00p.m.

Upcoming Meetings:

- May 15

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.