

*Cappella Cantorum*  
*Board Meeting*  
*Agenda*

Monday, March 24, 2014

6:00 pm

John Winthrop Middle School

**6:00 to 6:02: Welcome (Add agenda items)**

**6:02 to 6:05: Approve Minutes from Nov. 18, 2013 meeting**

**6:05 to 6:10: Music Director's Report: Barry Asch away, see attached**

**6:10 to 6:20: Treasurer's Report: Treasurer David Nelson ; Report attached.  
Investment account  
Website development and hosting**

**6:20 to 6:35 Committee Reports: Please submit a one or two sentence report in an email by noon on Monday so we can keep the meeting short. We must adjourn at 6:45. Thanks.**

**Program: Tal Renault-**

**Posters and Tickets: Betsy Steele**

**Newsletter: Joyce Mletschnig**

**Membership: Karen Howard (82 members)**

**Sunshine: Lianne Moriarty**

**Concert Dress: Heidi Landick**

**CD's: Ginny Lewis**

**Publicity: Sandy Towle and Barry, Doris Mackay: Newspapers; online**

**Hospitality: Gail Carlisle**

**Dinner Committee: Gail Carlisle**

**Nominating Committee: Need to fill 2 Board Member positions.**

**Other issues: Assistant Musical Director position for Deb. No job descriptions or duties have been received from Barry or Deb as of today.**

**Barry's contract must be finalized by May 1, therefore I will commit to meeting with him in early April to discuss the 2015 contract. We will also need an executive Board meeting in April.**

**Next Meeting: April 14,, 6:30 pm. JWMS**

**6:45 pm.: Adjourn**

**Meeting Notes:**

**Concert Prep:**

**Betsy needed “Flower presenters”**

**Ushers**

**Flowers for soloists, Barry, and Deb to be ordered by Linda Ryder-Munet**

**Programs to be ordered and delivered (?) by Tal**

**Reception: Need someone to bring centerpiece decorations due to Louise Tiejen’s illness**

**What else does Gail need help with?**

**Do we need kitchen help at JWMS for the reception? (Esmerelda)**

**Claudia to take the left-over programs after the concert.**

**January Registration:**

**Do we need anything special for the January 6 registration night?**

**Claudia will bring the table signs, a money envelope, will send a welcome letter to Barry for printing with the rehearsal schedule.**

**Karen will bring registration forms and sign-in sheets.**

**We need 7 people to handle registration:**

**2 each for parts tables; Sop., Alto, Bass/Tenor, Pre-registrants**

**Barry will have the music there.**

**David, can you bring change in envelopes for each table?**