


MINUTES
BELLINGHAM SYMPHONY ORCHESTRA (BSO)
BOARD OF DIRECTORS MEETING
MONDAY, OCTOBER 25, 2021
5:30PM
ONLINE VIDEO CONFERENCE

<u>Present:</u>		<u>Excused:</u>	<u>Absent:</u>	<u>Guest:</u>
Ken Bronstein, <i>President</i>	Marcela Berg, <i>Director</i>	Steve Adelstein, <i>Director</i>		
Kathy Gustafson, <i>Vice President</i>	Carol Comeau, <i>Director</i>	Ryan Dudenbostel, <i>Director</i>		
Patrick Roulet, <i>Secretary</i>	Charli Daniels, <i>Director</i>			
Gena Mikkelsen, <i>Treasurer</i>	Becky Elmendorf, <i>Director</i>			
Barbara Ryan, <i>Past President</i>	Kristi Kilgore, <i>Director</i>			
Yaniv Attar, <i>Music Director</i>	Michael Neville, <i>BSPA Orchestra Representative</i>			
Gail Ridenour, <i>Executive Director</i>	Trisha Norman, <i>Director</i>			
Deborah Arthur, <i>Director</i>	Corey Welch, <i>BSPA President</i>			

TOPIC	DISCUSSION
Call to Order:	The meeting was called to order at 5:30 PM by Ken Bronstein, President.
Secretary's Report: Patrick Roulet	The draft minutes for the September 27, 2021, board meeting were reviewed. Action: Carol Comeau moved and Kathy Gustafson seconded and the board approved the September 27, 2021 minutes without corrections.
Treasurer's Report: Gena Mikkelsen	<p>See report and note the following:</p> <ul style="list-style-type: none"> • We have received the PPE loan forgiveness of \$32,900 • We recorded \$31,993 in income for the month. • We had a decent amount of expenses for a concert month. The payroll was 52% and artistic expenses for musicians and soloists were 27% for the month. The cash balance increased by \$361. • The budget to actuals is tracking well. • The marketing costs were less than budgeted with two smaller postcard mailings rather than a large brochure. • Gail and Akilah customize the budget breakdown so that the months are customized for when revenue is expected and not just simply dividing the annual budget by 12 months equally. • For this fiscal year, our development revenue has included: <ul style="list-style-type: none"> o \$28k from individual giving o Over \$53k from chair underwriters o \$11,500 from season sponsors o \$9k for concert sponsors o \$9k for guest artist sponsors o \$2500 for lectures and program notes.

	<ul style="list-style-type: none"> o \$173k in grants including \$118k from the SVOG and \$22,500 from a grant we received in July and the PPE forgiveness. o \$14,500 from BYCP memberships and engagement sponsors • The IRS form 990 is due on November 15. The finance committee has reviewed the first draft and found some mistakes. We will file an extension to allow time for the board to review another draft. Mike Towson of NorthStar Tax and Accounting is preparing the document.
Executive Director's Report: Gail Ridenour	<p>See report and note the following:</p> <ul style="list-style-type: none"> • After continued discussions with Gail and the new MBT Executive Director, the Mount Baker Theater is now allowing the BSO to reserve four concerts and not just two. • Sponsors for BSO is Bach include: <ul style="list-style-type: none"> o The Willows – make sure to thank the residents Thanks the residents and thank them o Leslie Beasley – guest artist – Alex Klein o Yaniv and Michael Baron Smith Webber ATTY Kirsten o Andy is new point of contact with charitable giving funds o Lecture sponsor – Barkley Village o Program notes are First Federal o Postcard with 2nd half of season will be mailed in November • Alex Klein masterclass on Friday 11/19 at Mount Baker Theater from 2pm-4pm. BYCP students that are vaccinated can attend. Jen Weeks is helping to advertise to the students and community. • We will be testing students with rapid COVID tests for students that will be playing for him. • September concert numbers: we had viewers at home online and through BTV and 500 combined in in the hall across the two concerts. • Our production expenses include a reduced venue rental rate of \$8k; \$4k for each concert. • Artistic expenses for concerts this fall are more since we are performing with the chamber orchestra and paying all of our musicians. We have a net loss of \$6,000. While it is not ideal, it is not as bad as it could have been and we do have cash in reserves if needed. • Auditions went very smoothly. They were on the mainstage behind a screen with a few committee members listening remotely via Zoom. The auditions went very smoothly. • Board Retreat: We are planning an in-person board retreat in July to cover board responsibilities for officers, explore strategic plan, thank outgoing board members and kickstart our time with our new board members. • What does the board see as a way to move forward with BSPA and the relationship between BSPA, the board, and players? What can we do now for immediate next steps and what are long term? The old model of BSPA is a holdover from past times when the orchestra members had to be more engaged in the running of the orchestra. What is still necessary and what is not necessary? Some policies may not be necessary now but may be needed in the future. Some rules should be there. • BSPA policies, procedures, and handbook looks as though it has been pieced together over the years. We would like to form a committee to explore the policies and procedures. The board should review policies and procedures as many are inappropriate and obsolete. The committee to review BSPA policies, procedures, and handbook will include: Gail Ridenour, Board Members: Becky Elmendorf, and Kristi Kilgore, and BSPA members: Cory Welch and Mark Tomko. We can add additional members as consultants: Steve Adelstein, Yaniv and other BSPA reps.
ADJOURNMENT:	<ul style="list-style-type: none"> • With there being no further business, the meeting was adjourned by Ken Bronstein at 6:33pm
NEXT MEETING:	Monday, November 22, 2021, 5:30pm

MINUTES APPROVAL:
Attest secretary