

**NACUSAsf MEETING, Thursday October 8th, 2009, 7:30 PM at Stanford West Community Building**

**Attending:** Monica Lynn (*President*), Joanne Carey (*Secretary*), Anne Baldwin (*Treasurer*), Sondra Clark, Jeffrey Dunn, Nancy Bloomer-Deussen, John Beeman, Robert Stine and Karl Schmidt.

**Treasurer's Report: Anne Baldwin**

Anne gave the following summary of our current finances:

Bank balance: \$3810.32  
Venue rental due for CPE concert: \$400.00  
Performer payments due for CPE concert: \$1800.00  
Deposit due for MCO Concert venue: \$150.00  
Donations this season so far: \$984.71

This balance includes \$250 that was recently transferred from a TDAmeritrade account, leaving just \$35 in the account to keep it open. She requested that donations for the extra pianist for our November CPE concert should be paid directly to Anne, not to the pianist. She said it is better for bookkeeping if she pays the pianist from our treasury.

Anne reported that last year we spent \$1500 more than we took in. She gave three possible causes of this shortfall: 1) our insurance cost more last year, 2) we didn't have a garage sale, and 3) the new venues cost more than PAAC. Also, attendance was low at our last concert in the Portola Valley Church partly because our normal audience is not familiar with this location.

Karl asked how we were set financially for our upcoming concerts. Anne said that we are fine for our November concert and the following two composer's concerts, especially since the San Jose venue is free.

We discussed whether or not we wanted to hire an extra performer for our Composer's concerts considering that we need to save our money for the orchestra concert.

***Motion: Anne made a motion not to pay for any extra performers for our Composer's Concerts this year. Monica seconded the motion, which passed unanimously.***

We discussed the \$500 donation that will be required of those whose pieces are selected for our May MCO Concert. Monica said that the \$500 was based on a program of approximately ten pieces. Nancy asked Monica if Emily Ray agreed to a two-hour concert. We discussed the length of the concert; John said we generally try to keep it within 88 minutes so it will fit on one CD. Regarding the selection of pieces for this program, Monica clarified that the selection committee will be selecting the pieces in cooperation with Emily Ray. In response to questions from the floor, Monica said that it's in the contract that we make the selection. She added that Emily does not want the job of going through all the 'possible' pieces. Jeff expects to handle it the same way he did with the Avenue winds concert, which is through email. He explained that he makes PDF's of

the scores and MP3's of the CD's that composers submit; he can then email them to the committee members allowing them to review the pieces before meeting.

Anne proposed that if we had more money than we needed after the concert, perhaps we could refund some of it to the composers. Nancy again expressed her objection to the required \$500 contribution to have one's piece played if it is selected.

Karl suggested that we add a clause to the submission form for our Composers and Friends concerts that composers are responsible for the performance of their pieces. They can play themselves, use volunteers or otherwise find performers as best they can. Jeff suggested that we poll our members to see who is willing and able to play another composer's piece.

John Beeman said he would send an email request and keep track of the responses.

### **Fundraising Committee: Monica Lynn**

Committee Chair: Since there were no volunteers for this job, Monica said she is willing to do this.

Membership Drive - Monica said membership renewals were solicited early in 2009 for all delinquent dues payments and expired memberships; membership renewal reminders for 2010 will be sent by December 2009. She said that she contacted lapsed members, many of whom are still listed on our website. She will contact Herb about updating our site.

She told us that we have earned \$390 in new membership dues since January 2009 for 15 new members: \$270 for 9 new regular memberships, \$120 for 6 new student/senior memberships (membership dues for 2009 totaled \$1090). We also earned \$150 in non-member submission fees.

We thus have earned \$540 total from the expanded score calls and submission fees.

Grant Applications - Monica told us she is currently completing the following three grant applications:

1. CreativeWork Fund Grant
2. Arts Council Silicon Valley (ACSV), Excellence in the Arts Grant
3. Farrington Historical Foundation Grant

Nancy asked if we could apply for the ACSV grant during the application process for an individual tax-exempt number. Monica said that the application with the IRS for group exemption for chapters is pending; however, donations to NACUSA-SF are tax-exempt under the NACUSA tax-exempt number in existence. Karl proposed that checks be sent to NACUSA national, with a note in the memo that it's for NACUSAsf. Anne asked if we would then file our own tax forms and Monica said that we might, but we don't know yet as it is still in process.

Donation Requests - Monica informed us that letters inviting donations to NACUSAsf are being sent to numerous San Francisco Bay Area businesses. Nancy proposed asking for donations at our concerts; she added that other groups do this. We agreed that this was a good idea. John asked if our donations are tax deductible and Karl responded that they are if the check is written to NACUSA. John asked if Monica would write up a donation request form and distribute it to our group as a PDF that everyone can print. Monica

agreed that this was a great idea. Anne then requested Monica's help in contacting the Treasurer of NACUSA National with questions. She said she currently sends out thank-you letters that use the NACUSA National ID and Monica recommended that Anne continue doing so.

IRS Group Exemption for NACUSA-SF - Monica relayed the current status of our tax exemption application: *NACUSA National's IRS group exemption application is pending and updates are being requested regularly. Each chapter will be designated with an individual tax-exempt number. This will ensure that donations to individual chapters continue to be tax deductible and that chapters can act independently in applying for funding and in purchasing liability insurance at nonprofit rates* (from the agenda).

Silent Auction reconsidered – Several attendees thought we could raise money with a silent auction this season. Nancy and Sondra agreed to donate something. While discussing which concert to use for the auction, it was pointed out that if we had the auction at the March Composers concert in the familiar Palo Alto Arts Center, we might raise revenue for the MCO concert in May.

***Motion: Monica made a motion to have a silent auction in March at our Composers and Friends Concert. Karl seconded the motion, which passed unanimously.***

Monica noted that if we are very successful, we could have another one in May at the MCO concert.

#### **Publicity Committee: Karl Schmidt (chair) and Greg A. Steinke**

Karl and Greg have compiled an email list to include local colleges and universities, individuals, and arts organizations. Some publicity opportunities require an individual email or addition to a calendar (like SFCV). This has been addressed for the upcoming CPE Concert. In addition, an email has been distributed to announce the concert season information and to distribute the flyer for the CPE Concert.

Karl said that person-to-person publicity works the best to draw an audience. He passed around a sheet with the names of people involved with the Portola Valley Community. Nancy said she would contact a senior center nearby that knows her from her past volunteering.

We would also like to have a more accurate count of our audience. Using tickets would make this easier. Anne said she has tickets in two colors, regular and senior. She will hand them out, but requests a helper to tear the tickets so we can collect and count the stubs. Jeff Dunn volunteered to help. We discussed the possibility of selling tickets online, but decided against this approach.

Returning to the proposal to try to involve the community in our upcoming concert, Karl emphasized the importance of associating with people who care about music and drawing them in. For example, we might make a deal with a nearby Portola Valley restaurant to offer a half price ticket to our concert with each dinner.

#### **Reviews of CPE and MCO Concerts**

Brian Holmes, Vice President, has agreed to work with Karl toward securing one or more reviewers to write reviews of the works performed at the upcoming CPE and MCO Concerts. Karl said he was gathering a list of reviewers to create a useful database. He

suggested offering comp tickets to potential reviewers. John said Mark Alburger might come. Monica asked if others felt we should have a guarantee of a review before offering tickets. Karl suggested that we send an offer by email to potential reviewers offering free admission for two if they come. Monica liked this idea and suggested we get a list of active reviewers to send these offers to.

***Motion: Monica made a motion that any music reviewer who attends one of our concerts will receive two comp tickets. Nancy seconded the motion, which passed unanimously.***

### **Reminder - Sound files on the NACUSA-SF website**

We tabled discussion on this since Herb, our Webmaster, was not in attendance, but we will pursue this in the near future.

### **Programming Committee/Rehearsal Coordinator**

The program for our upcoming CPE Concert has been announced by Jeff Dunn, Programming Committee Chair. The concert will be held Sat. 11-14-09, at 8:00 PM, at Valley Presbyterian Church, 945 Portola Road, Portola Valley, CA 94028. Karl will be sending the updated concert program to the NACUSA-SF member email list.

The winner of the 2009 Student Composer Competition is Stephen Spies of

Albany, California for his piece *Tearing Apart* for flute, violin, cello and piano. Jeff said of the eight submissions he received, four were very good pieces. Monica said she had sent notices out to Walden School and Crowden Music School among others and she had later learned that we had charged a \$10 submission fee to students in the past. She clarified that the competition is open to students from grades 7 through 12. When she referred to Sondra's resignation as head of the Student Composer Competition, Sondra responded that she didn't actually resign; she had simply said that she needed help and was ready to pass this on to someone else. However, because of events in her family, she is grateful not to have had the burden of managing the Student Composer Competition this year.

Rehearsal Coordinator - John Bilotta has agreed to be rehearsal coordinator. Individual composers' rehearsal times will be arranged for the CPE dress rehearsal at Valley Presbyterian Church, Tuesday 11-10-09, from 7 PM to 10 PM. John Beeman added that last time no one from the church was there, even though the door was open. Anne and Nancy offered to be at the rehearsal at 7:00 PM. Monica said she would request that someone from the church be there for our dress rehearsal this time.

A volunteer is needed to help with tickets - Anne requested assistance in handling tickets at the door for our November CPE Concert. Jeff Dunn volunteered to help. Anne said that she had assumed that the higher ticket prices that we set for the MCO concert were for all our concerts, adding that she was in favor of raising prices. Monica responded that the publicity has already gone out for this season, so we have to wait till next season to increase our admission price. Nancy asked when we could return to the Palo Alto Arts Center. Monica said that we could use the center for our March Composers and Friends Concert.

Concert details - the following people have volunteered for these essential jobs:

Valley Presbyterian Contact: Vickie Thompson,  
vickie@valleypreschurch.org, (650) 851-8282

Announcements: Monica Lynn  
Tickets and payments: Anne Baldwin  
Program layout: Hubert Ho  
Program printing: John G. Bilotta  
Recording: John Beeman  
CD Production: Jeff Dunn  
Rehearsal coordination: Jeff Dunn  
Refreshments: Nancy Bloomer Deussen

Monica relayed to us that she would contact John Bilotta and Hubert Ho to recommend that programs be prepared in advance of the concert day.

### **Offices up for election in June 2010**

The two-year terms for our current President, Vice President, Secretary, Treasurer and Programming Committee Chair will expire June 30, 2010. The election will be held in person during the NACUSAsf meeting of Thurs. 4-15-10 at 7:30 pm and online via email so that each member will have an opportunity to vote. Each candidate should prepare a brief biography to be presented to the membership.

A discussion ensued about how to handle programming committee terms.

### **Bylaws Committee**

The Bylaws Committee members are Anne Baldwin, Jeff Dunn and Monica Lynn.

A draft of the new NACUSAsf Bylaws is submitted for review and discussion, along with a set of Operating Instructions for the San Francisco Bay Area Chapter of NACUSA.

All present were in favor of postponing decisions on the aforementioned Bylaws until we have all had a chance to read and think about them. Therefore, the motion indicated in the agenda is tabled for now.

***Motion: Monica motioned that the founder of our chapter and board member emeritus, Nancy Bloomer-Deussen, should be on our Board of Directors. No second, no vote.***

Jeff objected to deciding this via a motion; he said this should be in our Bylaws. Nancy asked Monica how she came up with the proposed Bylaws. Monica said that the proposed Bylaws follow the format of NACUSA National bylaws.

***Motion: Monica proposed that the current programming committee is confirmed and each will serve two years. No second, no vote.***

Anne asked how then could we rotate the terms of different members as we have done in the past. A discussion ensued on how to structure this. Jeff noted that he is in his second year on the committee. John suggested that we could confirm this committee for one year right now. Jeff then proposed that the current committee be confirmed until June, at which time three positions will be up for election thus: two positions for two years and two positions for one year.

***Motion: Jeff proposed that all current programming committee members' terms are confirmed and will end on June 30<sup>th</sup>, 2010 at which time all four positions will be up for election: two two-year terms and two one-year terms. John Beeman seconded the motion, which passed unanimously.***

Anne remarked that it might be more difficult to get four people together than just three, our previous committee size. Jeff said that this was not a problem because they used email to pass the scores and MP3's around to all committee members. Sondra remarked that if this is the way we select scores in the future, only those with updated computers and computer savvy will be able to be on the committee.

#### Policy and Procedure Manual

Monica passed out a rough draft of a Policy and Procedure Manual in which various options for the criteria for the selection for scores are proposed. She requested that we all read this and be ready to decide on them. Regarding the duties of the board members and officers, Monica requested that each officer, board member and service provider for our chapter define their job in writing so when we pass these jobs on to others, their duties, responsibilities and methods will be clear. For example, she would like information on the role of the publicity committee from Karl and Greg and information from John Beeman about his job as contractor of performers.

#### Bylaws Timetable

Karl asked what the timetable was for approving the Bylaws. Monica suggested getting it approved in one month, through e-mail. Karl said that he felt that more face-to-face discussion was important to the integrity of our group. He said he would like the committee to invite a larger study group to meet and discuss the various issues in the proposed Bylaws.

Jeff proposed three categories of involvement with our chapter: 1) the board of directors, which includes NACUSA-SF officers and the programming committee chair, 2) members, and 3) officers. The possibility of offering an Associate Membership in our chapter was proposed in the Bylaws draft. Anne questioned this type of membership. Jeff proposed that we think about including other committee chairs on the Board of Directors. No decision was reached as to when the Bylaws draft is due or when it will be submitted to members for approval.

### **Mission Chamber Orchestra Concert, May 2010**

The following basic information about this concert was submitted in the agenda:

#### **MUSIC DIRECTOR Emily Ray**

**WEBSITE** <http://www.missionchamber.org>

**SUBMISSION DEADLINE** Scores due Mon. 11-30-09

If selected, parts must be received by Monday, 2-1-10.

\* Composers pay a performance/recording contribution of \$500 due 2-1-10 if their work is selected for the Mission Chamber Orchestra concert.

**MAILING MEETING** Thurs. 4-15-10, 7:30 pm

**DRESS REHEARSAL** Wed. 5-19-10, 7:30-10 pm

**CONCERT DATE** Sun. 5-23-10, 3 pm

**VENUE** St. Mark's Episcopal Church; 600 Colorado Avenue;  
Palo Alto, CA 94306

Monica summarized our contract agreement that the NACUSA-SF Programming Committee would select the concert program in consultation with Emily Ray and mentioned that there is also a cancellation clause in the contract with the MCO. Because we want to program as many composers as we can, those compositions with the longest

duration may have less chance of being selected. We hope to have 9 or 10 pieces and the concert should include about 70-80 minutes of music.

John Beeman suggested we have one or two slots for non-members. After the deadline, Jeff said he would send out the numbers of member and non-member scores that were submitted.

Meeting adjourned at 10:00 PM.

Respectfully submitted,  
**Joanne D. Carey**  
Secretary of NACUSAsf