

## Minutes: Fourth Annual Assembly

*Unitarian Church, October 28, 2018  
5-5:45 pm. Attendance: 45. Quorum.*



- 1) Agenda Approved: moved by Rene Perreault seconded by Nancy Gajdosik, Unanimous.
  - 2) Minutes; No minutes available, acceptance therefore Tabled.
  - 3) Opening Remarks & Chair Report (See Appendix A); Pat Reid. Moved to be accepted by Jean Skromeda second Lorraine O' Leary, Unanimous.
  - 4) Financial Report (See Appendix B); Sue Oates
    - a) **Motion 1:** That the financial report presented to the membership by Sue Oates be accepted as read. moved by Ruth Thomson second Dianne Sabourin. Unanimous.
  - 5) Old Business (None)
  - 6) New Business – Guideline Amendments
    - a) **Motion 2:** That *Item 8.1. Quorum: will be changed to read as follows:* No fewer than 7 of 12 members of the Dream Team must be present at the meeting to constitute a quorum authorized to conduct the organization's business. Moved by Rene Perreault second Bonnie Wrighton. Unanimous
    - b) **Motion 3:** That *Item 6.3 read as follows:* "Dream Team Members shall serve for a term of three years, beginning at season's end following the Annual Assembly." Moved by Ida Reichardt second Sylvia Zubert. Unanimous
    - c) **Motion 4:** That the term Artistic Director replace the term Music Director in all occurrences within the Guidelines. Moved by Bonnie Wrighton second Pat Reid. Unanimous.
  - 7) Election to the 12-member Dream Team.
    - a) Returning for 2<sup>nd</sup> year: Kathy George – Moore, Robert Campbell, Rob Twigg
    - b) Returning for 3<sup>rd</sup> year: Doreen Phimister, Ruth Thomson
    - c) Members having completed their 3<sup>rd</sup> year: Frances Woolison, Sylvia Zubert, Pat Reid, Patrick Stewart, Sue Oates, Leonard Greenwood.
    - d) Members retiring: Frances Woolison, Sylvia Zubert
    - e) Members having given prior notice of accepting a nomination for the 2018-21 Term: Pat Reid, Patrick Stewart, Sue Oates, Donna Graham, Kerry Strom, Ray Fulford, Leonard Greenwood
    - f) Nominations from the floor: (If there are greater than seven total nominations for the seven open positions, then a vote by ballot will take place and the successors identified at the following practice). Nominations None:
    - g) Motion to close nominations: moved by Rene Perreault second Lorraine O'Leary, Unanimous.
  - 8) Questions & Comments:
    - a) Clarification regarding the criteria and process for selecting concert beneficiary was requested. Discussion followed. Criteria are on the website.
    - b) Members made positive comment regarding music being prepared as it was, but requested prior clarification so they did not wastefully individually print prior to distribution.
    - c) Members asked whether having MC pursue charitable status had been considered. DT explained the rationale for not doing so; complex taxation and accounting process, requirement to alter formal status of MC.
  - 9) Sylvia Zubert moved to adjourn meeting
- Adjournment: Sylvia Zubert moved to adjourn meeting; time 5:50 pm

## Appendix A: Chair Report.

### Margaret's Choir AAM, October 28, 2018 Chair's Report

Thank you for staying for your Margaret's Choir's Fourth Annual Assembly. The Dream Team requires your member support to function under Margaret's Choir's Guidelines.

We come to this space each Sunday to "Sing for Joy, Personal, Choral and Global Harmony. I think of our founder Margaret Tobin smiling and nodding with approval and pleasure that her vision for this choir continues.

Thank you to our Artistic Director, Nathan Poole and our Pianist Charmaine Bacon for sharing their passion and joy for music and always making the learning process achievable and enjoyable.

The Dream Team (Executive) is a group of members who agreed to have their name stand for nomination and were accepted by the general membership at an AAM. DT Members have been a member of Margaret's Choir for two consecutive years or more. The purpose of the Dream Team is to assure the vision and purpose of Margaret's Choir is upheld. The DT meets monthly to discuss, plan and make decisions in the best interest of keeping Margaret's Choir running smoothly. The present team has been very active in developing and documenting policies, tasks and procedures so that the DT is able to run more efficiently. This work also paves the way for others to step into roles on the Dream Team as some present members are finished their term of service at the end of this season.

Improvements made by the Dream Team since our last AAM:

- 1) A committee was struck by interested members of the DT to prepare a criteria and an application process for prospective Concert Beneficiaries. They have drawn up an agreement to be used between Margaret's Choir and the Beneficiary. This committee followed up on four requests for a Benefit Concert. Three Beneficiaries have been accepted. The Bear Clan was our Beneficiary last spring, Villa Rosa for this December and Frontier College (Pinkham School Project) for our May, 2019 concert. It is time again to have three or four more Beneficiaries lined up for December, 2019, May 2020, December 2020 using this process.
- 2) Some members of the DT completed job descriptions for members taking on specific roles on the DT. New members to the DT will receive a binder with this and other information to help with their orientation to the DT. Documentation has also been produced for tasks done by the general membership of Margaret's Choir. Concert ticket sales, Potluck, Concert Scarves. These additional jobs are supported by the DT.
- 3) The DT decided each member should have the same quality of printed music. All members of Margaret's Choir receive their full package of music once they are registered at the beginning of a season. Music which has been purchased digitally is photocopied for your use.
- 4) The DT adopted the decision to accept early registration and post dated cheques from current members about two weeks prior to a season's end. This has cut down the registration rush at the beginning of a season and allows current members to secure their spot.

- 5) A team of Roadies made up of mostly MC members was developed by a DT member to be called to assemble concert risers etc. A DT member will head this team.
- 6) The DT develops a Stage-Managing small group of MC members with the ability to organize the membership getting on & off stage in an orderly safe manner and who organize the seating plan for members who sit throughout the concert.
- 7) Two successful Potlucks were organized & run by two DT Members in the past year and now will be organized by two MC members with the support of the DT.
- 8) The DT struck a Search Committee to accept applications and interview prospective candidates for the position of Artistic Director and successfully completed the task. Guidelines for this committee have been developed.
- 9) Approved and purchased used fourth step risers and back rails to be used in addition to the ones Jubilee Place provides with our rental. Thank you to DT member, Patrick Stewart for taking on the responsibility of finding, securing and arranging for delivery from United States.

A personal note: The DT will always need MC members to offer themselves for nomination to the Dream Team, allowing others who have finished their term to come off. This is essential to it's continued success. I have been on the Dream Team for the last fifteen years. The last five years I stayed on mainly to ease us into the transition of becoming what we are today, a decision making body of members (refer to paragraph three). I have attempted to honour and continue the spirit and vision of our founder, Margaret Tobin. Perhaps we will always have someone fill that role or maybe it will not be needed now that we have a fully functioning Dream Team.

I see myself coming off the Dream Team after the May, 2019 concert. I am willing to maintain a role of "mother hen" if it is still applicable. Serving on Margaret's Choir's Dream Team has been an absolute honour and gift in my life. Looking ahead, we are preparing for our December Concert knowing that this is also our last concert with Nathan. At the same time Vanessa is choosing the music for our Spring Season and preparing to be our incoming Artistic Director. A time of change and transition, so real to life itself. Our love of singing together for Joy, Personal, Choral and Global Harmony will forever be our link to embracing and trusting change.

Respectfully Submitted, Pat Reid

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## Appendix B: Financial Report: Sue Oates

NOTES for AGM – October 28, 2018:

I'm here to present the choir's financial statements to you. I hope you have had the opportunity to look them over – they were distributed electronically a few days ago and a paper copy has just been distributed by Robert.". I'll walk you through the reports briefly now, and if you have any questions at the end, please don't be shy.

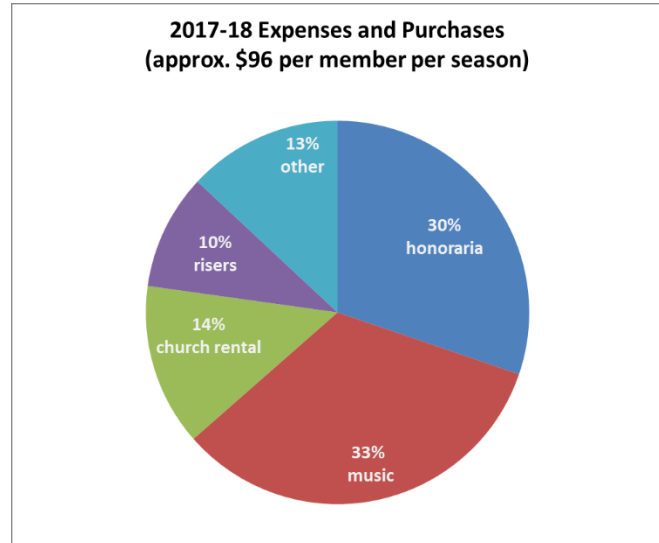
I will first remind you that our fiscal year starts on September 1 and runs through August 31 of the following year, basically mirroring the choir's singing year. The report that you have in front of you is for the fiscal year 2017-18, which ended at the end of August 2018. Comparative data for fiscal year 2016-17 are also shown.

We have prepared an Income Statement – which shows revenues earned and expenses incurred during the year. That is in the large top "box" of the financial statements page. You will note, from the information line at the bottom of that box, that we sustained a deficit at the end of the year of almost \$3000 (\$2958.72 to be exact). This should not cause you undue alarm at this point, as we have enjoyed many years in a row of surpluses which added to our bank balance; in fact, members at past Annual Assemblies have occasionally wondered why we carry such a large surplus. The events of this past year help to answer that question – not only did we successfully weather a \$3000 deficit in our operations, we also purchased additional back railings and steps for the riser system we use at Jubilee Place, to keep members safe and able to fit somewhat comfortably on stage. This reduced our bank balance by another \$3740. So our accumulated surplus was sizably reduced during the year – but without having to go back to the choir members to fund extraordinary items.

Our revenue was made up principally of membership dues. We had 214 members in the Fall season and 187 in the Spring. We charged dues of \$75 per singer in both seasons.

It had been our policy to collect 15% of the profits from each concert to cover our costs. This continued as our policy during the fall season but was reduced to 10% for the Spring concert. In tandem with the reduction of our share of the profits, your Dream Team also decided to fully charge all concert expenses to the concert proceeds (in the past, the choir absorbed some of these – the cost of guest musicians was the largest cost the choir absorbed). The Choir's share of the concert proceeds is what makes up the lion's share of the "other revenue" item.

Total revenues for the year – adding together membership dues and other revenue – amounted to \$31,683.85.



<b>Margaret's Choir</b>		
Income Statement		
<i>for the period September 1 - August 31</i>		
	<b>2017-18</b>	<b>2016-17</b>
<b>REVENUE</b>		
Membership dues (members: 214 Fall; 187 Spring)	\$ 29,297.50	\$ 29,510.00
Other revenue (concert; silver collections)	<u>2,386.35</u>	<u>2,605.23</u>
<b>Total Revenue</b>	<b>\$ 31,683.85</b>	<b>\$ 32,115.23</b>
<b>EXPENSES</b>		
Music copyright, arrangement & photocopying	\$ 12,785.99	\$ 7,499.91
Honoraria	11,600.21	9,620.00
Rental of practice space	5,250.00	4,832.50
Thank-you gifts to musicians & friends of the choir	1,530.76	497.03
Event expenses	882.87	1,592.24
Potluck & year-end social event expenses	804.99	992.80
Member support (name tags, workshops, practice CDs)	686.70	712.13
Insurance	632.88	614.52
Website expenses	211.04	-
Bank charges	177.13	310.07
Administrative & legal expenses	80.00	80.00
Advertising (banner; logo)	-	498.95
Donations made from Development Fund	-	1,000.00
Non-concert events	-	<u>300.00</u>
<b>Total Expenses</b>	<b><u>\$ 34,642.57</u></b>	<b><u>\$28,550.15</u></b>
<b>(Deficit) / Surplus for the year</b>	<b><u>\$ (2,958.72)</u></b>	<b><u>\$3,565.08</u></b>

	<b>2017-18</b>	<b>2016-17</b>
<b>ASSETS</b>		
Cash	\$17,054.25	24,069.18
4th Step, Back & Side Rails for Risers	5,630.34	1,889.13
Accounts Receivable (\$150 from UU Church)	<u>150.00</u>	<u>0.00</u>
<b>Total Assets</b>	<b><u>\$22,834.59</u></b>	<b><u>\$25,958.31</u></b>

<b>Number of Members</b>	<b>2017-18</b>	<b>2016-17</b>
Fall Season	214	208
Spring Season	187	202

NOTES for AGM – October 28, 2018:

In terms of outlays of money, one of our biggest expenses are the fees associated with the music we sing. We must purchase one copy of each piece of music for every choir member. This amounted to about \$9790 last year with another \$2995 going to the printing and photocopying of the digital copies we purchased. Total costs associated with providing us all copies of music (adding together purchases and photocopying) were \$12,786.

Other major expenses during the year included:

- o The rental of practice space in the church, and
- o honoraria
- o The other expenses you can see listed in the report. If you would like further details on any of them, please ask.

As I mentioned, when the expenses are deducted from the revenue we sustained a deficit (or loss) for the year, which was subtracted from our cash assets. You can see our assets in the middle box on the page. When we ended the year, we had just over \$17,000 dollars in the bank to draw on should we have a bad year or unforeseen expenses. We also own about \$5600 in safety rails and a 4th step for the risers we stand on in our concerts.

We have created a visual depiction of the choir's expenses and purchases in 2017-18. This is the pie chart on the front page of the agenda for this meeting. On average, \$96 per member per season was spent – most of this came from the dues paid by members, a small portion came from the "other revenue" generated by the concert, and the balance (as noted) was taken from surpluses of previous years.

There you have it – a summary of the year just ended, in a nutshell.

Are there any questions? If there are no [further] questions, I would like to move that the financial report just presented be accepted as read.

One final note, if I may: choir fees for the current season and for the January to May 2019 season have been established as being \$75 per member per season. The Dream Team will carefully monitor the finances of the choir for the current fiscal year, and it is worth noting that, should expenses continue to out-strip revenues, it may be necessary to increase membership fees effective September 2019.

Submitted October 28 2018 Sue Oates.