

New MexiChords Board of Directors Meeting Minutes
Thursday, January 25, 2024

A regular meeting of the New MexiChords Board of Directors was held on January 25, 2024 via ZOOM. Tom Cole called the meeting to order at 7:33 pm.

The following members were in attendance:

Tom Cole, President
Mary Turner, Secretary
Walt Parsons, VP of Membership
Richard Grady, VP of Music
Ruth Koury, VP of Programs
Rebecca Biffle, Member at Large

The following guests were in attendance:

Bill Biffle, Chorus Director
Celeste Cole
Fred Green

Absent:

Jerry Quintana, VP of Performance
Leo Twiggs, Member at Large

A motion by Richard Grady and seconded by Walt Parsons to accept the agenda for today's board meeting was approved.

Secretary Report:

Mary Turner reported that a quorum was present.

The minutes of the December 13, 2023 board meeting were reviewed. A motion by Ruth Koury and seconded by Richard Grady to accept the minutes were approved. Attendance for December for three rehearsals averaged 27 (71%) with 3 guest appearances.

Treasurer's Report:

A. December 2023 Treasurer's Report: Celeste Cole distributed a treasurer's report for December 2023 in advance (copy attached) and reported the following information since the last report:

December Income - \$3,488.54
December Expenditures - \$3,498.75
Checking account balance - \$4,834.31
Savings account balance - \$11,174.10
Total: \$16,008.41
Year to date income - \$23,784.70
Year to date Expenditures - \$30,639.53

Deficit - \$6,854.93

Celeste noted that she needs Mary Turner to accompany her to the bank to have her name added to the checking account and will need to provide a signed copy of this meeting's minutes to the bank.

A motion by Walt Parsons and seconded by Rebecca Biffle to accept the December 2023 treasurer's report was approved.

B. 2023 End of Year Budget Report: Celeste Cole distributed a treasurer's report for the New MexiChords 2023 End of Year Budget Report in advance (copy attached). A motion by Ruth Koury and seconded by Walt Parsons to accept the 2023 end of year budget report was approved.

C. Selling of chapter risers. The Board had previously agreed to dispose of the stage risers to allow the chapter to rent a smaller storage locker to save money. Current monthly rent of the existing locker is \$177. Tom Cole will discuss with Leo Twiggs about placing ads on social media websites advertising the sale of the risers. If risers do not sell, the chapter will donate the risers to a worthy organization. Board agreed that the ads would be placed no later than February 15, 2024.

President's Remarks:

Tom Cole announced that there are 4 quartets planning to participate in this year's Singing Valentines, pending a successful audition with Bill Biffle. Celeste Cole offered to be the New MexiChords representative at "Valentine Central" this year and is going to discuss with Pam Parsons about volunteering as well.

Tom Cole announced that there will be changes to the 2024 members of the Board.

A motion by Ruth Koury and seconded by Walt Parsons to accept the resignation of Janet Yates (e-mail attached) as Marketing VP was approved.

A motion by Richard Grady and seconded by Ruth Koury to accept the resignation of David Hernandez (e-mail attached) as Treasurer was approved.

A motion by Walt Parsons and seconded by Ruth Koury to nominate Fred Green as the Marketing VP was approved.

A motion by Rebecca Biffle and seconded by Richard Grady to nominate Celeste Cole for another term as Treasurer was approved. A motion by Rebecca Biffle and seconded by Walt Parsons for the Chapter to pay Celeste's membership dues for 2024 was approved.

Vice Presidents Reports:

A. Membership. Walt Parsons reported on efforts to recruit members. The Board had previously accepted the membership applications of Fred Green and Charlene Baker for membership in the New MexiChords. A motion by Ruth Koury and seconded by Walt Parsons to accept the application of Connor Terborg for membership in the New MexiChords was approved. Walt also mentioned that John Miracle (potential lead) is very interested in becoming a New MexiChord pending audition with Bill Biffle and approval by the Board. He also noted that he will be bringing a potential new member to rehearsal next Tuesday.

B. Marketing - Fred Green briefly discussed his plans for improving marketing for the New MexiChords. He requested members' assistance in providing information (procedures, e-mail lists, media contacts, etc.) to help in this endeavor. He mentioned that he intends to send a monthly newsletter via e-mail. He will also look into opportunities for the chorus to add more performances to the schedule and submit them to the Music Committee for approval.

C. Music - Richard Grady reported that additional copies of Tennessee Waltz had been purchased.

D. Program - Ruth Koury provided a recommendation on the location of the choral retreat, scheduled for Saturday, June 29, 2024. Her proposal is to hold the retreat locally with three prospective locations:

- Isleta Casino and Resort
- La Vida Llena
- UNM Continuing Education Building

Ruth discussed various pros and cons for each location and recommended against returning to New Mexico Tech due to price increases and the inability to obtain information from the event organizer. A motion by Mary Turner and seconded by Rebecca Biffle to host the choral retreat at Isleta Casino and Resort was approved. Ruth will reserve the facility spaces from 8:00 am - midnight on June 29th. The Music Committee will work to finalize the retreat schedule and identify a voice coach. Anticipated cost of the event is \$85 per person. Board will discuss possibility of a small subsidy per chapter member (\$10-20) at a future date.

Ruth mentioned the upcoming free virtual Rocky Mountain District Leadership Academy taking place via ZOOM on Saturday, January 27, 2024, from 8:00 am to 12:30 pm. She encouraged board members to participate, noting that the event is open to all chorus members.

Unfinished Business:

A. New MexiChords Installation Banquet Awards Update - Walt Parsons provided an update on the Installation Banquet scheduled for January 25, 2024. Forty-one people have signed up to attend the banquet. John Taylor will be the MC; Richard Grady reported that he has the plaques for presentation at the banquet; Tony Sparks

from the Rocky Mountain District will oversee the installation of Board officers. Richard Grady will coordinate with the 2022 award recipients to present the 2023 plaques.

C. Music Inventory. As discussed at the December board meeting, there was agreement to inventory existing music. Richard Grady will provide a date to conduct this inventory with assistance from other chapter members.

D. 2024 New MexiChords Budget. Celeste Cole provided an advance copy of the proposed 2024 budget for board member review (attached). A motion by Richard Grady and seconded by Rebecca Biffle to approve the 2024 budget was approved.

New Business:

A. New MexiChords Donation Policy. The board discussed adopting an amount for donations to be made in the event of the death of a chorus member or spouse. A motion by Rebecca Biffle and seconded by Walt Parsons to limit the donation amount to \$100 was approved. The Board also agreed that the Treasurer did not need Board approval in order to send a donation on behalf of the New MexiChords.

Other Business:

A. Discussion about Board members' roles and responsibilities, originally scheduled for discussion at this meeting, will instead be a topic at the February Board meeting. Mary Turner will forward position descriptions on each of the Board positions to Board members.

Next Board Meeting: The next meeting of the New MexiChords Board will take place on Thursday, February 15, 2024 at 7:30 pm via ZOOM.

Adjournment: There being no other business, the meeting was adjourned at 8:59 pm.

Mary Turner, Secretary

Date submitted

Attachments:

- (1) December 2023 Treasurer's Report
- (2) 2023 End of Year Budget Report
- (3) Resignation e-mail from Janet Yates (Marketing VP)
- (4) Resignation e-mail from David Hernandez (Treasurer)
- (5) Choral Retreat Proposal
- (6) Approved 2024 Annual Budget

2023 Year End Budget Report

		Year to Date Actuals 1/1/23- 12/31/23	Dif
Income	2023 Budget		
300 Chapter Dues	2,500.00	2,640.00	140.00
311 Spring Show Ads	5,000.00	6,946.35	1,946.35
312 Spring Show Tickets	4,500.00	4,580.00	80.00
313 Christmas Show Tickets	4,000.00		(4,000.00)
320 Performance Fees	200.00		(200.00)
330 Valentine Revenue	1,227.00	1,227.79	0.79
340 Donations from Public	500.00	4,316.82	3,816.82
350 Other Public Revenue	100.00	25.24	(74.76)
360D Mbr Revenue: Donations	200.00	913.00	713.00
360R Mbr Revenue: Retreat	1,500.00	1,396.00	(104.00)
360S Mbr Revenue: Social	600.00	1,279.00	679.00
360U Mbr Revenue: Uniforms	100.00	460.50	360.50
	20,427.00	23,784.70	3,357.70

		Year to Date Actuals 1/1/23- 12/31/23	Dif
Expenses	2023 Budget		
401 Meeting Place Expense	3,000.00	2,450.00	550.00
411 Chorus Director Expenses	1.00	1,022.99	(1,021.99)
413 Schools, Clinics, and Seminars-retreat	2,000.00	5,622.29	(3,622.29)
422 Uniform Expense		500.00	(1,700.00)
432 Office Expense - Operating Expenses		8,293.00	
434 Music Purchases and Mechanical Licenses		1,000.00	
435 Program Expense-badges,music guest binders,visitor stickers,		100.00	
436 Insurance		500.00	
437 Public Relations (non-show)IONOS, Social Media,		700.00	
438 Delegate Travel Expense		0.00	
440 Show: Misc Expense		100.00	
441-Auditorium Rental - performance		1,200.00	
442 Show: Scenery, Props, Costumes		300.00	
443 Show: Lighting & Sound		500.00	
444 Show: Prog & Tkt Printing		2,000.00	
446 Show: Talent		2,600.00	
447 Show: Publicity Expense		1,300.00	
448 Show: Perf Licenses		200.00	
450 Charitable Contributions Expense		500.00	
460 Social Activities - public not involved		3,525.00	
470 Miscellaneous Expenses		300.00	
		32,218.00	

From: Janet Yates via Board of Directors board@newmexichords.groupanizer.com
Subject: Resignation
Date: January 25, 2024 at 8:56 AM
To: maryt812@gmail.com
Cc: Board of Directors board@newmexichords.groupanizer.com



To the Board of Directors of the New Mrxichords:

I hereby resign my position of VP for
Publicity/Marketing.

Sincerely,

Janet Yates

Important: this message was sent through your group.
If you flag it as spam you will be hurting your group,
not the original sender. If it appears to be spam,
please contact your group administrator so they can
adjust the mailing list settings.

From: David Hernandez

<dnhnm@yahoo.com>

Date: Wed, Jan 17, 2024 at 9:00 PM

Subject: RE board

To: Bill Biffle <bill.biffle@gmail.com>

Dear Bill,

Tom had asked me to serve as the treasurer, because Mary needed relief. Apparently she got the help she wanted and wants to continue. So, please accept this email as my resignation as treasurer of the board.

Please forward on to Tom, as i do not have his email.

See you next week.

David

David N. Hernandez, Esq.

1331 Park Ave. SW Unit 908

Albuquerque, New Mexico 87102

Tel (505) 228-5912

To: NMC Board of Directors, Music Director
From: Ruth Koury, NMC VP Programs
Re: 2024 NMC Retreat Proposal
Date: January 25, 2024

All,

As we know, the 2023 Retreat at NM Tech, while successful, posed many challenges. The accommodations were substandard, the food was abysmal, and the work required to coordinate with Tech staff was excessively labor-intensive. The 2023 Retreat was also the most expensive line item of our Budget for the year.

After gathering a lot of feedback from both those who attended and those who felt they couldn't attend that Retreat, in addition to feedback and guidelines from this year's Budget Committee, the proposal for this year's Retreat attempts to address the concerns raised and correct the problems we encountered.

Specifically, I have tried to create options for this year's Retreat that address the following:

Cost:

- Keep the cost affordable for the Chapter and reasonable for the Members.
- Consider the cost and time of a coach traveling outside of Albuquerque.

Travel:

- Stay in town or travel out of town
 - Many of our folks find it difficult to go out of town and adjust to different accommodations. In 2023, several decided not to attempt it. Others were exhausted by the attempt.
 - If we travel out of town, how do we ensure accommodations in good working order including ADA options. We tried, and failed, with NM Tech.
 - Our members require ADA compliant facilities.

Tradition:

- Do we consider returning to NM Tech?
 - "We've always done it that way" is an oft heard refrain.
 - NM Tech informed us in August that they are raising their rates for accommodations and meals. The Coordinator said she would give us the new rates in October. After 3 reminders, by December 31st I had not received the new rates. They have also not committed to any plans for renovations to the dorms.

Participation:

- If we stay in town, how do we get people to participate for the duration of the Retreat rather than going home.

Fun:

- Social time is essential to our mission and purpose.
- Traveling out of town together promotes camaraderie.
- Retreat must provide for social opportunities for members to be together in a setting outside rehearsal. It should be fun.

The solution to balancing all these considerations seems to be:

- ✓ Find the most cost-effective option, getting the biggest bang for our buck.
- ✓ Stay in town to eliminate the problems with travel and accommodations and to keep the event open to the greatest number of members.
- ✓ The times have changed. NM Tech eliminated itself by raising rates and failing to promise improved conditions.
- ✓ Create a one-day Retreat, making it easier for members to commit the time and effort to attend.
- ✓ Include a means for encouraging social opportunities.

2024 Retreat Options

Please see the worksheet comparing the costs for these options.

All options provide for a one-day Retreat, no overnight accommodations required. Members need commit only to a one-day schedule of approximately 8 hours including breaks with optional time available for Afterglow.

Isleta Resort and Casino:

- Costs:
 - The Chapter cost would be approximately \$2,000 less than the 2023 Retreat.
 - The Member cost would be approximately \$15 greater than the 2023 Retreat with no Chapter subsidy provided.
 - We would be allowed a discount on hotel rooms if needed, for the coach, for example.
 - We would not be charged tax if our certificate is provided.
- Isleta Resort and Casino is approximately 10 miles south of downtown Albuquerque off I-25. This location is technically out of town but is easily accessible. It adds about 10 miles for our Bernalillo contingent.
- We would occupy two ballrooms for work sessions and dining space located in the resort building attached to the casino. The location allows for areas to walk around indoors and visit the casino.
- Afterglow activities could be held either in our workshop space or in the casino.
- A/V equipment is available if required.

La Vida Llena

We are in the process of creating a relationship with La Vida Llena Life Plan Retirement Community in Albuquerque wherein we would have opportunities to perform for a fee, and/or they would allow us to use their facilities rent-free in a quid pro quo arrangement.

- Costs:
 - We could have our Retreat there but the arrangement must be made through a resident of the community. Because Hal Hudson is a resident, the only cost would be the catering charge.
 - There would be no facility charge or other fees.
 - Catering could be ordered through their dining service, or we could have food delivered.
- La Vida Llena is in the far heights of Albuquerque north of Juan Tabo and Montgomery making it accessible from all directions although not equally so.
- The rooms available to us are on the grounds of the complex where we could walk outside but in relatively confined areas. We would have use of a room with an elevated stage that accommodates 100 people. We could bring in A/V equipment if necessary.
- This is a residential community and not amenable to Afterglow activities except in whichever space we use for work sessions. There are no public restaurants on-site although we might have use of a dining room if we ask for it. No alcohol allowed.

UNM Continuing Education Building

- Costs:
 - UNM charges a fee for each room required.
 - Food can be ordered from UNM Catering services but there are minimal choices. Catering services charge a per person rate that varies with choices.
 - UNM has never returned my call so it is unclear whether Catering is available in the Continuing Ed Building.
 - A/V is available for \$100/hour.
- UNM Continuing Ed is on University Blvd between Indian School and I-25.
- This UNM building has a room with an elevated stage that seats 650. They offer classrooms and their lobby/hall for breakout meetings and for dining assuming no other occupants.
- This is a classroom building located in a light commercial area with no close-by choices for Afterglow activities. No alcohol is allowed on the property.

Eliminated Options:

Following is a sampling of places I investigated. The other options are conference rooms in hotels, mostly beyond our budget.

- NM Highlands University, Las Vegas
I discovered we could affordably travel to Las Vegas by train with free shuttle service to the University, however, NMHU does not open its campus and dorms to “outside organizations.”
- Ft. Marcy Retreat Center, Santa Fe
The complex is not ADA compliant, including stairs, long and hilly pathways. It is also beyond our budget.
- The Bosque Retreat Center, Albuquerque
The former Episcopal retreat center on the west side of ABQ has been purchased and is now private.
- Manzano Mountain Retreat, Torreon
Does not have a sufficient number of accommodations and is not ADA compliant.
- Hummingbird Music Camp, Jemez Springs
Does not currently accept groups other than their own camp programs.
- State Fair of NM, Albuquerque
The costs of this are beyond our budget and there are many regulations we would have to satisfy. There is a performing arts pavilion with a stage but no food is allowed in this theater.

Approved 2024 Budget

Income	2024 Budget
300 Chapter Dues	3,000.00
311 Spring Show Ads	8,000.00
Corporate Sponsors	2,000.00
312 Spring Show Tickets	4,600.00
313 Christmas Show Tickets	3,000.00
320 Performance Fees	200.00
330 Valentine Revenue	1,300.00
340 Donations from Public	1,400.00
350 Other Public Revenue- Savings Interest	18.00
360D Mbr Revenue: Donations	400.00
360R Mbr Revenue: Retreat	4,500.00
360S Mbr Revenue: Social - Isotopes, Banquet, afterglow, etc.	3,300.00
360U Mbr Revenue: Uniforms	500.00
	32,218.00

Expenses	2024 Budget
401 Meeting Place Expense	2,600.00
411 Chorus Director Expenses	1,500.00
413 Schools, Clinics, and Seminars	4,500.00
421 Contest	0.00
422 Uniform Expense	500.00
432 Office Expense - Operating Expenses	8,293.00
434 Music Purchases and Mechanical Licenses	1,000.00
435 Program Expense-badges,music guest binders,visitor stickers,	100.00
436 Insurance	500.00
437 Public Relations (non-show)IONOS, Social Media,	700.00
438 Delegate Travel Expense	0.00
440 Show: Misc Expense	100.00
441-Auditorium Rental - performance	1,200.00
442 Show: Scenery, Props, Costumes	300.00
443 Show: Lighting & Sound	500.00
444 Show: Prog & Tkt Printing	2,000.00
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448 Show: Perf Licenses	200.00
450 Charitable Contributions Expense	500.00
460 Social Activities - public not involved	3,525.00
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	32,218.00