

Wichita Chapter
National Pastoral Musicians
Board Meeting Minutes
February 18, 2018

I. Call to Order and Introductions:

Sr. Nylas called the NPM-Wichita board meeting to order at 2:06 p.m., Sunday, February 18, at the home of David Gitchell, 610 W 25th Ave, Hutchinson, Kansas.

Present: Sr. Nylas Moser, Charlene Dreiling, Kitty Michot, Christopher Dean, Jeanne Recker and Dave Gitchell.

Not present: Dee Ann Burke, Megan McCoy, Kathy Mosley, Jim Jones and Sr. John Patrick.

Kitty offered the opening prayer.

II. Chapter Minutes:

The minutes of January 7, 2018 board meeting were presented. Previous emails pointed out that Hospitality only picked up turnovers from Sprouts, and not water as stated in the minutes. The minutes were amended to remove the words "and water" from the Hospitality entry. Charlene moved, and Jeanne seconded, to approve the minutes as amended. The motion carried by voice vote.

III. Reports:

Treasurer:

Charlene distributed copies of the financial report. She reported that we have not received an invoice from OCP for the workshop sales. Sr. Nylas suggested that we might not receive one. Charlene also stated that, as a 501(c)(3) non-profit, we are not required to collect sales tax on non-recurring sales. The 7.5% sales tax that we collected thus became profit on the sales.

While the financial report has entries for memberships and renewals, Charlene reported that she lost some of her spreadsheet entries. As a result, there is some confusion as to the final totals of memberships and renewals, and that they could be \$40 off either way.

NPM Wichita acquired approximately thirty new members through the workshop, and has twenty-one members who have not renewed, for a current total of fifty-two active members.

Music Estate Sale income from the workshop was \$173.06, which brought the total income from the two Estate Sale sessions to \$348.06.

Charlene reported that the ending spendable bank balance is over \$1,800.00, and that we showed a profit from the workshop primarily because we received \$1,500.00 in contributions towards the workshop.

Communications:

Christopher reported that the main frustration he had with the registration process was the inability to collect information from people as well as their payments at the same time. Christopher did research other hosting sites that would permit combining the two functions into one page, but found them priced beyond our reach.

Christopher also reported that he had sent a copy of the workshop feedback survey to Board members, and was pleased to note that, out of roughly fifty attendees, there were about thirty-one respondents to the survey. Charlene commented that there wasn't much negative feedback, and that feedback about Christopher Walker was very positive. The one major negative feedback area was David Dondlinger's presentation.

After discussion of how to reward Mary for her assistance in coordinating and organizing the workshop, it was decided to award her \$100 towards her church music program.

Sr. Nylas indicated that she would research the value of the donated services for copying and packet creation so that the costs can be included in estimating the cost of future events.

In discussion, the consensus of opinion was that future such workshop events should avoid being scheduled on March for Life weekend, and that we might be able to improve attendance numbers if we can avoid scheduling conflicts as much as possible.

Membership

Kitty provided copies of Kathy's minutes of the Membership Committee's February 6th meeting. Of note for the Board, we are nearly out of brochures and, with the new year, it would be an appropriate time to update the events and photos in the brochure. It was noted that no one has yet used the mail-in form on the brochure, so that form could be omitted from the updated brochure and bring the brochure to an 8.5"x11" size. Other suggested changes included removing dates from example events in the brochure to make the design more generic, and thus reduce the frequency of need to update it. Chris suggested that Bishop Carroll has a new marketing guy who might be willing to look at the brochure for us, and that he could show the brochure to him and request suggestions. One feature that the Board believes should be added is the workshop with Christopher Walker.

Forms are being finalized for the Young Liturgical Musician Initiative, and submissions are due by April 11.

David Downing has requested a cantor workshop, but no date has been set. There was significant discussion about the feasibility of a recurring cantor workshop in the Diocese, perhaps annually, perhaps even a Cantor Express from the National NPM. Other assets are the LTP videos.

Youth and Young Adult

Megan has been unresponsive to Sr. Nylas' attempts to contact her.

Hospitality

Jeanne reported that food for the workshop went well. The tarts lasted until lunch. Christopher asked if we broke even on lunch or whether we made a profit. Charlene reported that the unit price had been expected to be in the vicinity of \$7, and we collected \$10 per lunch, but the actual price was higher than expected. That, coupled with the fact that we paid for the presenters' lunches, meant that we mostly broke even.

IV. Learnings and Suggestions for Future Workshops

Date of Workshop: avoid March for Life weekend, and other conflicting major events.

Location: Augusta was well positioned.

Presenters: All but David Dondlinger were well reviewed.

Maps: All the directions and maps were clear and easy to understand. Places were well labeled. St. James (Mary) did a good job.

Photos: It would have been nice to have a group photo of all participants.

Topics: The seasonal music topic would still be good, but with perhaps multiple presenters each assigned particular seasons. Kitty's suggestion was three different presenters, each would have three pieces of music to present, and attendees would also have copies of the music.

Schedule: Longer sessions and shorter lunch were indicated by reviews. We lost time for the sessions by separating Morning Prayer from Mass. In future, it would be good to coordinate with the priest to combine Morning Prayer into the opening Mass, and for NPM to create the Mass plan.

Communications: The advertising in *Advance* and on the web site worked well, but inclusion in parish bulletins would have been a good addition.

Gift Cards and **Certificates** were good ideas.

NPM Brochures available: Also a good idea, since most of them got picked up.

Nametags: Also worked well. Nametags are printed using a mail merge on 10-per-sheet Avery forms, so it is awkward having registration occur significantly past the deadline that results in having to create individual nametags, one or two at a time.

Lunch Tickets: Probably overkill, since no arrangements were made to collect them, and very few attendees did not also sign up for lunch.

Dinner with Presenter: Was fun. For future, probably should be reserved for Board members and donors to keep the group size manageable and personal.

V. Thank You Note to Ella Good

Sr. Nylas passed around a card for signature.

VI. The Young Liturgical Musician Initiative

The resources entry on the form will be amended to allow for more general information, rather than indicate specific businesses or associations. Chris will create the certificates for the awards, and will need at least a week before the meeting to prepare them.

VII. Chapter Leadership for 2018-2020 Term

Historian/Archivist

Jeanne is willing to transition from Hospitality to a new Board position of Historian, but must first discuss with Dee whether Dee is willing to be the sole Hospitality member. The new Historian/Archivist Board position would begin with the April meeting.

Director and Treasurer

Both the Director and Treasurer offices are up for reelection this year. Bylaws specify two year terms, and a maximum of two consecutive terms per individual. Bylaws specify three members to serve as officers for the Board including the Director and Treasurer, and the Board is currently using the Secretary as the third officer. The position of Secretary was only filled last year, so it is not currently up for reelection this year. The three positions that are filled by election are Director, Treasurer and Secretary, and only NPM Wichita members who are also National NPM members are eligible to vote in the elections and to occupy those positions.

Willingness of Board Members to Continue in Roles

Sr. Nylas is feeling overwhelmed, and wishes to relinquish the position of Chapter Director, but believes she could support mentoring a Chapter Director Elect. After discussion, it was thought that Tom Wierman might entertain the position of Co-Director, and could perhaps take enough load off of Sister that she could continue in the Director position for a while longer. Sister will talk to Tom about the possibility of his being the Director Elect or Co-Director.

Charlene expressed that she is willing to stay on the Board, either as her current position of Treasurer, or some other position.

Kathy is stepping down as a Membership Committee member.

Christopher reported that he is a lot busier, now, and more than happy to relinquish his duties as Communications. He will contact Brenda Rust to see if she might be interested in serving on the Board.

Kitty is willing to stay on, and suggested Marjorie Flesher as a logical candidate for Treasurer, as she is a bookkeeper at Koch. Kitty will talk to Marjorie on Wednesday.

Dave will contact Jo Beugelsdyk and Tonia Navarro about whether they might be interested in serving on the Board.

When we contact individuals about interest in serving on the Board, we will need to list the available positions for them to consider, which are: Chapter Director, Treasurer, Communications, Membership, Hospitality, Youth and Young Adult. The Secretary position is not up for reelection this year, and a Co-Director position hasn't yet been created but might be an option. Charlene indicated that she would talk to Sadie Korte about the Youth and Young Adult position. Charlene also indicated that she would reach out to David Downing to see if their parish had people who would be willing to serve on the Board.

Information back to the Board needs to be: Whether they are willing to serve on the Board, and in which capacities.

Sr. Nylas will draft and send out an email to all NPM Wichita members requesting nominations for Board positions.

VIII. Event and Calendar Planning:

Diocesan Catholic Youth Conference

Sr. Nylas reported that we will not be present at the DCYC this year, as we're simply not getting responses from Megan.

Annual Chapter Meeting – April 22, 2018, with Cinco de Mayo Festival

Consensus of discussion was to have snacks available, and not a meal. The dancers will dance for approximately 30 minutes. Tentative schedule is 2-3 p.m. will be the annual meeting including the awards ceremony, and incoming and outgoing Board introductions. The dancers will perform at 3 p.m., followed by a social gathering from about 3:30 p.m. to 4:00 p.m. The entire event can be held in the gym, with the snacks also available in the gym.

Traditionally, the dancers receive a spicy hot chocolate and sweet roll as they leave after dancing, as a reward. Might it be possible to include this in the snacks, so all attendees could experience it?

NPM National Convention – July 9-13, 2018, Baltimore

Attending will be Chris, Sr. Nylas, Tom, Kitty, and possibly Vivianne Hoskinson. Marjorie is also a possibility.

IX. Next Board Meeting:

The next Board meetings will be held:

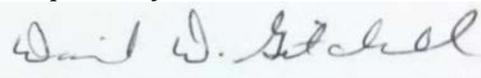
March 11, 2018, 1:30 p.m., Adorers of the Blood of Christ convent (Charlene's birthday...)

April 22, 2018 – Annual Meeting at St. Jude's

X. Adjournment:

Sr. Nylas adjourned the meeting at 4:36 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dave W. Gitchell", is displayed on a light blue rectangular background.

Dave Gitchell
Chapter Secretary