

Village Ringers
Minutes of the Administrative Board Meeting
May 21, 2019, 10:00 am
 1629 Oak Forest Drive, The Villages, Florida

Members Attending

Bonnie Fisher, Amy Cornwall-Robinson, John Higbee, Ron Drozd, Emily Spann
 Guest: Judi Higbee

Call to Order

Bonnie Fisher, President, called the meeting to order at 10:00 am, and welcomed Judi Higbee to the meeting.

Agenda

After Bonnie distributed paper copies of the meeting agenda to each of the board members, the meeting agenda was approved as read.

Approval of the Minutes

Emily Spann, Secretary, distributed printed copies of the minutes of the Jan. 8, 2019 meeting to each of the board members. After review of the minutes, Bonnie asked for approval of the minutes. Amy made a motion to approve the minutes as distributed and Ron seconded the motion. The minutes of the meeting will be filed and the minutes will be posted on the website immediately after the board meeting approval, as suggested by John Higbee at the last board meeting.

Reports

I. Treasurer's Report:

Amy Cornwall-Robinson, Treasurer, distributed a copy of the treasurer's report to all board members. She noted that the Villages Ringers organization is in the "black" with a total amount of \$1058.09.

Bonnie mentioned that a couple, who are friends with Margaret Lacy, sent a letter to Bonnie indicating that they wished to donate \$500 to the Village Ringers organization. The board members expressed their appreciation for this generous donation. Note: as of today, this donation has not been received.

Amy indicated to the Board members that the Village Ringers' status with the Federal IRS needs to be changed from a Private Foundation to a Public Charity category and that this change would cost \$400. Amy has been advised that this status will go away over a period of time, as the Village Ringers organization is non-profit and does not have to do taxes. Under the current Federal IRS status category, taxes would need to be filed. Amy has filed with the state of Florida for a Not for Public Charitable Organization status that allows the organization to accept donations. Amy reassured the board members that we owe nothing to the IRS, so the risk of not filing would be minimal. Penalty would be \$0.00.

However, after discussion, the board felt that the Federal IRS status needs to be changed to the correct designation. John Higbee made a motion that the organization pay the cost of \$400 and file the proper paperwork to become a private charitable organization. Amy seconded the motion. No discussion was needed. Motion carried unanimously.

To clarify, the Village Ringers would become a Public Charity, as opposed to the current status of Private Foundation.

II. President's Report

(1) Bonnie said that she feels privileged to be the Director of the Village Ringers! She is very happy to report to the board members that the Village Ringers rehearsal attendance has been very good during the Spring cycle. Emily Spann reported that none of the ringers had more than two (2) absences.

(2) Bonnie said she would like to have honest evaluations/feedback from the Village Ringer players to find out what is working well and what she could improve upon. Bonnie suggested that the Board Members could possibly sit down with the other players before or after a rehearsal or during a break to get feedback. Bonnie said that she could devise a written evaluation form that could either be anonymous or given to a designated board member.

However, Amy suggested that Bonnie devise a written evaluation form and she felt that the Village Ringers would be upfront and honest on their answers; therefore not requiring anonymity. The other board members agreed that Bonnie should develop and send out an evaluation form as soon as possible.

(3) Concerns expressed regarding the Spring Concert at Laurel Manor.

A. Emily mentioned to the board that one of the ushers said that several people came to the Spring concert with large bills to purchase at-the-door tickets. Additionally, several people showed up to purchase tickets at the door with credit cards. This usher allowed these people to come on into the concert, as there was no method of making change or using a credit card.

Bonnie mentioned that there is a spot on the application to The Villages Box Office to indicate the need to have someone to sell tickets at the door. Further, Bonnie explained that when arrangements are made with the Box Office, a representative should ask if you wish to have someone at the door to sell tickets. Bonnie explained that no one asked her that question; therefore she assumed that having someone take up tickets at the door was part of the "deal."

Bonnie assured the board that she now understands the Villages Box Office procedures regarding ticket sales at the door and that mistake will not happen again.

B. Lighting issues at Laurel Manor were mentioned by Bonnie. The Laurel Manor Rec. Center did not have a way to have lights focused on the Village Ringers while turning off the audience lights. The lights were either all on or all off. Bonnie explained that this proved to be an issue with use of the Laurel Manor Rec. Center. There were no lighting issues for the Christmas concert at the SeaBreeze Rec. Center.

C. Bonnie mentioned to the board members that she provided small monetary gifts to the pianist, the flutist, and the dancers who participated with us at the Spring concert. She felt that some type of payment is needed if we invite someone to participate with us in our concerts.

D. Bonnie asked the board if they felt that renewing concert ads with the Villages Box Office would be feasible again this year. After discussion, the Board agreed to have Bonnie renew concert ads with The Village Box Office for the next cycle. Bonnie mentioned that she will ask at least one other set of eyes to review the ads prior to acceptance.

(4) Auditions

Bonnie expressed appreciation to Gary Powell, Amy Cornwall-Robinson, and Emily Spann for their assistance in judging the April auditions. Bonnie told the board members that she was not part of the discussion the

judges had concerning the auditions, but came in afterward as the judges carefully deliberated the results. Emily and Amy mentioned how valuable Gary Powell's feedback was to the whole audition process and expressed their appreciation for his service as a judge.

(5) Bonnie wanted the board to know that Cary Robinson had filled in for her during her sickness. She wondered how the board members and ringers felt about this. Amy and Emily and Judi Higbee said that everything went well while Cary was directing us. Bonnie said she would like to give any of the Village Ringer members a chance to guest-conduct, if they would like to do so.

(6) Bonnie expressed her appreciation to the board members for helping her to find dancers for the Spring Concert; for working on financial annual reports; for helping to advertise; for providing feedback on her emails; and for keeping the website up-to-date. She and the other board members expressed their heartfelt sympathy to Ron on the death of his brother.

(7) Bonnie told the board members about the issues with the Elan facility and how happy we will be with the new Harbor Chase facility. The original Elan contact person left and we were not able to have a good rapport with the interim person. So, Bonnie is thankful for the new Harbor Chase facility. The Harbor Chase facility, located on Powell Road near CR466A, has allowed us to move our bells and equipment to the same floor on which we will be rehearsing.

Bonnie said that she originally answered an ad on Facebook from Harbor Chase requesting a musical group to be at their facility and was so pleased that the representatives from Harbor Chase responded positively and the Village Ringers will now have a new home base.

(8) Bonnie said that we will probably be working with The Sharon to perform during the Christmas season again this year, but did not have any definitive dates. The Sharon contact considered us one of the two most popular attractions for the Brown Bag series and the Pre-Concert. [P]
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Emily presented a Calendar of Events for Fall 2019, to all of the board members that included current proposed events. Bonnie advised the board members of the following planned events: a program for the Girl Scout Alumnae of The Villages, Laurel Manor, on November 25, 2019. Additionally, the Village Ringers will perform with the Villages Pops Orchestra for their Christmas Concert on December 3, 2019. The Village Ringers Christmas Concert will be at 1:00 pm at the Colony Cottage Rec. Center on December 7, 2019. The Spring 2020 Concert will be on April 4, 2020, with the location to be determined.

Old Business

(1) By Law changes: Bonnie told the board members that she had received feedback on all of the By Law changes. Bonnie expressed appreciation to John Higbee for his work on the By Laws. John feels that we have a good basis now and does not think the By Laws need any further revision.

John made a motion to approve the revised By Laws as presented to the board. Amy seconded the motion. No discussion. All approved in favor.

(2) Bonnie mentioned to the board that the By Laws require that 10% of the proceeds be given to a charitable organization. John wanted to know what our proceeds are from the two concerts. Amy Cornwall-Robinson said that the Village Ringers made \$2300 on the two concerts.

John recommended to the board that we wait to give the charitable donation until \$500 in proceeds would be equal to 10%.

Amy made a motion that the Village Ringers donate 10% of the proceeds to a charity of our choice when \$500 will be 10% of our proceeds. John seconded the motion. No discussion was needed. All approved.

(4) Vision and Mission statement: Village Ringer member, Donna Kagan had offered to work with John Higbee to pursue a revision of the vision and mission statement, if necessary. John asked if any of the board members felt that the current Vision and Mission statement did not meet the essential elements. The board members listened carefully while Bonnie read the current Vision and Mission statement. The members expressed their opinion that this statement seemed to fit our needs at this time. Therefore, John said that he would not recommend making any changes to the Vision and Mission statement.

(5) Bell Insurance: Bonnie had previously asked John Higbee to obtain quotes on insurance (to include the bells, foams, tables, etc.). John obtained two quotes (BRP Ryan Insurance and LLC) based on a replacement value of \$30,000. John explained that the premium quotation would be \$325.61 annually, with a deductible of \$7000.00 for a total loss. General liability is \$575.00 per year. Bonnie thanked John for working so hard to obtain quotes and explained to the board that the reason she originally asked for the insurance quotes was due to concerns expressed over transporting the bells. John told the board that the handbells may be covered by our auto or homeowner insurance if we transport the bells in our vehicles or store the bells in our own homes. In addition, John believes that the Harbor Chase facility would have insurance to cover the bells stored in their location.

John further explained that a Board of Director liability insurance quote would be approximately \$930 and would be necessary to cover a suit to our organization. John said that all significant organizations have this type of insurance. However, after discussion, John recommended waiting on the purchase of insurance until more funds are generated. John suggested tabling the purchase of Board of Director liability until further notice or the board wishes to bring this up again.

New Business

(1) Marcia Barber came to the board meeting and personally presented a check for \$300 to the Village Ringers for the purchase of new mallets. The board expressed their appreciation for this thoughtful and very needed donation.

Bonnie told the board members that Marcia will be playing a solo handbell piece using a bell tree for the Fall 2019 concert. Bonnie further explained to the board that Marcia is having to memorize the entire piece. The board members expressed their appreciation to Marcia for her dedication and willingness to play the solo piece.

(2) Board of Directors Nominations:

Bonnie asked for any additional nominations from the floor for board members officers. No one nominated anyone from the floor. Bonnie clarified that the Village Ringers By Laws state that five (5) is the minimum number of administrative board of director positions.

John made a motion that the current slate of nominations for the Village Ringers Board of Directors currently designated be approved. Amy seconded the motion. No discussion was called for, and all approved the motion.

(3) Dues:

John made a motion that the Board of Directors set the Village Ringers dues as \$35 per cycle; (January and September cycles), to include Administrative Board members. Emily seconded the motion. All approved the motion.

(4) Wish List:

Bonnie explained to the board members that she has received several estimates for a four octave handbell refurbishment. She reminded the board members that the fifth octave of handbells would not need refurbishment, because this octave was recently purchased. The first estimate of \$1100.00 would be for a standard refurbishment; and the second estimate of \$1300.00 would be for a Service Plus refurbishment. Additionally, shipping fees would be required to ship the bells to Pennsylvania and back to The Villages.

Amy asked how the bells would be shipped. Judi Higbee mentioned to the board that perhaps shipping costs could be avoided by driving the bells up to Pennsylvania. Bonnie further mentioned that a Jeffers Handbell refurbishment quote indicated that the work could be done in South Carolina. The board discussed this possibility and Judi and John explained to the board that driving the handbells to South Carolina is something that they could do via a trip already planned through South Carolina. The board felt that this would be a very good thing to do, if shipping charges could be avoided and the Higbee's would be willing to drive the bells to South Carolina. Bonnie said she would work to see if this all could happen.

Bonnie further explained to the board that Judi would like to have the Village Ringers' set of foam pieces covered and that she and John would purchase the fabric to include zippers. Judi said that she would like suggestions of someone to make the covers. She knew someone who quilts and might make the covers. Bonnie suggested Aurora in Wildwood for upholstery. The board expressed their appreciation to the Higbee's for their willingness to have the foam pieces covered.

Judi asked that the board keep the dress rehearsal concert at Harbor Chase the same time as our rehearsal date and time, because so many people are involved in other activities. The board agreed to keep the Harbor Chase dress rehearsal concert date and time the same.

Adjournment/Date of Next Meeting

The next Village Ringers Board Meeting was set to Monday, Dec. 9, 2019, 10:00 am, at Bonnie's house. Bonnie adjourned the meeting at 11:50 am.