

Minutes of Octavo Singers Board Meeting held on March 2, 2022

called to order at 4:36 pm

This meeting was held at the home of Wendy Luft and over zoom.

Attendees present at Wendy's house: Wendy Luft, Diane Deacon, Judy Israel, Meg Eckhardt

Present via zoom: Katie Rose, Dave Roberts, Nina Kryzak, Chris Yost

- I. Minutes for February 16, 2022, meeting were adopted by unanimous vote.
- II. Treasurers Report – Wendy mentioned that she had produced 1099's for Curtis and Trevor. Money has come in for the Hoffman Car wash fundraiser. That money appears to come in on a monthly basis. Diane mentioned that we will need a \$25 donation check for each rehearsal held at FRC. The motion to accept the Treasurer's report passed unanimously.
- III. Planning for restart –
 - a. Logistics – Diane says we will enter FRC for rehearsals by the door near the church office. The church doors will be open for us at 5 pm on March 14. We are permitted to use the white plastic tables and set them up in the hallway for registration, proof of vaccine etc. The Board members reviewed the draft registration and waiver forms that had been provided by Diane. A minor typo was corrected on the waiver form. The word "ant" corrected to "any"
 - b. Diane's motion – to accept the form as corrected "COVID19 Precaution Acknowledgement and Agreement and Liability Waiver" passed unanimously.
 - c. Start Up Document – The group reviewed and discussed, in depth, Diane's draft start up document. Several edits/corrections were suggested. Diane will incorporate the changes into the document and send to the membership.
 - d. Wendy will attempt to purchase a few at home covid tests to have available for members who may not be able to get them. This will not be advertised.

Next meeting scheduled for April 6, 2022, 4:30 pm. Meeting adjourned 6:15 pm

Octavo Singers February 28, 2022
Actual Revenue/Expenses July 1, 2021- February 28, 2022

Bank Balances June 30, 2021							\$ 33,698.08
					Activity Through 2/15/2022	Activity 2/16/22- 2/28/22	Total
Add: Revenue							
	Donations			\$ 6,000.00	\$ 60.00	\$ 6,060.00	
	Interest			\$ 18.90	\$ 2.74	\$ 21.64	
	Amazon Smile			\$ 68.41		\$ 68.41	
	Network for Good			\$ 20.00		\$ 20.00	
	Chan Zuckerberg Initiative			\$ 971.00		\$ 971.00	
	Hoffman Car Wash			\$ 34.50	\$ 73.50	\$ 108.00	
	Total			\$ 7,112.81	\$ 136.24	\$ 7,249.05	
Less: Expenditures							
	Curtis Funk		<i>retainer</i>	\$ 1,500.00		\$ 1,500.00	
	Trevor Kahlbaugh		<i>retainer</i>	\$ 750.00		\$ 750.00	
	Fat Cow		<i>website</i>	\$ 134.21		\$ 134.21	
	Paypal/credit card fees			\$ 79.41	\$ 1.53	\$ 80.94	
	The Hartford		<i>insurance</i>	\$ 1,015.00		\$ 1,015.00	
	Eastern NY AGO		<i>advertising</i>	\$ 40.00		\$ 40.00	
	Mail 'N More		<i>printing</i>	\$ 74.15		\$ 74.15	
	USPS		<i>stamps</i>	\$ 232.00		\$ 232.00	
	NYS Department of Law		<i>NYS filing fee</i>	\$ 25.00		\$ 25.00	
	Schenectady Historical Society		<i>Festival of Trees</i>	\$ 25.00		\$ 25.00	
	Zoom & Tech Soup		<i>Zoom Subscription</i>	\$ 131.95		\$ 131.95	
			<i>e-file 1099 tax</i>		\$ 8.54	\$ 8.54	
	Total			\$ 4,006.72	\$ 10.07	\$ 4,016.79	\$ 3,232.26
Bank Balances February 28, 2022							\$ 36,930.34
	Checking			\$ 36,039.18			
	Saving			\$ 846.16			
	Receivable			\$ 45.00			\$ 36,930.34
Note Not included in the Income above is the \$500 grant from Schenectady County received Spring 2020							