

**Norwalk Gamer Symphony Orchestra**  
**Minutes for the General Meeting of Tuesday, March 12th, 2019**

*Meeting called to order at 8:05 P.M. by Bryan.*

Officer Reports

- 1.) Treasurer Report, by Stephen
  - a.) Looked into business accounts with brand name banks.
  - b.) Many business accounts need a high minimum to avoid a monthly maintenance fee.
    - i.) Wells Fargo needs \$500, TD/Bank of America need \$2,000.
  - c.) We could use an online bank account with no teller access, but ATM access and electronic check depositing. We would still get checks and a debit card.
- 2.) Vice President Report, by Rachael
  - a.) Paperwork for non-profit still pending approval from the federal government.

Old Business

None!

New Business

- 1.) Upcoming performances - *Mike introduces motion, Rachael seconds.*
  - a.) No word back on Multiverse Expo. Awaiting town approval by Bethel Commerce Chamber. Ben would coordinate with them regarding stage prep.
  - b.) No word back from Wall Street Theater.
  - c.) We should double check with music committee for estimate on concert readiness date before scheduling more opportunities.*Mike motions to close the floor, Rachael seconds.*
- 2.) Recruiting - *Sam introduces motion, Rachael seconds.*
  - a.) Another recruiting push to coincide with our upcoming concert might be fortuitous.
  - b.) We should keep in mind local schools, and keep open to various groups, like orchestras, bands, and choirs.*Sam moves to close the floor, Rachael seconds.*
- 3.) Code of Conduct - *Rachael introduces motion, Mike seconds.*
  - a.) The bylaws stipulate that we have a Code of Conduct that defines membership in orchestra.
  - b.) Ideas:
    - i.) Come prepared for rehearsal.
    - ii.) Be quiet during rehearsals (until it's time to play!)
    - iii.) Watch language!
    - iv.) Be respectful of rehearsal time.
  - c.) Rachael volunteers to draft it.
  - d.) Conveniently, the bylaws can be changed anytime without us needing to file paperwork, so we can alter anything that we draft that we may later regret.*Rachael motions to close the floor, Mike seconds.*
- 4.) Finance - *Rachael introduces motion, Mike seconds.*
  - a.) We need one bank account.

b.) Having a physical bank, rather than online-only, is advantageous when one actually needs extraordinary services, which may be beneficial for us as an organization.

c.) Some members would be very willing to donate to help us get account off the ground (above minimum required to avoid fees).

d.) We need to make sure we research institutions thoroughly before selecting one for our business.

e.) We should check out Ally Bank as an online option.

f.) Stephen will investigate and post options soon.

g.) We need to file taxes this year, but we can file after April 1st. Our fiscal year is July 1st to June 30th. Corporations have 4 months from the end of their fiscal year to file.

h.) Since we got corporation paperwork, we need to record expenses for web site, advertising, rehearsal spaces, etc.

i.) We can also record out-of-pocket payments and donations as income.

j.) Budget: if people want to send donations, we can set up checks and such with Stephen and Bryan. Anyone who has spent money on orchestra stuff should send copies of receipts to [play@NorwalkGSO.org](mailto:play@NorwalkGSO.org) and to Stephen. Receipts from the past will help us form a budget for the future. We can store receipts in a Google account, or on our DropBox, or elsewhere.

k.) Possible online venues for allowing donations include Zell, Venmo, PayPal, [classy.org](http://classy.org), and others. We should investigate these for which are legal to use and easiest for managing donations.

l.) East Norwalk library is hiking up prices for its Hall rental.

*Rachael moves to close the floor, Ben seconds.*

#### 5.) Committees - *Rachael introduces motion, Mike seconds.*

a.) Finance Committee consists of Treasurer and 2 Board Members - Stephen, Bryan, and Mike.

b.) Program Committee consists of Lexi, Nick, and Bryan.

c.) Personnel Committee consists of Sam and Bryan.

d.) Social Media and Community Engagement Committee consists of Rachael and Bryan now, but we want to reach out to ask whether Mary would be interested in assisting with that.

e.) Library Committee consists of Rachael and Bryan.

f.) Stage Committee consists of Ben and Bryan.

g.) Official e-mail addresses would be handy for some of these positions and committees. However, they cost \$5 or \$6 per month.

*Rachael moves to close the floor, Sam seconds.*

*Mike moves to adjourn the meeting, Rachael seconds.*

#### Announcements

1.) General meeting next week, Tuesday, March 19th.

2.) Rehearsals coming soon:

a.) Wednesday, March 27th, at the East Norwalk Library

b.) Saturday, April 6th, at the Norwalk Main Library

3.) Next board meeting in two months, Tuesday, May 14th.