



# Meeting of the Board of Directors

7/13/2020

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**Board members in attendance:** Melissa Terrell, Jonathan Alvares, George Matthews, Patrice Mustaafaa, Matthew Toland, Adam Lang, Andrew Paul, Lily Sikes, Emily Dodd, Eric Rosecrants, Ross Guthrie, Tony Marino

**Board members absent:** Aimee Faller, Rick Villanueva, Brandon Strawn, Maya Mañoso, Mitch Young

**Members in attendance:** Walter Van Gieson, Kyle Rhoades, Scott Malinkowski, Steven Kandow

## Minutes - Key Takeaways

*COVID-19: Policies and protocols will be finalized regarding rehearsals for small ensembles, and a waiver will be run by the legal team. Melissa will announce the policy once it's ready.*

*DEI Workshop: Some members of the board were not impressed with the DEI Workshop put together by Praxis, so the contract terms will be reviewed and alternative organizations will be considered for the members' workshop.*

*BIPOC Composer Consortium: A member, Walter Van Gieson, proposed putting together a consortium of Black and Indigenous composers, as well as an outreach project. Emily and Lily will work with Walter and the Artistic Directors on the project.*

*Pops Ensemble: Repertoire has been ordered, and a formal RFP has been sent to the President of Vandercook regarding our use of the space. Rehearsals are likely to happen on Thursday evenings.*

*Social Justice: The Board is considering and working on a social justice letter to be sent to local government officials. Once finalized, the letter will also be offered to members to send on their own, if they wish to do so. The Board will continue to strive to incorporate social justice into all aspects of the organization for sustained, systemic change.*

- 1) Call to order, 7:01 PM
  - 2) Approval of last month's minutes
    - **Motion to approve the June 2020 Meeting Minutes: Patrice. Seconded: Tony. All others aye.**
    - **Unanimously approved.**
  - 3) Comments from members in attendance (5 minutes each maximum)
    - Walter: I have been thinking about how we might be able to help with diversity in the repertoire. Ruminating with friends about how to do that. I was wondering if the board would be interested in commissioning a piece from a Black or Indigenous composer -
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something we might be able to play in the next year, and see if we could do outreach at the same time, possibly a webinar if we still aren't able to meet in person. It's definitely a project I'd be interested in participating in.

- Melissa: The short answer is, yes! That's something the board was already talking about, then COVID hit and everything ceased. If you have any recommendations or suggestions, I'm all for it. Are there any board members that want to head up the committee? (*Lily and Emily volunteer*)
- Melissa, cont.: Lily and Emily, if you two can coordinate with each other, Walter, and the Artistic Directors, and draft a list of composers to present at the next meeting, that would be amazing.
  - Matthew: This kind of thing is fundable through the Arts Council, so maybe we can work with the Fundraising Development Group to fund this so that we don't have to pay entirely out of pocket.
  - Melissa: I agree this is the type of project to find funding for! Thank you for coming in, Walter.
- **ACTION ITEM: Emily and Lily will coordinate with Walter and the artistic directors regarding the BIPOC Composer Consortium/Outreach.**

#### 4) Officer action items

a) Chair – Melissa Terrell - *No Report*

b) Vice-Chair – Jonathan Alvares - *Report Attached*

- Jonathan: Two updates- I've been connecting with Patrick Benson at Vandercook, and I've submitted a more formal RFP to the President, which is currently being reviewed. Hopefully we should hear some answers in the coming weeks. Any questions on that?
  - Adam: What comes after the RFP?
    - Jonathan: They're going to give us a pricing proposal. We have to make sure that's in line with what we're looking at, and then we can begin talking about dates.
  - Melissa: After discussion with Steven and Eric, and talking about the potential of when, I think we landed on Thursday evenings for Pops Ensemble rehearsal. People have been asking for a Symphonic-like rehearsal on a weeknight, and it seemed like the perfect opportunity to do that. Other weeknights are full, so Thursday seemed to be the best night that we could find.
  - Jonathan: Another thing I have is that my work will be accelerating going into November, so I'll be a little late to respond to email or texts. If you have something urgent, I can respond.

c) Treasurer – George Matthews - *Report Attached*

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- George: In addition to the report, currently fighting accountants regarding how much we should be paying on the tax return for last year. Hopefully in the next month or so we will be getting the venue deposit back from the Gala which was around this time last year. Just ordered a bunch of music for Pops Ensemble which will be reflected in next month's report.
  - Melissa: Was there more info on Xero or will we discuss later?
    - George: Yes, and next month please. I just need another month.
  - d) Secretary – Aimee Faller - *No Report*
  - e) Member Resources – Patrice Mustaaftaa - *No Report*
    - Patrice: Hello! I don't have a report per se, but Brandon and I are still meeting and discussing the transition. When he gets back, he's going to attend our Member Resources meeting to work with me, Emily, and Maya. For our team, we are still brainstorming to come up with ideas for member engagement. We haven't solidified anything, which is why I don't have a report.
      - Melissa: One thing Brandon did is report on numbers regarding membership, so I'd love to see that as well.
        - Patrice: Yes, last we looked we are at 253.
          - Melissa: Yeah, I don't anticipate that changing much since we have nothing going on right now. I'd just like the info as a point of record.
        - George: How does that compare to this time last year?
        - Patrice: I'm not sure about the exact number, but Brandon did say it was less than last year.
  - f) Development – Rick Villanueva - *No Report*
    - Melissa: Rick is stuck at work, but I can tell you with Alphawood that our application is with their board right now. It can take awhile to hear back.
  - g) PR – Matthew Toland - *Report Attached*
    - Matthew: We are working towards putting out our first press release soon. We are cleaning up our contact list and we are finding things to release to the press. Maybe the video when we can put that out, or about the virtual performances we've been doing, just to get some attention online from news outlets, etc. If you have ideas, let us know.
  - h) Marketing – Adam Lang - *Report Attached*
    - Adam: Kudos to Emily for help finding social justice things to post and also helping wordsmith them, so thank you! Folks have also been filling in that spreadsheet regarding licensing stuff. I will finalize those items soon. Those licenses last for one year, so I'll be paying for one year's worth with the assumption that no one will be going back and digging through our archives for things to play. Just an FYI in case there's ever a question about that.
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- i) Operations – Brandon Strawn - *No Report*
  - 5) Ensemble action items
    - a) Symphonic Band – Kyle Rhoades - *No Report*
      - Kyle: Not much to discuss, but this report I linked in the chat was released today (<https://nfhs.org/media/4029952/preliminary-testing-report-7-13-20.pdf>). It's preliminary data re: spraying of aerosols via vocalists or instrumentalists. We're not all heading indoors soon and there's nothing particularly profound in there, but at least it's concrete data and a step in the right direction. That's about all I've got.
        - Melissa: I've been reaching out to Depaul. They're following the current city/state guidelines which is 25% capacity or up to 50 people. For that space, it's about 35 people or so. They do have our dates penciled in, so if something miraculous happens, we'll be able to jump in, but that's unlikely. So that's where we are.
    - b) Pops Ensemble - Steven Kandow - *No Report*
      - Steven: As George mentioned earlier, we ordered the repertoire list for the next season for the best case scenario that we'll be able to perform in February and June of next year. Really exciting repertoire. I had three individuals on the advisory committee who were very helpful in getting things going. Thank you to Melissa and George. I'm really excited for what could potentially be a great inaugural season, and obviously we're having conversations about what this might look like moving forward.
    - c) Jazz Ensembles – Scott Malinowski - *No Report*
      - Scott: We got that request from Beverly Arts Center, so we'll put together a proposal to have the Jazz Orchestra perform a Pride 2021 event for the Performing Arts Center. We're starting socially distanced Jazz Orchestra rehearsals the second week of September as long as Illinois doesn't start to look like Florida.
      - Melissa: We got contacted as well by the Thompson Street Opera Company, and they are doing a speaking-out presentation/performance with other orgs every year in February. This year's will be re: LGBT+ issues, and they have asked us to participate. They'll probably start with one of the Jazz programs, so Brandon will be reaching out to you, Scott. It's really exciting that more organizations know who we are and are reaching out to us for performing.
    - d) Marching Band – Stephen Carey - *No Report*
    - e) Chamber Ensembles – Brandon Strawn - *No Report*
  - 6) Old business
    - a) LGBA 2022 - Melissa/Jonathan
      - Melissa: Did everyone get a chance to watch the video I sent out?
        - Patrice: I couldn't get it to work, so I was unable.
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- Melissa: That's good to know! So I want to make sure. Let's coordinate offline to see why that was. The reason I sent it out now is to get a final thumbs-up to make sure we haven't missed anything. If there's any red flags, let us know. Otherwise, we consider this video ready-to-go.
  - Melissa (cont.): I created a website ([LGBA2020.org](http://LGBA2020.org)). I'm not a web designer, so if you have some time in the next week or two to help, it would be appreciated. Right now, it's basic. The bid happens on Sunday, July 26<sup>th</sup>. I'm pretty excited to get this done and official so we can start working on the actual conference. Everything we do will have a COVID contingency, so that we are not spending money we cannot recoup in case of COVID, so we'll be very careful about that. I've reached out to our host hotel, and they have us penciled in for all the rooms. Everything is ongoing, but the big push is this last couple weeks until the actual bid, which is in thirteen days.
  - George: In the video, a biohazard symbol pops up when Brandon is discussing COVID, and that symbol has sometimes been used in reference to folks who have HIV, which might be problematic. I might be overthinking it, but just wanted to make sure.
    - Jonathan/Melissa: Good point. We'll definitely chat and look into that.
    - Melissa: If anyone else sees any red flags, let us know ASAP. It takes time to change things and process it.
- b) Website Redesign - Melissa
- Melissa: It's still ongoing. Emily, have you been working on that?
    - Emily: I looked at it a little bit this weekend, and I plan to look at it more this week.
  - Melissa: Did Rae reach out with any needs or requests?
    - Emily: Yes, they did reach out a few weeks ago about a few tasks that they need help with.
  - Melissa: If we could get this project wrapped up, especially while we have down time, that would be amazing.
- c) Season Discussion - Melissa (*Moved to after social change letter discussion*)
- Melissa: We recently discussed the idea of changing the theme, and I think we decided no, so that's it on that.
  - Melissa (cont.): We are having a discussion of how we would start up small rehearsals. We came up with a list of how we can have rehearsals. I'd like to discuss that again. I really want to be able to allow people to start rehearsing, but I also don't want to be starting/stopping since there may be an uptick in cases.
  - Kyle: Does our umbrella policy/liability coverage cover sickness due to COVID-19 transmissions that can be traced to one of our rehearsals? That's the number one thing
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our schools are saying. Whatever waiver we hand out at rehearsals needs to pass through our attorneys and all that.

- Melissa: No, and we discussed this with our insurance company. We are not held liable for that, but one of the conditions of coming back to rehearsal would be the acknowledgement that if you get sick at rehearsal, you can't come back and sue us. We'd have to put that in a disclaimer on our website and to our membership. We start our new fiscal year on 9/1, so the new membership form will need to have that disclaimer on it so that every member can acknowledge it.
  
  - Eric: CPS will be releasing their guidelines soon, and that could be something worth looking at. The word on the street is that it will be a hybrid of in person and distance learning. For in-person learning, there must be social distancing and masks and that is non-negotiable. One thing that would be concerning for me is rehearsing inside and not being able to wear a mask. Transmission is much faster inside, and why increases are happening in places. Outside has a much lower risk, which is why we're not seeing upticks in cases from protests. That could be one stipulation we make. We should also have a protocol that anyone that travels to a place with a high volume of cases should quarantine for 14 days before engaging in in-person activities.
    - Melissa: We can do that, but people can lie, so it's all about mitigating risk as much as possible. I spoke to Center on Halsted. They have their theatre flattened completely so that smaller ensembles could rehearse in there further apart. Normally it holds 150 or so people, so to have a rehearsal, they're restricting it to 41 people. The largest organization we'd have that rehearses in there is 25 members, but none of the wind players will be able to wear a mask when playing. There's still some risk there. I've heard from the brass quintet that they want to rehearse outside, which I'm much more comfortable with. What does everyone think about any of this?
      - Ross: I think we've got membership that are chomping at the bit to rehearse and rehearsal space that will allow us to rehearse. I think we just need to make people understand that it's an innately risky behavior. Closing down again is also a concern, but I feel most people will understand that.
      - Scott: I think to that point, I don't think any member was particularly mad at us for shutting down in March, so I don't think we have to worry about that. We mapped out the space and could rehearse in such a way that everyone has an eight foot bubble around them, but if the board decides that that is insufficient, then we can move to smaller groups.
  
  - Matthew: I think it's naive to think there won't be a reversal, or several, before this is over. I don't see the harm with how this is mapped out, as we are adults and can consider risks, but we should prepare for some kind of reversal. It's just the way of the world, , so I don't think it's going to damage us at all.
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- Melissa: I'd also like to have a very strict attendance requirement, and that list is submitted to the board so that we can track who was at which rehearsal and contact the right people if someone gets sick. We could take temperatures, but that may give us a false sense of security, and you can still be sick without a temperature and not know it. This boils down to a "come at your own risk" situation, and if we start monitoring people's health, that puts the onus on us to keep records of that and what we need to do is remind people that they're responsible for their own health. *(general agreement among board members)*
  - Melissa (cont.): I will reach out to everyone and let them know that we must follow city/state guidelines. These guidelines won't give us a symphonic band yet, but will give us almost everything else. Almost all chamber ensembles, Jazz Orchestra, and Latin Band can start to rehearse. I'll go ahead and put that out there.
    - Ross: any language needed for quarantine can come directly from the City of Chicago.
  - d) Inventory system - Brandon
    - *(Tabled until next month)*
  - e) Preston Bradley Agreement - George
    - Melissa: I have not heard back, but they're very slow to respond. In the meantime, we are still paying them, so it's not much of a concern.
  - f) Xero upgrade - George
    - *(Tabled until next month)*
  - 7) New business
    - a) DEI Training debrief - Melissa
      - *(Discussed at the end in executive session)*
    - b) DEI Workshop next steps - Jonathan
      - **ACTION ITEM: Melissa and Jonathan will be reviewing the contract terms that we have with Praxis, as many members of the board weren't satisfied with the workshop presentation.**
      - **ACTION ITEM: DEI committee will investigate alternate organizations for the member sessions.**
    - c) Social Change Letters - Adam
      - Adam: A month ago, Lakeside Pride signed on to a letter the Human Rights Campaign sent out with numerous other LGBT+ groups that call for social justice. So I thought about what else we can do. It's nice to put out a letter on social media and to our members' inboxes, but I thought we could also reach out to our local government / elected officials who make the policies. Community groups in Chicago, like the local Black
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Lives Matter, have more specific requests of local officials. I've drafted two letters, one that is similar to the Human Rights Campaign letter, which is a more general call to action, and the other is similar to the Chicago Chapter of BLM's demands to the city of Chicago.

- Adam (cont.): I think it's important for all the members of the Board to sign on to one of these letters, if we sent them. So do we, as an organization, want to make these demands? Both are on the Google Drive, and I'd love for other folks to provide feedback. I am speaking about things that I'm not qualified to speak about, so it's a starting point, but I'm interested in other people's edits/comments.
  - George: When the first one went out, we didn't get much of an opportunity to look at it. My initial reaction is that I wouldn't be comfortable putting my name to that, because there are certain values we as an organization have. Police reform is a really complicated topic, and there's a lot of specifics to those, and I think we have to be careful that sending something on behalf of the organization represents everyone in it. I know we have at least one active police officer in our membership, so I'm wondering how they feel about making those comments. I'd certainly request more time to review it before deciding if we should release it.
    - Adam: I think the only time restriction is before the government actually convenes to vote on it.
  - Kyle: What is the line that we can draw without jeopardizing 501-3c status?
    - Melissa: These letters don't cross that line. The only limits are advocating people to vote for a specific person. This would not harm our status—LPME was founded on social justice/change.
  - Matthew: I think the answer should be found in the mission statement. As a non-profit, we should ask if signing this letter fulfills our own mission.
    - Melissa: That's a great point! (*Melissa reads the mission statement verbatim from [lakesidepride.org/about/mission-values/](https://lakesidepride.org/about/mission-values/)*). Do these letters forward our mission?
    - Jonathan: Alongside our mission statement are our Core Values, two of which are 1) Respect, and I think that we can relay that into a message about how we want all our members to feel respected no matter where they are in the city and ensure they are safe/secure after leaving rehearsal, and 2) that we are member-focused and we want to make sure that the diversity of our members at all levels is supported and that the organization support our members no matter what. I think there's a way we can tie those values into a letter that supports what we want to see.
  - George: When I was at the Dyke March in 2016, there were a lot of messages floating around, and I left feeling confused about what the purpose of the event was. There are a lot of social justice issues out there. Could it possibly muddle our message as to what we are?
    - Adam: I agree with George that progressive groups are really good at muddying what their message is.

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- Jonathan: That is a very true statement. One thing about this letter is that it is a very specific list of requests that can be tailored to echo our member-focused message. Have we seen other organizations like us submit public letters?
  - Ross: Looking at the letter, if you look at the last paragraph, it distills it back down with the correlation to the Stonewall riots, but to George's point, the list starts to muddy the waters, for example the Cook County Juvenile Center. How does that tie in?
  - Adam: To clarify, one letter is a more basic letter where an official can fill in requests, vs. the other which is a ten-point plan specifically tailored to Chicago. We already signed on to the more basic letter. We already say those things publicly, so why not send it to someone who can actually do something? Then that turned into a conversation that's a national conversation about what to do, and there are local groups that live and breathe this, so do we adopt what they have been working on? That's why there are two letters.
  - Jonathan: The Chicago focused letter is based off of Black Lives Matter, correct? Not that we want to be behind the curve, but have we seen other comparable organizations sending letters like this?
  - Adam: I have no idea what people are sending to their elected officials. I know some other LGBTQ+ orgs in Chicago have publicly signed on to the same HRC national letter we did.
  - Melissa: That letter had a lot of co-signers on it, some large organizations, which is part of why I felt comfortable adding on to it.
  - Scott: I'd just say in general, since we do represent 300+ members, it may be too far in the weeds to navigate specific policies. Unless we are going to have a policy group on the board and survey membership, it just puts us in a bind.
    - Emily: I like how general the HRC letter is, and while I like the idea of potentially incorporating some of the Chicago Black Lives Matter statements, we can use the four-point plan and tailor that with things that are specific to our mission re: wanting our members to feel safe no matter who they are/where they are in the city. I'd also like to see statements or BLM co-signers from other LGBTQ+ organizations.
  - Adam: I'm hearing that folks are leaning more towards the HRC letter and would like more time to read/revise. The reason I included this, is that groups have told allies, "Hey we have done the work, don't create something from scratch." Some of the issues on the ten-point letter do seem out of date. It sounds like we should take the ten point letter off the table, and take more time with the HRC letter.
    - Melissa: We may also want to consider if we want to send this letter, and if we feel strongly about it. We do need to stay on mission and make sure we're doing our jobs for our membership. I'm on the fence about it because I'm unsure what (if anything) will come from it. I don't have the answer.
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- Patrice: My concern would be what I'm seeing a lot of organizations doing—jumping on the bandwagon, and a couple months go by, and we're going back to our normal thing and not continuing to do this ongoing work. Or are we doing this now because it's the trend? It comes across as jumping on the bandwagon. As an organization, will that be sustained in the ongoing future?
    - Melissa: I see that point about the bandwagon, and we see that with Pride in June. Music is how we reach the world, and we can't do that right now with COVID, so we have more time right now. Hopefully some day we will be able to again, and do we continue this work as an organization? I think it's more important that we focus on making our organization better for everyone.
  - Adam: Will it do anything? Probably not. Will not sending it? Definitely not. But we are yet another voice in the community that can speak up- the community is asking for it. We say this publicly, but what action can we take to back it up? This is one concrete thing we can do. I think this is more of a sustained thing, and I also feel this is an action that backs up our words from last month.
  - Jonathan: The way I view our part in this scenario is that we are a supporting organization that supports other activist organizations. We've done partnerships with Brave Space Alliance, and a longstanding relationship with Center on Halsted. Even though this isn't our specific mission, I think having some sort of supporting mechanism, even if letter to our aldermen, is a way we can support the more active activist organizations.
    - Patrice: If we do this, it shouldn't be a one-time thing. I think we do things for our community just by existing and being visible, but if we are sending a letter now, I think it should be something that's an ongoing thing where we are responding to and trying to support changes that aren't going to happen overnight. We have time on our hands now and should continue our hands-on efforts in this topic/area (such as the DEI training) and continue the change from within.
  - Lily: I was just thinking about sending a letter, because while I think only one letter won't make a difference-- if we're playing the numbers game, getting bombarded with letters, I do think that's something that will pop up in meetings/discussion, which could be beneficial. But it definitely needs to be something that is actively ongoing in our conversations and actions, not a one-and-done.
  - Jonathan: Is the plan to send this electronically? Is it a public-facing letter?
    - Adam: This isn't about publicity, other than going in the meeting minutes we don't need to publicly send it. I've always been told physical mail is the most effective, so that would be my plan.
    - Melissa: I agree with physically mailing it. Who do we mail it to? Governer? Senators?
    - Jonathan: I am happy to make that list.
  - Patrice: Do we also send this to our members and encourage it? Certainly 250 letters would make an impact on somebody's desk. (*others agree*)
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- Melissa: Yes, I think if we do go with this, physical mail would be best. Let's take the letter and talk about Lakeside Pride so they know who we are, and talk about how these issues affect us and our members' safety. We could put together a packet to the members to review/give feedback, and then provide that so that they can sign their name and print for themselves. We can send it to every local alderman that we have members in and have performances in.
  - Eric: The only concern I have is that CPD in schools is a touchy subject for many people, as someone who works in CPS. It's a polarizing issue, and that would be my only potential hesitation.
  - Adam: So, the next steps are to revise it, board votes on it, send it to officials, send it to members to adapt and send themselves. Is there anyone who'd like to write it?
    - Jonathan: Let's have everyone review the 4-point letter and make comments and suggestions.
- **ACTION ITEM: Board will review 4-point letter included in the report (and emailed by Adam) and add annotations/comments regarding any changes.**
- d) Commissioning music from Black or Indigenous composers - Melissa/Walter
- *(Discussed in member comments. Emily and Lily will work with ADs to draft a list of possible composers and resources.)*
- e) Executive Session
- *(Adjourn to Executive Session, 8:23 PM)*
  - *(Return from Executive Session, 8:52 PM)*
- f) Month Ahead Review (standing item)
- Board retreat on August 8th.
    - Melissa: I would like to do this in person if possible. Eric has offered us a school.
    - Eric: We have two different locations, including a middle school with a gymnasium. There's very few people now, and August 8th is before our staff return. It's an older school-- never renovated. Downside is that there is no public transit there, so we'd have to organize carpooling.
    - Melissa: We do have a number of people with cars, we could probably organize that. Six people have cars, so we could probably make that work. Is there food nearby?
    - Eric: It is a food desert, but there are some catering options so we could make it work.
    - Melissa: Are we allowed to bring in food?
    - Eric: Yes.
    - Melissa: We can bring our own lunch then to be safe.
    - Scott: Foyer space at CoH could also be an option, as the outside area will be available as well.
    - Melissa: We can definitely reach out to see if we can do that. I'll also send out surveys about what we'll be meeting about, so I'll need y'all to fill that out.
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- **ACTION ITEM: Melissa will send out surveys about Board Retreat topics that the Board will fill out.**

- g) Kudos (standing item)
  - Tony: Kudos to all of you!

8) Adjourn, 9:02 PM

- ***Motion to adjourn the July 2020 Board meeting: Patrice. Seconded: Lily. All others aye.***
- ***Unanimously adjourned.***

9) Reports

## **Chair Report (Melissa Terrell)**

*No Report*

## **Vice Chair Report (Jonathan Alvares)**

Continuing talks with Vandercook - submitted a more complete RFP which is being reviewed by the president of the university.

## **Treasurer Report (George Matthews)**

*(begins on following page)*

Chase	Current Month (6/2020)	Previous Month (5/2020)	Monthly Change \$	Year Over Year (6/2019)	Year Over Year Change \$	Fiscal Year Start (9/2019)	Fiscal Year to Date Change \$
Checking	\$49,938.29	\$52,485.83	-\$2,547.54	\$50,643.06	-\$704.77	\$46,092.62	\$3,845.67
Savings	\$162,610.24	\$162,606.20	\$4.04	\$162,503.08	\$107.16	\$162,525.50	\$84.74
<b>Total</b>	<b>\$212,548.53</b>	<b>\$215,092.03</b>	<b>-\$2,543.50</b>	<b>\$213,146.14</b>	<b>-\$597.61</b>	<b>\$208,618.12</b>	<b>\$3,930.41</b>

## 24-Month Rolling Cash-on-Hand



- Notable income: \$2,100 returned by DePaul for unused rehearsal/rehearsal venue rental; \$1,125 (gross) raised by the online ensemble in donations
- Notable expenditure: ~\$4600 annual insurance premium

# Budget Variance

## Lakeside Pride Music Ensembles, Inc. 1 Sep 2019 to 30 Jun 2020

	Actual	Budget	Var USD	Var %
<b>Revenue</b>				
Ad Sales - Season Advertising	2,199	2,000	199▲	9.9%▲
Contributions - Corporations	3,025	3,000	25▲	0.8%▲
Contributions - Grants	7,500	8,000	(500)▼	-6.3%▼
Contributions - Individual	3,684	14,000	(10,316)▼	-73.7%▼
Deferred Income	2,453	-	2,453▲	0.0%
General Fundraising	7,069	5,000	2,069▲	41.4%▲
Interest Earned	81	50	31▲	61.4%▲
Membership Dues - Regular	20,965	20,000	965▲	4.8%▲
Merchandise Sales	113	-	113▲	0.0%
Misc Production Revenue - Gala	7,036	3,000	4,036▲	134.5%▲
Misc Production Revenue - Marching Band	14	-	14▲	0.0%
Misc Production Revenue - Symphonic Chamber Ensembles	26	-	26▲	0.0%
Performance Fee Revenue - Jazz Chamber Ensembles	3,147	9,000	(5,853)▼	-65.0%▼
Performance Fee Revenue - Symphonic Chamber Ensembles	2,825	2,000	825▲	41.3%▲
Performance Fees Revenue - Chamber Ensembles	825	-	825▲	0.0%
Performance Fees Revenue - Jazz Orchestra	1,586	-	1,586▲	0.0%
Performance Fees Revenue - Marching Band	1,000	2,000	(1,000)▼	-50.0%▼
Performance Fees Revenue - Symphonic Band	1,184	-	1,184▲	0.0%
Production Sponsorship - Gala	5,466	10,000	(4,534)▼	-45.3%▼
Production Sponsorship - Jazz Orchestra 1	-	1,000	(1,000)▼	-100.0%▼
Production Sponsorship - Symphonic Band 1	-	2,000	(2,000)▼	-100.0%▼
Production Sponsorship - Symphonic Band 2	-	2,000	(2,000)▼	-100.0%▼
Silent Auction - Symphonic Band 1	2,245	3,000	(755)▼	-25.2%▼
Silent Auction - Symphonic Band 2	-	3,000	(3,000)▼	-100.0%▼
Song Sponsorship - Symphonic Band 1	344	250	94▲	37.8%▲
Song Sponsorship - Symphonic Band 2	296	250	46▲	18.4%▲
Ticket Sales - Chamber Ensembles	-	2,250	(2,250)▼	-100.0%▼
Ticket Sales - Gala	8,178	13,000	(4,822)▼	-37.1%▼
Ticket Sales - Jazz Orchestra 1	298	750	(452)▼	-60.3%▼
Ticket Sales - Jazz Orchestra 2	-	750	(750)▼	-100.0%▼
Ticket Sales - Symphonic Band 1	-	4,250	(4,250)▼	-100.0%▼
Ticket Sales - Symphonic Band 2	-	4,250	(4,250)▼	-100.0%▼
<b>Total Revenue</b>	<b>81,558</b>	<b>114,800</b>	<b>(33,242)</b>	<b>-29.0%</b>
<b>Gross Profit</b>	<b>81,558</b>	<b>114,800</b>	<b>(33,242)</b>	<b>-29.0%</b>
<b>Operating Income / (Loss)</b>	<b>81,558</b>	<b>114,800</b>	<b>(33,242)</b>	<b>-29.0%</b>

# Budget Variance

	Actual	Budget	Var USD	Var %
<b>Other Income and Expense</b>				
Cash Bank Expense	(100)	-	(100)▼	0.0%
Development Expense	-	(500)	500▲	100.0%▲
Diversity, Equity, and Inclusion (DEI)	(2,250)	-	(2,250)▼	0.0%
Dues & Subscription	(100)	(500)	400▲	80.0%▲
Equipment - Jazz Ensembles	(4,540)	(5,708)	1,168▲	20.5%▲
Equipment - Marching Ensembles	(270)	(1,772)	1,502▲	84.8%▲
Equipment - Organizational	-	(3,500)	3,500▲	100.0%▲
Equipment - Symphonic Ensembles	(3,525)	(5,970)	2,445▲	41.0%▲
Equipment & Maintenance - Marching Band	(54)	-	(54)▼	0.0%
Fees & Licensing	(290)	(500)	210▲	42.0%▲
Food & Beverage - Gala	(12,599)	(10,000)	(2,599)▼	-26.0%▼
Food & Beverage - Marching Band	-	(275)	275▲	100.0%▲
Information Technology	(1,586)	(2,000)	414▲	20.7%▲
Insurance	(4,607)	(4,000)	(607)▼	-15.2%▼
LGBA Expenses	(2,500)	-	(2,500)▼	0.0%
Marketing Budget	(5,157)	(11,965)	6,808▲	56.9%▲
Member Resources Budget	(913)	(7,000)	6,087▲	87.0%▲
Misc Expenses	(1,354)	(2,125)	771▲	36.3%▲
Misc Production Expense - Jazz Orchestra 1	-	(100)	100▲	100.0%▲
Misc Production Expense - Jazz Orchestra 2	-	(100)	100▲	100.0%▲
Misc Production Expense - Symphonic Band 1	(350)	(500)	150▲	30.0%▲
Misc Production Expense - Symphonic Band 2	(250)	(500)	250▲	50.0%▲
Misc. Production Expenses - Gala	(1,059)	(1,500)	441▲	29.4%▲
Music - Chamber Ensembles General	(108)	(100)	(8)▼	-7.5%▼
Music - Jazz Orchestra General	(421)	(2,700)	2,279▲	84.4%▲
Music - Marching Band	(250)	(250)	▲	0.0%▲
Music - Symphonic Band General	(660)	(3,256)	2,596▲	79.7%▲
Occupancy	(15,601)	(25,000)	9,399▲	37.6%▲
Performance Fees - Chamber Ensembles	-	(250)	250▲	100.0%▲
Performance Fees - Jazz Orchestra 1	-	(125)	125▲	100.0%▲
Performance Fees - Jazz Orchestra 2	-	(125)	125▲	100.0%▲
Performance Fees - Marching Band	(650)	(700)	50▲	7.1%▲
Performance Fees - Symphonic Band 1	-	(750)	750▲	100.0%▲
Performance Fees - Symphonic Band 2	-	(750)	750▲	100.0%▲
Pops exploration expenses	(427)	(1,000)	573▲	57.3%▲
Postage & Office	-	(100)	100▲	100.0%▲
Production Fees - Gala	-	(1,000)	1,000▲	100.0%▲
Professional Fees	(95)	(3,000)	2,905▲	96.8%▲
Program - Chamber Ensembles	-	(400)	400▲	100.0%▲
Program - Jazz Orchestra 1	(131)	(250)	119▲	47.8%▲
Program - Jazz Orchestra 2	-	(250)	250▲	100.0%▲
Program - Symphonic Band 1	(395)	(300)	(95)▼	-31.6%▼
Program - Symphonic Band 2	-	(300)	300▲	100.0%▲

# Budget Variance

	<b>Actual</b>	<b>Budget</b>	<b>Var USD</b>	<b>Var %</b>
Programs, Brochures, & Inserts - Gala	(640)	-	(640)▼	0.0%
Staff Stipends	-	(10,000)	10,000▲	100.0%▲
Transportation - Chamber Ensembles	-	(200)	200▲	100.0%▲
Transportation - Jazz Orchestra 1	-	(200)	200▲	100.0%▲
Transportation - Jazz Orchestra 2	-	(200)	200▲	100.0%▲
Transportation - Marching Band	(70)	(800)	730▲	91.3%▲
Transportation - Symphonic Band 1	-	(200)	200▲	100.0%▲
Transportation - Symphonic Band 2	-	(200)	200▲	100.0%▲
Uniform Cleaning - Marching Band	-	(1,700)	1,700▲	100.0%▲
Uniform Purchase - Marching Band	(2,180)	(2,400)	220▲	9.2%▲
Venue Labor - Chamber Ensembles	-	(200)	200▲	100.0%▲
Venue Labor - Symphonic Band 1	-	(1,600)	1,600▲	100.0%▲
Venue Labor - Symphonic Band 2	-	(1,600)	1,600▲	100.0%▲
Venue Rental - Chamber Ensembles	(1,000)	(1,000)	-	0.0%
Venue Rental - Gala	(8,215)	(5,500)	(2,715)▼	-49.4%▼
Venue Rental - Symphonic Band 1	-	(2,250)	2,250▲	100.0%▲
Venue Rental - Symphonic Band 2	-	(2,250)	2,250▲	100.0%▲
<b>Total Other Income and Expense</b>	<b>(72,343)</b>	<b>(129,421)</b>	<b>57,078</b>	<b>44.1%</b>
<b>Net Income / (Loss) before Tax</b>	<b>9,215</b>	<b>(14,621)</b>	<b>23,836</b>	<b>163.0%</b>
<b>Net Income</b>	<b>9,215</b>	<b>(14,621)</b>	<b>23,836</b>	<b>163.0%</b>
<b>Total Comprehensive Income</b>	<b>9,215</b>	<b>(14,621)</b>	<b>23,836</b>	<b>163.0%</b>



# Meeting of the Board of Directors

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## **Secretary Report (Aimee Faller)**

*No Report*

## **Member Resources Report (Patrice Mustaafaa)**

*No Report*

## **Development Report (Rick Villanueva)**

*No Report*

## **PR Report (Matthew Toland)**

LPME Public Relations Committee Meeting Report

6/22/20

7:20-8:00 PM

Committee Members Present: Emily Dodd, Abdo Timejardine-Zomeño, Matthew Toland - Chair

1. PR had a brief joint meeting with Marketing Committee to discuss joint business
2. The PR Committee discussed:
  - a. Some success from last meeting
    - i. Working with Kyle & Brandon to create video
    - ii. We reviewed some resources on PR
  - b. Matthew will draft a PR Policy - looking for examples
  - c. Emily is working on updating our media contact list
  - d. Matthew will draft a press release about LGBA bid, video, or virtual concerts
3. We will continue to meet 2 weeks before each Board meetings

## **Marketing Report (Adam Lang)**

### Last month

- Auditing social media for licensing compliance continues
- Amplified social justice messages

### Month ahead

- Delete any videos from social media that membership couldn't identify or we couldn't license
- Pay the licensing fees
- Abdo helping migrate media to YouTube
- Find someone to do show illustrations
- Find out if people are willing to do neighborhoods not yet accounted for

### Longer term

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- Mitch working on researching and pricing event tabling – others should contact him if they want to help
- Emily and Eric are working on scouting west and south side venues and partner organization targets – others should contact them if they want to help
- Christy and Emily to drive the “history of LPME” work for website, other uses
- Emily can take the lead on research
- Will put out a call for members to help research
- Christy to work on writing

## Agenda Item Reading

Can we send one of these letters to the mayor and all the Chicago? LGBTQ-heavy wards? alderpeople, on behalf of Lakeside Pride, signed by the entire board? *(begins on the following page)*



# Meeting of the Board of Directors

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## **Operations Report (Brandon Strawn)**

*No Report*

## **Chamber Ensembles Report (Brandon Strawn)**

*No Report*

## **Symphonic Band Report (Kyle Rhoades)**

*No Report*

## **Pops Ensemble Report (Steven Kandow)**

*No Report*

## **Jazz Ensembles Report (Scott Malinowski)**

*No Report*

## **Marching Band Report (Stephen Carey)**

*No Report*