

NEWPTF
Meeting Minutes
April 9, 2021

The meeting was called to order at 9:00 a.m. by President Barb Hay. Our meeting was held at St. Mark's Lutheran Church, 2066 Lawrence Dr, De Pere WI. Those present were Barb Hay, Maggie Charnon, Abby Cosner, Heidi Koeberl, Karen Cape, Kay Busse and Heidi Lueck. Deb Teegarden, Carola Buelow, and Kate Janssen participated via Zoom.

The minutes from the February meeting were approved.

President's report: Barb announced that a replacement for secretary will be needed as Karen Cape is having extensive shoulder surgery. Maggie volunteered to be the recording secretary, and also correspondence secretary as needed.

Vice President's report: Abby mentioned that this is the last meeting of our 2020-2021 year. Michael Rivers will speak following our business meeting today. Discussion of future programs led to Maggie announcing she had a list from MTNA of available speakers in the area.

Treasurer's report: Kate Janssen reported that our ending balance was \$4107.70. Her written reports have already been forwarded to the group. A new format was used to present the information, and it was much easier to understand. We have a credit from St. Anne's from unused festival funds. Motion made and seconded for the Advisory Committee to decide whether or not to use it as a credit or get a refund from them. Advisory committee will also determine if we will be meeting at St. Anne's or St. Mark's. St. Mark's has not charged us, but also has no piano.

Committee reports

- A. **Festival** – The Classical Festival is planned for April 24. Detailed instructions, changes and a schedule will be sent out to teachers early the week of April 11. We will be hiring one judge who will adjudicate the video recordings of the performers. Winners will be announced within 2 weeks after the festival. All attendees are required to wear a mask. Due to Covid there will be no honors recital this year.
- B. **Scholarship** – Kay Busse reported that there will most likely be no scholarships for summer camps, as there are no camps running that she knows of. College scholarship applications are due to her on or before the first Friday in May. (May 7) The scholarship funds allow music majors with a keyboard emphasis up to \$500, and music minors with keyboard emphasis up to \$250. Application forms can be found on our website.

- C. **Referral** – Annie Schneider was not present to report, but her last report in February was to remind members that their name can be added to the referral list at any time during the year. Contact her if interested.
- D. **Nominating** – Nominating committee members are Carola, Kate and Heidi Koeberl. Heidi reported that all current members except for one had been contacted concerning the upcoming Vice President and Treasurer’s positions. All had declined running for the office positions. At that time Abby Cosner did volunteer to stay on as Vice President. Maggie will cover for Karen Cape during her recovery. However we need a Treasurer. After discussion, it was recommended by Maggie that we meet one more time in June. Nominations would be tabled until then. Although this meeting was not in the original schedule, Carola said it would be okay to send out a notification that we will need that one extra meeting.

Old business: Audit report – Barb read Frank Cape’s audit report. Thank you to Frank for doing this free of charge. The audit report can be seen at the end of the minutes report.

Gathering – Maggie will share the gathering information report via email as we ran out of time.

Committee reports: Barb announced that all committee chairs must send her their end of year report before the June meeting.

Meeting was adjourned at 9:40 a.m. *Michael Rivers gave a delightful presentation on “Historically Informed Teaching”.*

Minutes submitted by Karen Cape, Secretary

2021 Audit

I did a review of the available reports and verified the beginning and ending balances. I did not review any checks or receipts. I found the reports to be accurate. However, the reports as presented to the Piano Forum members can be confusing.

Most of the expenses from one year to the next seem to be in line except 2017-2018. That year had some major expenses;

\$2415 Catherine Rollin seminar

\$1146 Allstar trophy purchase

\$ 500 Educational speakers (3)

See attached spreadsheet for annual numbers.

My recommendations.

1. Find a new software program that is easier to use and more universally recognized such as QuickBooks.
2. Simplify the report to members to a summary of expenses and income with beginning and ending balances. Do a report without retained earnings which is not relevant to a non-profit.
3. As soon as possible after an officer change, have the president and treasurer on the checking account. Always have two people on the account.
4. Treasurer or president should not be able to write reimbursement checks to themselves.
5. Establish some procedure for bill paying and record retention. I did not review anything that may be in place.

Prepared by Frank Cape