

**NAPERVILLE CHORUS BOARD MEETING MINUTES: Date**

**ATTENDEES:** Cristin Adam (Music Chair), Elisabeth Case (Past-President), Signe Gleeson (Secretary), Jesse Hart (Director at Large), Cathy Kaduk (Financial Secretary), Nancy Sigel (Membership), Sarah Sippy (ADA Compliance), Richard Sohn (Director at Large) Janan Szurek (Secretary), Pamela Whittles (Director at Large) John Zelman (Operations)

**ABSENT:** Keith Anderson (Treasurer), Andy Galvan (Friends of the Chorus), Chuck Jonah (Program Production), Margo Jonah (Grants), Vicky Lynch (PR/Publicity), Gail Nelson (VP),

**CALL TO ORDER:** The meeting was called to order at 7:05 pm

**MINUTES:** The [June 9, 2025 minutes](#) were approved.

**FINANCIAL UPDATE:** None

TOPIC: Notes	Follow-Up Needed
<p><b>Finalize <a href="#">Interim Director's Contract:</a></b></p> <p>INTERIM DIRECTOR:                      -Elements( duties, responsibilities, expectations) of the interim director's contract were reviewed, with additions suggested by the BOD. Contract as reviewed was approved.</p> <p>-Contract to be signed by Director, Kevin Kelly and Janan Szurek</p> <p>-\$6500 for Winter Session (Aug 1 to Dec 31<sup>st</sup> term) to include all rehearsals and Dec 13<sup>th</sup>, 2025 concert. Salary paid in 2 installments – Nov 1 and Dec 31.</p> <p>ADDITIONAL CONTRACTS:                      -Contract with Jon Warfel</p> <p>-Contract for 2026-2027</p>	<p>Janan will reach out to Jon re: his contract</p> <p>-BOD to address creation of an additional contract for permanent director at future meeting(s)</p>
<p><b>Finalized Agreements with NCC:</b>                      Facility Agreement (John)</p> <ul style="list-style-type: none"> <li>• \$500 Deposit – sent by Keith</li> <li>• Total Cost for December and April Concerts - \$4,681</li> <li>• Times in contract include set up and take down</li> <li>• December Concert                             <ul style="list-style-type: none"> <li>○ <u>Dress Rehearsal:</u> Concert Hall – Wednesday, December 10 (7:00-10:00 PM)</li> <li>○ <u>Concert:</u> Rehearsal Room #114, Dressing Room #19 and Concert Hall – Saturday, December 13 (5:30-10:30 PM). Concert at 7:30 PM</li> </ul> </li> <li>• April Concert                             <ul style="list-style-type: none"> <li>○ <u>Dress Rehearsal:</u> Concert Hall – Thursday, April 16 (6:00-10:00 PM) Concert at 7:30 PM</li> </ul> </li> </ul>	<p>John will ask about accommodations available for purses, etc. during concert</p> <p>John will confirm with NCC specifics of need for and cost of NCC staff during Dec concert.</p>

<ul style="list-style-type: none"> <li>○ <u>Concert</u>: Rehearsal Room #138, Dressing Room #19 and Concert Hall – Sunday, April 19 (2-7 PM). Concert at 4:00 PM</li> </ul> <p>Box Office Agreement (Keith)</p> <ul style="list-style-type: none"> <li>• \$100 ticket set-up fee for each concert. Total = \$200</li> <li>• Potential Staff Provided by NCC on day of concert. Paid \$20/hour. Which of these people do we use? <ul style="list-style-type: none"> <li>○ Ticketing Agents</li> <li>○ Will Call Attendant</li> <li>○ House Manager</li> <li>○ Lead Usher</li> <li>○ Coat Check Attendants</li> </ul> </li> <li>• Tickets can be purchased by phone, in-person or online</li> </ul> <p>BOD discussed need for NCC staff during Dec concert. It was determined that minimal need for 1) house manager 2) ticket manager.</p>	
<p><b>Insurance:</b> (Elisabeth)  NCC Requires: a minimum of \$2,000,000 General Aggregate, \$1,000,000 each occurrence, and \$1,000,000 sexual molestation coverage naming North Central College as additionally insured.</p> <p>Naperville Chorus has 2 policies  <b>General liability</b> – coverage for any damages that occur in church and/or NCC  <b>Directors/ Officers Liability</b> –protect board members</p> <p>Elisabeth renews the applications and Keith pays the premium.</p> <p>UMC and Wentz needs Certificates of Insurance.</p>	<p>Elisabeth will handle any renewal of insurance – to occur in Sept, 2025</p> <p>Elisabeth will provide Certificates of Insurance once renewed</p>
<p><b>Title for December Concert:</b>  December – Christmas with a Flourish  Spring – Opera Choruses &amp; Great Choral Classics</p>	<p>John and/or Keith share with appropriate NCC personnel.</p>
<p><b>Update on Securing Music</b> (Cristin)  Cristen has investigated the costs of Briten and Bass music for the December concert.  POST Meeting Note: We will charge members who want both pieces of music \$20.</p> <p>Members will have opportunity to order and pay for music needed at time of registration. If members want PDF versions of music, they will need to get it for themselves.</p> <p>Kevin and Jon are meeting to discuss and choose Ellman music which chorus members can download as PDFs</p>	<p>Cristin will send links to music to Chuck and Nancy, so they know the exact versions for registration information.</p>
<p><b>Update on Registration:</b> (Nancy and Chuck)  Nancy, Chuck and Cristen are coordinating efforts to develop a registration form  -Board members will have an opportunity to register by the end of July</p>	

<p>-Choral members who sang in at least one concert in the past 2 seasons will be invited via email to register in early August.</p>	
<p><b>Update from Search Committee:</b> (Richard or Pamela) Richard and Pamela reported that there are 5 candidates for chorus director for 2026-27 season, including interim director, Kevin Kelly. Search committee is meeting in the next week to review resumes.</p>	
<p><b>Other:</b> External Contact List needed.</p>	<p>Janan will create this external list for BOD use.</p>
<p><b>Monthly Meeting Dates:</b> Will be held 1<sup>st</sup> Monday of every month, with exception of Sept when meeting will be on Monday – Sept 8<sup>th</sup>.</p>	<p>Nancy to confirm use of Rm 305 for future BOD meetings</p>

**NEXT MEETING:** August 4, 7:00 pm at UMC

[Link to 2025-2026 Meeting Dates](#)

**ADJOURNMENT:** The meeting was adjourned at 8:10 pm

**Minutes Recorded by** Signe Gleeson, Naperville Chorus Secretary