VMC Board Meeting Minutes

Tuesday August 23, 2022

I. Called to Order: 7:15 pm

II. Board Members Present:

Jana Hart, Music Director
Katherine Nitsch, President
Dan Warner, VP of Business
Dennis Haberkamp, Treasurer
Susan Pautz, VP of Membership
Jaz Bielby, VP of Technology
Cara Hernandez, VP of Concerts
Min Kwang, VP of Marketing
Kristin Judge, Secretary

III. Other Attendees

Amy Christenson
Teresa Loftus

IV. Review of Operating Procedures

1. Responsibilities for each office are as stated in the VMC Operating Procedures posted on the VMC members' site except for the following:

- Susan stated that some VP of Membership responsibilities described in 2018 position are performed by other positions. Discussion followed.
- Dan stated that the 2018 Operating Procedure title "VP of External Affairs" and "VP of Internal Affairs" are incorrect. Teresa said they are now called "VP of Marketing" and "VP of Membership", respectively.
    - Action Item: [Since updated: Kristin to edit. Need access to original Word doc to make edits. Check with Amy or Teresa for access.]

V. Reports and New Business

Reports and new business will be combined into this single section for convenience of reporting.

1. **Secretary's Report: Kristin Judge**
    - No new business updates

2. **President's Report: Katherine Nitsch**
    - Concert in North County will generate new audience

3. **VP of Concerts: Cara Hernandez**
    - No new business updates

4. **VP of Membership: Susan Pautz**
    - Attendance requirements were lax last year due to the pandemic. Discussion followed. Decision to ask Section Leaders or other responsible party to take attendance for each section.
        - **Action item**: Jana will ask the following people (completed)
            - Paulette McCoy – Sopranos (she has since accepted)
            - Amy Christenson – Altos (she has since accepted)
            - Doug Friend – Tenors (he has since accepted)
            - Lee McCoy – Basses (he has since accepted)
    - Commitment forms
        - Do we want to modify to include option to reaudition choir members? Jana: yes
        - Do we want to modify the reinstatement requirements? Jana: yes, modify to accommodate need to balance sections, and also due to COVID.
        - Discussed what volunteer options to keep or remove.
            - Add grant writing
            - Remove:

- Scholarship committee (Jana selected those who should evaluate those for scholarships)
- Lighting & sound equipment
- Member care – Haley is doing this

- Keep all else

- **Action items**: Susan modified content, gave to Jana to print before first rehearsal, Jana printed - completed

- Need someone to send emails.
  - **Action item**: Teresa will train Jaz (completed - Jaz is currently sending out emails)

5. **VP of Marketing: Min Kwang**
   - Ordered tickets for all 3 concerts for 2022-23 season
     - VP of Business would ordinarily do this, so this responsibility will revert back to Dan Warner in future.
   - Working with Tom Paulu former journalist, providing writing services. Discussion on editing the wording of the article in the Columbian.
     - **Action item**: Min to send current graphics to Theresa for article (completed)
   - Discussion about GiveMore 24, tickets and posters,
   - Jana suggested posting excerpts from Les Mis, South Pacific, Music Man, etc. on website for promotional.
     - **Action item**: Amy to provide (this may have been completed)

6. **VP of Technology: Jaz Bielby**
   - Discussion on ticket prices and dues
     - Susan made a motion to keep tickets prices and due the same.
     - Jana seconded.
   - Ticket prices to stay at $25, both in person and online.
   - Running out of space on website. Do we want to upgrade our space on the website?
     - Listening tracks take up a lot of space. Some singers aren't able to listen to the full 90 minutes of Phantom on the website.

- Maybe remove Spring tracks for now, post current concert tracks only. (Other solutions were discussed at COVID policy Board mtg on 9/2/22)

- Amy will bring camera to 1st rehearsal to get photos of Board members for website.
- Tiktok. What kind of videos should we put out?
  - Min: maintain branding that demonstrates high quality.
  - **Action item**: Amy will provide videos (this may have been completed).

7. Treasurer's Report: Dennis Haberkamp

- Dennis sent out Treasurer's report and budget via email on 8/23
  - 4 years data provided to assist Officers in budgeting for expenses.
  - Negative margin because we have not yet collected dues
  - Current budget developed in August.
    - **Action item**: If information is incorrect for your Office, contact Dennis with corrections.
    - **Action item**: each Board member to provide their income/expense estimates for each of their budget areas of responsibility by September 11th in order to develop the overall VMC budget
  - Goal is to have a relatively stable budget prior to next Board meeting on 9/13; will not be accurate because all dues will not have been collected yet.
- Will have letterheads, logos, VMC labels for correspondence.
  - Let Dennis know if you need any of the above.
  - If you need to print anything, give bill to Dennis
- Flowers or skip this year? Jana stated let's see how much grant money comes in.
- Dennis and Katherine able to sign any checks
- $32k in grants is available.
  - Must use a PO Box legally for any grant work.

8. VP of Business: Dan Warner

- $5280 so far this season. Dan also has list of potential sponsors.

- Have the list of those who donated last year through GiveMore 24. Trying to contact these donors before end of fiscal year.
- Breakdown of business costs and issues to address for 2022-2023 season were presented and distributed.
- Dan/Amy: remind singers to tie their spending on Amazon, Fred Meyer, Winco, etc. to VMC. Provides % of spending to the choir.
- First Presbyterian Church contract
    - Teresa can assist in negotiating with FPC
    - Cost for 2022-2023 season unchanged.
    - Agreed to 2 concerts. We pay for 3rd.
    - Need to negotiate payment terms, length of contract, concert dates.
        - **Action item:** Jana to get concert dates to Dennis (completed)
        - **Action item**: Dan to negotiate 2-yr contract; include changing limit in audience from 300 to unlimited (completed)
    - Jana suggested possibly using Skyview as venue in the future. Discussion on potentially moving to different venue for ease of negotiating.
    - Discussion on masking:
        - Jana said church requires masking on entering but not required in sanctuary. No physical distancing required.
    - Discussion on vaccination requirements for members and audience.
        - Members: Start out requiring singers wear masks
        - Vaccinations: Start out requiring singers be vaccinated (Update: 9/2 Board meeting decision that vaccinated means the 2 initial vaccines)
            - Katherine and Jana made a motion to go with the above stated policy (singers masked, vaccinated)
            - Motion seconded by all
        - Need to get this policy in writing on the website.
            - Singers must show proof of vaccination by 1st rehearsal (update: still need proof of vaccination from many). Still have existing members who never showed proof (Susan is checking at rehearsal)

- Action item: Susan to delete any electronic records that show proof of members' vaccinations. Violated HIPPA and Personal Private Information (PPI) laws. (Completed)

9. **Music Director: Jana Hart**
    - Lots of new members!
    - Grants
        - Sonja Sigler provided a grant writing class
        - Have 3 grant applications in progress:
            - Cowlitz – resubmitted. If approved, we would have $30k for 3 yrs.
            - Work in Washington (???) – due in Sept/Oct
            - Giving Tuesday: Develop project that demonstrates generosity to our community. Can receive $2000.
                - Jana: project can be explaining our Scholarship program. Help challenged populations. Provide videos that show we are giving scholarships.
                - **Action item**: Jana to meet with Min and Susan and work on ideas. Update: Jana setting up meeting for week of 9/18/22 with Susan and Katherine to work on this.
                - Jacob Funt (Clark College) and Gina Challad (Lower Columbia voice teacher) to audition students
                - Other choir teachers at Union, Heritage, Camas, Skyview can participate

- Next Board Meeting: Tuesday, Sept 13 at 6:30
- Meeting Adjourned after 10pm.