Vancouver Master Chorale
Board Meeting Minutes
October 3, 2023

Present:
Jana Hart (Director), Katherine Nitsch, Dennis Haberkamp, Susan Pautz, Min Kuang, Cara Hernandez, Jaz Bielby, Dave Lawley

Absent: Sonya Sigler, Paulette McCoy, Tom Paulu, Dan Warner

Guests: Katherine's kitty, (Sonya's) Otter.ai

Old Business
Secure written contract with Skyview. Going Friday Oct 6th to check in with them on contract for May concert week. Karen? Pricing up in the air because Skyview students are involved. And community service involved as well.

Paul Christiansen Letter - Letter to Paul went out 9/25/23 but haven't heard back.

Security contract – Dan is the point person. A few open questions remain.

Front of the House Volunteer - Robin Patton volunteering worked out well. Cara said no one had volunteered for the front house concert manager position. OK to split the job in two and giving incentive of concert tickets.

Arts Grant - $5,000 grant from City of Vancouver, for December concert reimbursement. $5K covid relief funds – due in a month. Dennis providing financials. Cowlitz grant for $19,000 for May orchestra request also going out. Jana to complete these before deadlines Nov 1 and Dec 1 respectively.

Facilities - Old filing cabinets gone and new ones in their place. Mostly full.

- Church WiFi needs to be scoped to connect to internet for concert ticket sales (Jaz, Dennis)

Email Marketing - Jaz, Mark, Min, Tom. Mark will look over any proposal. Doug Friend suggested a giveaway to collect email addresses. Min suggested a snack or ticket giveaway at the concert to collect emails. Want to send out information and newsletter regularly. Do we want to hire David Roberts to do the set up? Speak to him, $1000 NTE. [Tom - Point person on this project?] Scott makes changes on the website for $85 for logos/graphics.

- Susan is the keeper of Choir list
- Gathering email addresses from people (with permission) [Paypal or website signup or in person signup]

- Paypal to be set up with permission to mail button – or notice that you will be added to our email address.
- Email newsletter sign-up – needs to be added to website
- Compiling addresses into MailChimp (or other program) (subscribe and unsubscribe)
- Newsletter template design (Canva or Mailchimp) – reuse concert graphics
- Sending out newsletter or other information

Cummerbunds and Bowties – Susan will purchase and make available. Susan will go over dress code for choir. Dennis will put it in the budget ~$200

Music – Susan covering parts or the Christmas music. 102 members confirmed. Some music needs to be returned. Susan/Jana to follow up with Martha for return parts. Announcement to be made at rehearsal about dress code and music

Website updates – Jaz said Linda is updating the website for the next two concerts. Gmail address login needs to be updated. VancouverSingers@gmail – who receives this one? VancouverMasterChorale and VancouverSingers both active. What email does PayPal go to? VancouverSingers? Need to figure this out. Amy (PayPal) is helping Jaz (website).

- Concerts being added
- About - Orchestra being added to website
- Donors – ArtsWA, City of Vancouver, Paul Allen Fdn, Cowlitz Tribe logo
- Pictures – update pictures from Min (form May)
    - [Are pictures stored on website/google drive?]

Youth Scholarship – March 26, weeknight evening. Need to make church reservation – sanctuary, choir room. May need to pay a little extra for this additional usage. Same prize amounts - $1500 scholarship, $900 encouragement, $500 for Scott to judge (and may consider a master class). Scott, Susan, Jana to judge again.

Mission Statement – on the About Us page of the website. Used for grants, Jana has it.

New Business:
Director's Report – see item above on grants, music, members
Treasurer's Report – Dennis and Dave - Document shared on screen. Color coded by role. Used last 4 years as basis for proposed values. Italics are best estimates. Conservative margins used – i.e. 75th Anniversary concert – 1100 capacity (almost double 600 of church).

- Updated Chinese #, membership dues, grant amounts, accompanist, concert flowers/member care, scores/music, graphic artist, posters
- Fundraiser question - Amazon Smile ended, [Benevity, Network for Good]
- Skyview rent is an open #
- Costa Rica $ tracked separately

Action Items:
Skyview contract – Jana

Letter to Paul Christiansen follow-up - Katherine
Security Contract – Dan
Youth Scholarship – date and venue reservation – Katherine
Front of the House Volunteer – Cara
Grant applications – Jana
Cummerbund, bow tie order – Susan
Email marketing project – point person?
Update budget #s – Dennis, Dave

Meeting Adjourned 9:13 pm