VMC Board Meeting Minutes
Tuesday February 7, 6:30 PM

1. Call to order - 6:33pm

2. Attendees:
   Jana Hart
   Katherine Nitsch
   Cara Hernandez
   Dan Warner
   Dennis Haberkamp
   Jaz Bieby
   Kristin Judge
   Min Kwang
   Susan Pautz
   Tom Paulu

3. Secretary's Report - Kristin
   a. Review of Action items from previous meeting
   b. Please review Jan 10 2023 meeting minutes

4. Old Business
   a. Cowlitz grant- ok for using for riser purchases? Yes

5. President's Report - Katherine
   a. Anyone have clips of orchestra playing and singer's singing? Video with Jaz's scream?
   b. Katherine wants to use these video clips for the new grant application
   c. Youth scholarship
      1. Church reserved for auditions on April 18

6. Treasurer's Report - Dennis
   a. Finishing up taxes
   b. Finishing up video showing how to assemble new risers
   c. Going to put specs together for risers purchase
   d. Training Dave Lawry to move into Treasurer position once Dennis' term is up at end of this season
   e. Refer to emailed Treasurer's report for review of monthly budget line items
   f. Purchased VMC laptop and 2 VMC Zoom subscriptions
   g. Music expenses for 2023/2024 season
      1. Arts WA grant $ will fund purchase of both laptop and music

2. Jana: need to remember how much is left in the Arts WA grant because must be spent by end of June or we lose it.
    a. Maybe use the remaining 7k for parts predominant and advertising for next year
3. Katherine: can we transfer Jaz's computer expenses to Arts WA grant funds?
    a. Dennis: yes but there is a limited # of $ transfers that we can do in one month
    b. Will also cover Jaz' tablet expenses
4. As Jana mentioned, working on Creative Arts grant - need video clips

h. Cybersecurity:
1. when we got the laptop, was told Webroot was fine.
2. Protection on laptop is a lot stronger than on icloud - keep financials on the laptop
3. We can protect access to the cloud if access is controlled

7. VMC Director's Report - Jana
a. Wants to thank Dennis and Katherine for the hard work on the grants!!!
    1. Completed grant submission for 75th!
    2. Another grant coming up is creative event grant for $8k
b. New members!
c. Jana can order the parts predominant for 2023 Christmas concert - approx $600.
    1. Can we save them on a drive?
d. Choir tour - wonderful committee working on this.
    1. Researching possible locations
    2. Join festival or custom tour and performance?
    3. Possible use of grant funds to offset part of member expenses?
e. How we are going to engage the community? Brenda - survived WW2, Dorota and husband having to leave Brazil, Nic - Ukraine. We should find a way for how to use these stories
    1. Katherine referenced Tom's email, which talked about this.
    2. Jana said she's thinking about doing this on the website too, and get this out to the public.
        a. We're really writing up the 75th anniversary concert, and are hoping to have different groups from different heritages.
    3. 75th anniversary - do we remember the letter from Erma Slocum (??). Her obituary states the original group started in 1949. Have this available .
f. Jana's birthday fundraiser raised $500!
g. Add orchestra names and singer spotlights to website

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8. VP Business Report - Dan
    a. Contract signed for First Presbyterian for 2023/2024 season
        1. Sent times, dates, reservations
        2. Dec 2/3, 2023 for Christmas concert
        3. Reserved church for dress rehearsals too in 2024.
            a. Requested reservation for 2 hrs before concert
                1. Jana said she always gets there at 4pm on Saturday.
    b. Wed May 10 annual meeting and party
        1. Basses are the entertainment.
        2. Request we have use of church 2-3 hours prior for setup and time after for cleanup
    c. Dan reports that Dava Sacca thinks people want to have the minutes in the members location of the website.
        1. Jaz said we weren't able to post recent minutes, possibly due to a space issue

9. VP Marketing's Report - Min, and team member Tom
    a. Min: any time timelines ahead? Completed!
    b. Tom outlined ideas for promos and media articles, newsletter
    c. Columbian ran an article on Inspire Arts
        1. Min: We have a contract set up with The Columbian to cover through end of 2022/2023 season
        2. Min: Have to run digital ads in The Columbian
    d. Min sent out info to Clark County Arts Commision at Jana's request.
    e. Some members want to have different photos
        1. Jana - programs, youth scholar - need a portrait photographer.
        2. Min also recommends we hire a professional photographer to do the cameras and videos: want closer photos, more clearly, lights on the stage
            a. Min said these photos and videos can be used for grants
            b. Min suggests doing interviews, videos of audience at concert!
            c. Kristin will send name of recommended professional photographer
            d. Tom - pro videographers who do entertainment, and they would get audience involvement. Tom will send the name to Min - "Hawata"?.
            e. Jaz echos going with a 3rd party for photos, videography
            f. Programs - Jana said we have people in the choir who would be skilled at this! Possibly Libby in sopranos, Ginny, Janekke
        3. Min and Jaz: we can utilize contact info for marketing. This info is available for any ticket purchasers who pay for their tickets online vs. through paypal
            a. Tom said also have a sign up at concerts for those who want future concert info.

4. Min echos the member newsletter idea on our website and individual spotlights
    a. Katherine: is there a security issue with using choir members' names? Min said we need their consent. Jana said Pdx symphonic choir uses, "Here's Ryan!" etc … just first names.
    b. Tom said he'd like the section heads to recommend those people who we can start with on interviews, maybe newer members. Tom will then contact them.
    c. Tom: researched history on the composers to include in newsletter, website, media, papers
        1. Jana will send Tom info, backgrounds of composers, compositions

10. VP Technology: Jaz
    a. Last meeting we agreed get stand for tablet. Jaz requested Dennis get it since he purchased the tablet … she'll get him the dimensions
    b. We need a way to upgrade space to get additional space on website.
        1. Min said Scott is the designer for the website, and to contact him to figure this out.
    c. Katherine - did we order a rubber stamp? No, still looking into this. Dennis will send the jpegs for B&W and color logos.

11. VP Concerts- Cara
    a. Need to make sure we have masks for guests at concert.
        1. Does she pay for them and then request reimbursement? Dennis said he can actually order for us using VMC credit card. Cara will send him the link.
        2. Katherine said we should also have them on hand for during rehearsal. Dennis said Mary has singer masks on hand as well.
        3. Dan will pick up 3 boxes from his office for us.
    b. Already had someone reserve their volunteer spot for her and her friend next concert.
    c. Susan - suggestion: have someone to request audience members squeeze in. Ushers could help seat ppl where there is space

12. VP Membership - Susan
    a. Roster - do we need permission to send roster to everyone?
        1. Jana said to just email choir to tell Susan if they don't want their info released.
    b. Susan to send roster to Kristin to set up for printing
    c. Jana said Donati will be back at end of Feb. Ask Merilee if Zak is returning

d. Discussion of wardrobe moving forward
    1. New member asking palazzo pants for concert. Susan will talk to Mary about this and dress length, sleeve length
    2. More discussion on length of sleeves, dresses
    3. For men: discussed possible options
    4. Maybe we have different wardrobe for one of the concerts? Or better to have consistent black professional look as we have now.

13. Other New Business:
    a. Kristin: lower ticket price for seniors?
        1. No, Jana explained that all of the choirs have done away with this, last 10 years.
            a. If someone is in need we can comp them, though this is not to be advertised.
            b. We're actually using grant $ to comp some tix - the grant allows us to diversify if some need it.
            c. Dennis said we need to track this though, especially at the door since all the tickets look the same. Dennis wasn't able to tell which were student concerts.
            d. Jana: Vancouver Symphony - they mark the tickets if the ticket is a student ticket so they can track student/not student
    b. Katherine: For Travel committee do we want to be doing concerts ourselves or part of an international festival?
        1. Tour director can do a custom tour
        2. Jana: Costa Rica was concert for peace + personal tours, etc.
        3. Super expensive to go to Europe. How realistic is this? Also, mention of people not really wanting to go to Italy and spend that time in rehearsals.
        4. Jana: thinks we should talk to the choir to see what the thought is. She also thinks we should really investigate Costa Rica due to cost
        5. Jana - if we did one that was more affordable then we could bring more people, since it's the 75th
    c. Susan/Jaz - back to photos and video
        1. We should get new pix for choir and choir/musicians for website and for video.
        2. Jana - said yes, we want to do this. Want to list all of our musicians. Will keep them loyal to us.
        3. Susan - said Dianne Walter isn't going to be with us for the concert, who should handle this. Min will try asking her again.
            a. Susan will manage the singer's names on the program. She will perform final review.

b. Min said the whole program thing is huge, and Dianne is the coordinator. She gets the info to Scott and he sets up the program.
c. Deadline for program - Min will check with Scott to find out when we should get the info to him. She received the programs the morning of the concert!!!

Meeting end: 8:45
Next meeting: March 7, 6:30 on Zoom (?)