VMC Board Minutes August 22, 2023

Present: Katherine Nitsch, Jana Hart, Susan Pautz, Dan Warner, Min Kuang
Paulette McCoy (interim secretary)
ZOOM Virtual presence: Dennis Haberkamp, Dave Lawley, Jaz Bielby
Absent: Cara Hernández, Tom Paulu

Welcome and call to order at 7:07 p.m. by Katherine
Secretary's report from June 6 meeting approved by Dave and seconded by Dennis
No treasurer's report or budget was presented.

Old business:

Board members summarized their duties and responsibilities to Dave, the newest member. (Note: The complete operating procedures for each position are found in the by-laws, however, several board members have additional responsibilities that they have taken on and were discussed at length:

VP of Membership Responsibilities-Susan
- Chorus roster, attendance
- Music librarian
- Hospitality Coordinator (see new business /action items below)

VP of Marketing Responsibilities-Min
- Coordinate all graphic art and design, posters, photography, media releases assisted by Tom Paulu

VP of Technology Responsibilities- Jaz
- Social media, website, ticket sales, email communication to chorus members

Treasurer/Financial Officer Responsibilities-Dave & Dennis
- Manages all income, expenses, financial reports, grant requirements, investment accounts, check writing, IRS reporting, not-for- profit regulations

Dennis will also be managing all financial components of the chorus' Costa Rica trip planned for June 2024.

VP of Business – Dan and Dennis
- Soliciting sponsors/donations from individuals and businesses
    - Dan will continue his relationship with the business and individual sponsors that he acquired in the past
- Insurance, business license
- Maintain relationship, calendar and manage contract with the First Presbyterian Church
    - Dan will continue with this responsibility
- Manage charities including Giving Tuesday an Give Big 24

New Business

Music director's report from Jana:
- 18 new members to date, additional music will need to be ordered. New singers are drawn to the repertoire and to sing with an orchestra.

- Securing any new grant money will be challenging and not as successful as the 22-23 fiscal year.
- We may be honored with the Governor's Award however, this does not come with any monetary value.
- First rehearsal will be Monday, Sept.11 and the first Jumpstart rehearsal on Sat., Sept. 16
- Christmas Concert dates: Dec. 2/3; all orchestra musicians have been hired
- Skyview HS will be the venue for the 75th Anniversary Concert on May 18/19. A contingent from the Portland Gay Men's Chorus will be joining us for this concert.
- Discussion around a possible Paul Christianson Vocal Scholarship in honor of this late wife Loti. Jana will write a letter to Paul.
- Jana expressed her concern around our current website: errors, orchestra not mentioned or promoted, unable to purchase tickets or donate online and other issues. She recommended we contact David Roberts as a possible new web. designer-

VP Concerts report was given by Katherine in Cara's absence

- Can we look into have security at our concerts? Will there be budget constraints?
  - Dan volunteered to contact different security companies
- A front house concert manager is needed. Could it possibly be a student intern from Clark College? If not, we will reach out to choir members.

Presidents' Report by Katherine

- Request that the scholarship concert be scheduled earlier in the year

VP Membership - Susan

- Presented the member commitment form and asked for any input or changes
- To date 105 members: 67 women/ 38 men
- We need a new hospitality coordinator due to Susan's knee injury'
- We need a new wardrobe coordinator as Mary Wenger has asked to step down
- Expressed her frustration in using Google pages as our only form of documenting information. No solutions were finalized.

Action items:

1. Secure Skyview HS with a written contract. Dan or Jana?
2. Letter to Paul Christianson- Jana
3. Contact Dave Roberts concerning website design- Jana will give email info to Jaz
4. Contact security companies – Dan
5. Email chorus members ASAP about volunteering for hospitality coordinator- Susan will compose/Jaz will send out.
6. Email chorus members about other important leadership positions that are needed: house concert manager and wardrobe coordinator. – Susan/Cara compose/ Jaz will send out at a date TBD.
7. Ask members about open secretary board position.- Katherine
8. Next board meeting is Tuesday, Sept. 5 at 7 p.m. via ZOOM

Meeting was adjourned at 8:40 p.m.

Respectfully submitted, Paulette McCoy, interim secretary