Vancouver Master Chorale

Board of Directors
Meeting Minutes
August 13, 2024

Members present: Doug Friend- President; Sonya Sigler- Treasurer; Dennis Haberkamp- VP Business Affairs; Susan Pautz- VP Membership; Valerie Winkle- VP Marketing; Bai Pham- VP Technology; Kristin Judge- Secretary

Members absent: Jana Hart

Guests present: Dan Warner- emeritus

Call to Order

The meeting was called to order at 7:10pm

Agenda -

Administrative - Doug

A motion was made by Sonya Sigler and seconded by Susan Pautz to approve Kristin Judge as Secretary. The motion was approved.

A motion was made by Kristin Judge and seconded by Dennis Haberkamp to approve Sonya Sigler as Treasurer. The motion was approved.

A motion was made by Sonya Sigler and seconded by Bai Pham to approve Megan Pittme as VP Marketing. The motion was approved.

Minutes - Sonya

Past minutes were approved by acclamation.

Treasurer's Report – Sonya

A motion was made by Dennis and seconded by Susan to approve the previous Treasurer's Report as presented. The motion was approved.

Dave Lawley sent Treasurer information through June 5. Ended June with $19k, ended August 13 with $18k. Sonya trying to identify line items and remove duplicative information.

Sonya - only able to download last 90 days of info from bank. Sonya took that info and input into Quicken, including info from check ledger. She will go back to April-June and capture that information in budget.

Budget- Sonya (Dennis transition)

- Will track differently than in the past, breaking out by season, tickets, donations, concert expenses (3 terms). Will further drill down into some of these numbers.
- Tickets:
    - Sonya will create attractive paper tickets for our sponsors, should be less than 100.
    - Ticket price this season
    - Tickets including season tickets will use QR code.
    - Action item: Valerie and Bai will figure out how to scan for each concert and capture ticket information
    - For members purchasing tickets for others, there is a section on link to provide ticket holder's name.
    - Orchestra and soloists were offered comp tickets because they were paid under typical rate
    - We oversold last 2 holidays because there was no limit on tix to sell. Sonya said we will monitor # tickets to be sold and then track what comp tix are needed and can print tix for this purpose.
    - Sonya and Doug were unable to track the # of tix sold in previous years.
- Technology and Membership provided budget numbers ahead of time for Treasurer report
    - Action item: Bai to investigate whether we actually need a MicroSoft account (we already have all on Google for free)
- Corporate/Office expenses
    - Action item: Valerie to look at last year's Corp/Office expenses and use that for this year's potential Corp/Office expenses budget
- Doug - Security expenses already factored into Skyview lease. Will need to add Security expenses for Dec and May concerts.

Doug - will Sonya be able to share a real budget next month? Sonya: Yes- In past we never had a real budget that was approved and stuck to, just a spending plan. We will be working with a budget.

Doug - said budget is a guideline, never exact, however, if you know in a certain area you will go over by a certain %, you must get approval. When we get budget we will need to talk about this … once it's set, it's set.

42 people filled out commitment form.

Director's Report - Jana

- Provided report in email. Provided soloists, and musicians. Need estimate for budgeting purposes.
- Doug requested we print up 400 programs for the Sun concert. Will be doing joint advertising in PDX metro area
- Doug- GiveSmart transfers on our bank account in 3 days. Also, GiveSmart allows for monthly giving - not under membership section, but using sponsorship button.
- Action item: Sonya will help Dan transfer the QR code to the letters going to potential sponsors.
- Auditions- we have a few new people joining. Having difficulty coordinating auditions for people who are interested.
    - Action item: Susan to get back to people who are interested in auditions to let them know we aren't ignoring them, will get back to them when we are able to schedule auditions.

Other Committee Reports

Membership – Susan

- Several ppl dropping for Christmas, Ryan not going to be with us for a few years

Technology – Bai

- Working with Kier to look at Google platform and trying to make it fit our needs. Google will provide us with a central repository. Sonya already started this out. In process of tweaking this and make it work for our needs, such as adding ppl to the roster, as easy as possible for everyone.
- Susan needs to know how to add people to the roster and membership mailing list, as well as how to maintain a running list of people who might be returning for future concerts. Sonya created a tab called 'Former' to use for this. Sonya showed Susan how to add, edit, remove.
- Min on vacation, Bai is finding that information is spread out on the website and looking to consolidate into one place. SOnya is having difficult in getting VMC website password from Teresa. Website looks dated, hard to maintain due to custom code, no history.
- Send Sonya headshots!
- Bai demoed test new website - looking for testimonials. This test environment is easier to use, maintain. Blogs. Interviews up on demo. 'Support Us' brings to Donate, brings user to GiveSmart form. Shows list of donors. Donate goes to one form, sponsorship goes to other form.

- About section - general info about choir. Will add Members section, Mission section. Need to add info about VMC Orchestra, Youth Scholarships.
- Can add subscription info and links to concerts
- Sonya did a tickets description for the concert to be added to website.
    - Action item: Bai will send info to Sonya.
    - Action item: Doug to send Sonya ArtsWatch info.
- Discussion about using blue hur versus black and white.
- Hoping to have everything ready by first rehearsal

Doug: Commitment form successful, people are already paying dues.

Doug: who on their VMC Commitment form said they were interested in graphics. Action item: Susan to provide Doug with this information.

Business – Dennis, Dan

Skyview and Skyview documents are signed.

Dennis finding out about restrictions on the 40k investment fund. Sonya suggests making this our reserve.

Dennis: all $ renewals are coming in.

Development: Dan

Sonya worked on package for Columbia Credit Union. Action item: All Board Members get head shots to Sonya immediately. CCU wants stuff on all of us - application for grants. Bai said he can do headshots.

Search committee update- job description done. 3 people via word of mouth interested. Publishing in a few places. Initial interviews in Oct performed by Kathleen Yellin, will narrow down to panel interviews, then goal is to have it narrowed down to 2-3 ppl in Jan, hope them to conduct half rehearsal, then decision. Need to hire someone so they can plan 25-26 season. Sonya said compensation is $1000/concert series.

Don't have dates yet for the youth scholarship. Doug thinks contingent on funding. Bai wants the process up on the website for marketing.

Don't need risers for LCC concert, they will bring their music stands, programs,

Concerts – Valerie

In contact with Cara. Will figure out GiveSmart, has log in. Sonya already started a ticket but didn't have venue name and address. Valerie will contact old volunteers to see if interested.

Old Business - N/A

New Business - N/A

Action Items

The current action items were reviewed and are either complete or in progress. The next action items were reviewed, and the responsible Board member(s) are aware of the items.

Kristin to send out action items

Sunya wants us as a group to go through budget line by line once she has the #s. Concerned about Longview concert. Bai said biggest expense is musicians and best to work with local groups

Good of the Order [Kudos]

Announcements

Next BOD meeting is Tuesday, 9/10 at 7:00 p.m. via Zoom

Adjourn

A motion to adjourn was made by Valerie and seconded by Susan. The motion was approved. The meeting was adjourned at 9:09.