Vancouver Master Chorale

Board of Directors
Meeting Minutes
September 10, 2024

Members present: Doug Friend, Sonya Sigler, Dennis Haberkampt, Bai Pham, Susan Pautz, Megan Pitman, Valerie Winkle, Tom Paulu, Kristin Judge

Members absent: (Dan Warner)

Director present: Jana Hart

Guests present: Amy Christenson

Call to Order

The meeting was called to order at 7:06pm

Agenda - Doug

A motion was made and seconded to approve the agenda. The motion was approved.

A motion was made by Sonya and seconded by Bai to approve Tom Paulu as Co-VP of Marketing. He and Megan will each have their own, distinct responsibilities. Megan is primarily Social Media. Tom will work on programs and media, among other things.

Minutes - Kristin

A motion was made by Susan and seconded by Valerie to approve the August 13, 2024 meeting minutes as presented/amended. The motion was approved.

Director's Report - Jana

Director's report was submitted prior to the meeting via email for review by all Board members, included expenses. Additional information presented/emphasized:

- Contacted soloists. Need soloists' bios and headshots ASAP for inclusion in Verdi program.
- Need Gay Mens Choir roster from Braedon ASAP for inclusion in program.
- If GMC agrees to rehearse Wed nights, we can rehearse for free
- Braedon needs mp3s and scans of scores ASAP. Bai to scan and send to Braedon. If they want real music at rehearsals we can give them the scores at that time.
- All GMC will do Choir 2
- Jump start for 9/7/24 all set

- Soloist rehearsals 9/11 and 9/14 (after jumpstart)
- Car pooling for Sat Longview concert. Megan suggested having paper signup sheet at rehearsal, Bai or Sonya suggested having electronic sign up on (what was the App?)
- Waiting to hear about one more grant- Governor's Award, submitted in Spring, to be awarded sometime in Sept in amount of $7500.
- Doug said Dennis put together another grant application while in Costa Rica, still outstanding
- City of Vancouver gave us one grant, denied two. The single grant received was for $5000 and will be used for the jazz ensemble.

Treasurer's Report – Sonya

- Presented accounting using everything from GiveSmart and the $ deposited by Dennis. 59 people paid dues, factoring in scholarship amounts, totalling $10,180
- Received donations from members of $2635. 8 people accidentally donated using wrong button on website, instead of clicking the pay dues button. Sonya reconciled #s.
- Of the 8 ppl who received scholarships, most were willing to pay half. Used $385 out of $1000 donated by McCullough.
- Dennis has 5 checks for dues, 1 for donations - $1250. This is on top of Sonya's numbers.
- Commitment forms: 79 commitment forms received, but some of these are from members who dropped out for this concert, may be back for Dec concert. Discussion about actual # of people on the roster. Some have dropped out and Susan is going to update the roster so Sonya has current #s. Sonya will use that 79 number as a ballpark for now.
- Actual numbers in Quicken: For Aug only, $7700 in income, $496 paid out. Net = approx $7300.
- Doug said half of our income comes from tickets sold. Emphasized that the concert has to be excited about the concert to help us sell tickets. The remainder of our income is 25% dues, 25% sponsorships. Megan has highlighted the concert on social media
- Bai said tickets are available for Dec concert but are available for Skyview. Sonya requested Bai duplicate the Dec ticket and just change for First Presbyterian [Doug I think I got this wrong - do you remember?]
- Discussion about how important it is that we sell tickets.
- Dennis and Jana gave their numbers to Sonya so she will be able to formulate a budget
- Sonya plans to carefully look at how grant money is earmarked so we know what we have to spend on musicians (and other things) this year.
- Discussion on how last year we did NOT sell more tickets when we were in a larger venue, and that we need to factor that in for this year's concerts.
- Dennis said Jana has been working with Victoria to slim down cost for musicians. Discussion about Victoria's fee- included in musician cost or not.
- Doug said we will have extra costs for moving risers but no orchestra cost

- Of the 13 donations we received from choir members, 3 were from Board members. Sonya emphasized how important it is that all of our Board members donate, whatever amount they can. This helps with grant applications.
- Tom mentioned that from the audience point of view, more instrumentalists doesn't equal better quality, nor bigger venue equal more patrons. Doug said sometimes the audience wants the orchestra to be smaller so they can hear the choir better.

Other Committee Reports

Technology – Bai

- Completed the website in time for 1st rehearsal! A lot of work! Still some items to work on, and Kier is back to help. Need to get people on mailing list, where will mail chimp go on the website, etc. Where to put youth scholarship info. Bai wants a separate page to explain the youth scholarship, the process, benefits, how it involves community, then have a page that shows the past winners. Action items: Doug will have dates by end of month, Megan can put the info on social media. As an aside, Megan has access to the VMC facebook account but not Instagram.
- For mailing list, previous website had code, can use for new website. Also can use for social media.
- Doug said we need headshots of Tom and Valerie for website. Bai to bring camera to Jumpstart, be there at 8am. Action item: Bai, Tom, Valerie
- Doug told Bai that there were ppl on the subscriber list but not on the membership donors list; they submitted the form, received receipt but didn't pay anything. Bai sent email to each of them to ask them to fill it out again and pay. Unfortunately, cannot set default from 0 to 1 but not possible.

Co-VP Marketing - Megan

- Megan added some formatting to Doug's letter, Bai took snippets from past concerts from website, Sonya provided notes. Megan hasn't been able to edit yet. (Doug, I have no idea what this is about???)
- Megan will be focusing on communications and social media. FB, Youtube, Instagram.
- Action item: Sonya will show Megan, Bai and Tom where to store all of the social media sign ins, located in shared drive.

Co-VP Marketing -Tom

- Doug said he and Scott are working on the programs. Wants them to be less expensive than in the past. In response, Scott said he will donate more time.
- Action item: Tom will work with Doug on Verdi programs and will use these as a template for the Christmas concert.
- Tom has idea of things to do on website like the past newsletters put this isn't a priority
- Doug said we're printing way too many posters. Scott hasn't printed any up yet.

- Tom said since he used to work in Longview he knows a lot about the symphony. Action item: Tom to do a blurb on the Longview Symphony for Vancouver concert. Bai thinks Longview has some marketing materials.
- Doug wants to get some of the marketing materials that Longview is sending out
- Longview said we can provide them with an insert that can be placed in the Sunday program. Doug thinks this is a good place to put our corporate sponsors.
- Action item: Tom and Megan will coordinate the above

Membership – Susan

- We have about 80ish members, not including the soloists who are not singing with us.
- 14-16 members from GMC will be singing with us
- Discussion about soloists singing in concert or not, and whether soloists should be paid. Can't change for this concert but perhaps going forward. Decision to make this an agenda item for Oct Board meeting.
- Do we want to make the roster available online? Action item: Sonya and Susan to work on this, putting on Members site.
- Do we want to do nametags? Not for this term since we're already into it, but will do so for Christmas concert term. Action item: Susan
- 10 people noted on their commitment forms that they are willing to carpool. As discussed above, can have a physical sign up as well as on the facebook site.

Concerts – Valerie

- Valerie wants to set up a Google form to send out to members to collect names of those who want to volunteer. Has a list of the emails of those who have volunteered in the past. Can also provide a list of volunteer jobs on the google form. Valerie wants to get this out week of Sept 9. Action item: Valerie
- Sonya said Valerie should have access to Google forms in the shared drive
- Discussion about how to take tickets. Action item: Valerie will look into ticket taking app. Amy said we have a VMC laptop. But can it read QR codes??
- If people pay by credit card will we need Square again?
- What about if people want to pay cash? Roxanne Gingery is the person who always took the cash, and Treasurer keeps the cash box. 2 people count the $ before it leaves the room. Treasurer handles all cash deposits.
- Amy said Tom Nadal's wife Lynn has always been very helpful at ticket taking desk. Valerie has her email.

Business – Dennis

- Dennis and Jonathan went up to Longview and met with Director and Stage Manager.
- Longview has risers, but because of size of stage they will be in a straight formation rather than curved. Can fit 100 people. We do not need to bring up our risers.
- Do they have enough chairs and music stands??

- Still working on Skyview. Have times reserved but may not be able to use extended stage. We won't need it anyway. Working on contract with Jenny. Have not yet worked on when we can move risers in.
- Still processing GiveTuesday.

Development – Sonya

- Sonya discussed the idea of an endowment, or "donor cultivation" to be used for the youth scholarship and honorarium for Director. Would be looking to have Cowlitz and Paul Christianson start this with matching funds, hoping for $25k for the next 4 years to build up to 100k, as an example. Then draw a % from this each year for youth scholarship and Director honorarium.
- In order to do this, we need to build these relationships with Cowlitz and Paul. Maybe Katherine and Bill Reed? Doug is willing to do so as well. Sonya said we want the relationships to be built so that they are comfortable saying yes to a donor request. Just as easy to ask for a large donation than for small.
- We currently take $ out of the budget for the youth scholarship. Paul Christenson's donation only covered the 2 winners, nothing else.

New Business

Doug brought up the Costa Rica stipend issue. Back in June 2023, the Costa Rica committee said that there would be a stipend of $200-$400 available depending on the # of people who travel. In March 2024, Board minutes stated that there was a decision made to fund at least $250/member, clothing items up to $750 total for the group, and credit card fees up to $1000. 10k previously budgeted for Costa Rica. Dennis stated there is about 49k in the needle fund. The stipend may need to dip into this fund.

Dennis will come up with the final costs for Costa Rica for the Oct Board meeting and see where we fall with the budgeted 10k. Action item: Dennis

Tom and Doug suggested asking people to donate their stipend back to VMC. Doug to draft up a letter to attendees. Action item: Doug

Good of the Order [Kudos]

MASSIVE APPRECIATION TO JANA for all she has done for us!!!!!!!! Jana has put in a tremendous amount of preparation for the Verdi concert even though she is not conducting. THANK YOU!!!!

Announcements

Next BOD meeting is Tuesday, October 8 2024 at 7:00 p.m. via Zoom

Adjourn at 8:55pm

A motion to adjourn was made by and seconded by . The motion was approved. The meeting was adjourned at (time)