Vancouver Master Chorale
Board of Directors
Meeting Minutes
10/2/2024

Members present: Robin Patton, Sonya Sigler, Dennis Haberkamp, Susan Pautz, Jana Hart, Bai Pham, Megan Pittman, Valerie Winkle, Tom Paulu

Members absent: N/A

Guests present: Dan Warner

Call to Order

The meeting was called to order at 7:03 pm

Agenda - Sonya

The agenda was used as presented.

Minutes - Kristin/Sonya

September 2024 meeting minutes up for discussion. Sonya emphasized the importance of only documenting decisions and discussions in the minutes and excluding sensitive information.

A motion was made and seconded to nominate Robin as the board president, with all members in agreement.

Treasurer's Report – Sonya

Sonya presented the draft 2024-2025 budget, and emphasized the importance of understanding the three main budget buckets: tickets, membership dues, and donations. Explained starting bank balance and impact of grant money on previous year's budget. Highlighted a $7,252 deficit despite a $31,000 starting balance. Key expenses include $14,900 for musicians, $8,000 for venue rentals, accompanist fees, and $1,000 for director honoraria/concert. Discussion on the historical ticket sales and the conservative estimate for the upcoming Skyview concert. The board approved a $10,000 stipend from the travel reserve fund to cover Costa Rica trip expenses. 80 members paid dues so far, with membership dues totaling $22,000.

Discussion on the need for fundraising and accurate budgeting to avoid future deficits.

Director's Report - Jana

None presented at this time.

Other Committee Reports

Technology - Bai

Discussion of the cost of sound production and recording, with mentions of previous expenses and potential future recordings. Jana and others express concerns about the need for professional recordings and the potential cost.

Sonya proposed budget funds for sound production and recording, with a focus on archival recordings and the quality of sound. All agreed to allocate budget funds for sound production and recording, with a focus on maintaining high-quality recordings.

Sonya reviewed the technology expenses, including website hosting, MailChimp, and Give Smart, with a focus on the benefits and costs. Discussion on the transition to a new website and the need for multiple admins to avoid single points of failure. Discussion on the importance of having a technology team to manage the website and other technical aspects.

All members agreed to lower the budget for website hosting.

Marketing - Megan, Tom

Megan to post upcoming concert publicity on Facebook. Programs for Verdi to be covered by LCC, possible resume of LCC concert programs for the First Presbyterian concert. Jana suggested considering Facebook ads for promotions. Discussion on use of Google workspace for free storage and sharing of videos.

Discussion on the use of leftover mugs and hats.

Membership – Susan

80 members paid their dues. Discussion on additional donations received and completion of commitment forms. Discussion on the scholarship requests and the process for managing partial payments and donations.

Concerts - Valerie

Seeking volunteers for upcoming concert. Using last season's list of volunteers as a starting point. Jana suggested asking Skyview students to volunteer.

Business – Dennis

Report was covered within the Treasurer's report. Will not have to bring risers to LCC.

Old Business

Costa Rica Trip and Travel Reserve Fund - review of previous decisions made for the Costa Rica trip, including the allocation of a $10,000 stipend from the travel reserve fund. Discussion on

the deficit for the Costa Rica trip and the need to cover expenses from the regular bank account.

Sonya proposed moving the necessary amount from the travel reserve fund to the regular checking account to cover the stipend and deficit. Unanimous agreement to the motion.

New Business

Discuss the director search process and timeline with choir. Consider inviting Victoria to Search Committee meetings due to her arts-focused non-profit experience.

Action Items

- Update the sponsor list on the website - Bai
- Check with Andy Chin about his $1,000 sponsorship from last year
- Choose a date for the youth scholarship and reserve it with First Presbyterian
- Update the youth scholarship application materials.

Good of the Order - None

Announcements

Next BOD meeting is Tuesday, November 12, 2024 at 7:00 p.m. via Zoom

Adjourn

The meeting was adjourned at 9:30 pm