Vancouver Master Chorale
Board of Directors
Meeting Minutes
11/12/2024

Members present: Robin Patton, Sonya Sigler, Dennis Haberkamp, Susan Pautz, Bai Pham, Valerie Winkle, Tom Paulu, Philip Denton

Members absent: Jana Hart, Megan Pittman

Guests present: Dan Warner

Call to Order

The meeting was called to order at 7:08 pm

Agenda - Sonya

The agenda was used as presented.

Minutes - Kristin/Sonya

Corrections to October Board Meeting Minutes: Change honorarium to per concert, change date. Corrected 11/12/24.

A motion was made by Susan and seconded by Bai to approve the previous meeting minutes (11/12/24) with corrections stated above. The motion was approved.

Bai to add recent minutes to website.

Treasurer's Report – Sonya

Sonya presented the finance reports, ticket report, donations (Costa Rica trip and other), and a proposed revised budget. Ticket purchases lower than expected. Attendance around 250 at Skyview for October concert. Increase in ticket prices helped total $.

Discussion on fundraising to bring budget back into balance. Discussion on soloists, payments for sectionals. Bai made a motion to add $150 to the budget under the category of soloists, Robin seconded, motion approved.

Discussion on additional expenses for the May concert that may not have been previously approved in budget. Will discuss with Philip. Sonya does not think that previously discussed musician $ total for May concert will come in below the current budgeted amount of $11k. Discussion on section leaders. Need process for submitting check requests and approvals. Board must approve any changes in budget. Discussion about creating maximum payment amount for musicians, planning session for such decisions (section leaders, outside musicians).

Director's Report - Jana sent in report

Jana's edits/additions to the previous draft minutes:
1. Having the concerts at the church on the first weekend in December was not our choice. The church will only allow us to do concerts on the first weekend. It is in their contract. Maybe we can change this when we renegotiate it.
2. Publicity for the last Christmas concert was huge. Flyers were everywhere, churches all over were publicizing us, articles and announcements in several publications, radio announcements. I think there is a correlation between publicity and attendance. Something to look into.
3. Mass in Blue has not been ordered yet. The confusion was because I ordered all the other music for this year last spring because a grant was coming due and we had to spend it. I always order spring concert music around Christmas anyway so we have an accurate count of singers. Being a community choir this changes from concert to concert.
3. The idea to do 1 big orchestral work and 2 mainly choral concerts each year is good and what we have done for many years. This last year was our 75th anniversary season year so programs were not usual. We celebrated.

Interview with Scott Hewitt at Columbian November 12. Jana requests flyers with ticket price, ringer checks (but see previous discussion). Checks will be given to Victoria, potentially to ringers (see above, voted down) from Treasurer.

Will give music, etc to Philip. Philip said he will change as little of the scheduled May program as possible. Philip will meet with Victoria, will need 4 soloists, SATB, auditions in Jan. Will most likely hire Soprano soloist for Mass in Blue, hire jazz musicians.

Discussion about possible jazz accompanist and classical accompanist, Philip putting out feelers for permanent accompanist. Philip thinking one big thing with orchestra/year then different options for other concerts.

Other Committee Reports

<u>Business - Dennis</u>

Final payment on Skyview less than what was expected. Starting to work on upcoming grants but finding there are few grants if any right now. Working with Sonya on updating database and moving them over to the Google drive. Supporting Sonya in check writing. Update ledger with credit union to replace Doug's signature privilege with Robin's. Also investigating the thread-needle fund with bank and Sonya. Filing some income taxes for previous year because made greater than 50k that year (received 95k in grants). Needs help from Bai for Giving Tuesday.

<u>Technology - Bai</u>

Working with Robin on scholarship page, will post once finished. Still needs to complete mailchimp. Will update sponsor list to match program.

Marketing - Tom

Developing concert programs. Current program close to being finished. Looking ahead to how we can change up the program, to discuss early next year. Got updated info on sponsors. Verdi concert sponsors were still coming in after deadline for concert - challenge to having concert in oct.

Made flyer last minute, emailed out to choir (Scott usually did flyers in the past). Discussion on sending something to messenger, 4 other websites. Last xmas had good attendance even with little publicity. In transition of doing our own publicity. Really only the columbian is left in providing publicity.

Discussion on getting flyers out - Tom will create timeline of when things need to be completed in future.

Discussion about workload of Marketing VPs, uneven responsibility distribution. Robin to ask if anyone is interested in helping with program. Program can potentially be cut from 12 to 8 pgs. Philip has expertise with programs, will start helping with this in Jan. Great ideas to reduce production cost. Will evaluate after Christmas concert. Valerie Winkler's husband is graphic artist, might be able to volunteer help/pay?

Membership – Susan

Philip's responsibilities include appointing Librarian and section leaders. Susan to continue as Librarian. Susan needs Mass in Blue from Philip.

Auditions - Board is not sure where audition notification are currently going - initial request was supposed to have been going to Director. Auditions spreadsheet goes to President alias (Robin and Philip), Susan includes notes to follow status/progress. Philip will think about a cap on membership. Also discussion on attendance policy.

Susan/Robin/Jana to let Philip know whom we lost in tenor and bass section so Philip can follow up with them. Haley Sorrell will be returning in January.

People not returning music, especially those who start out but end up not singing. Philip suggests leaving a deposit for music pickup.

Concerts - Valerie

Used GiveSmart for first time for concerts. Complaint from longtime fan that unable to purchase season tickets. Internet problems for at the door ticket purchases but Philip figured

out. Issue with credit card reader needing to be transferred to a different email (@vmc rather than personal email) - Action item to move square over to general VMC address. Also, can use square reader but not go through givesmart (givesmart has higher transaction fee).

Valerie to collect data showing how many purchase tickets at door for this concert, as well as how many comp tickets are used.

What are true capacities of Skyview and First Pres. We are topping out 450 gen admission and 50 students, not including comp tix and kids. Watch # tickets at door so we do not go over 500.

Only 5 people from choir filled out volunteer form, 3 dropped out. Skyview students ended up volunteering, former members and friends. Need 8-9 volunteers for Christmas concert. To announce at next rehearsal

Business – Dennis

Covered above

Old Business

Christy Martin and Cheri Kearny interested in helping with grants. Sonya to give grant training again. Dennis has all grants written in last 3 yrs filed away for future grant writing.

Philip, Susan, Scott Tuomi to be judges for youth scholarship. Will discuss times, sound equip needed, website updates.

Discussion about donation list.

New Business

Robin moved that Board approve Philip as Director, Dennis seconded. Unanimous.

New members on vmc mailing lists have now been added to the respective lists.

Robin to check out photography volunteers and video for next concert (Charlie? Robin to verify).

Discussion about farewell party for jana. Jana has since said she does not want farewell party. Robin to ask choir to provide thoughts, sentiments, appreciation and pix for memory book. Dorota will put memory book together.

New business: Longview Community Concert Association wants us to sing spring 2026 (2025-2026 calendar), in Columbia theater or Wahlenburg auditorium. Putting it out there for us to think about.

In future, Victoria recommended getting musician info to Victoria a year in advance

First Pres typically have to give them concert dates well ahead of time, typically reserve 1st weekend in December (our preference) - Dec 6 & 7 for next year. Philip will have school concert dates in a few weeks so will get to us.

Mayor Anne has confirmed to speak at Sunday Christmas concert.

Discussion on endowments.

Action Items

Bai action items: add recent minutes to website; post scholarship info to website once finished; update sponsor info on website to match program; list on website that kids 12 and under still free admission

Robin action items: ask choir if anyone is interested in helping/doing program for future concerts (potentially Valerie's husband?); working with Susan, let Philip know who we lost from tenor and bass sections; investigate photography and video volunteers for next concert; let choir know we need sentiments, memories for memory book for Jana (completed)

Philip action items: get Mass in Blue music to Susan; appoint section leaders; follow up with tenors and basses whom we have lost; will determine next proposed concert dates once he has school schedule so we can reserve First Pres.

Valerie action items: move Square over to vmc email address (Bai??); collect data on how many tickets we sell at door and how many comp tickets are used; announce at rehearsal that volunteers needed for concert (completed)

Sonya action item: give training for grant writing again

Good of the Order - None

Announcements

Next BOD meeting is Tuesday, Dec 10, 2024 at 7:00 p.m. via phone

Adjourn

The meeting was adjourned at 9:20 pm