Vancouver Master Chorale
Board of Directors
Meeting Minutes
2/6/2024

Members present: Dave Lawley, Dennis Haberkamp, Sonya Sigler, Jaz Bielby, Susan Pautz, Min Kuang, Katherine Nitsch, Jana Hart

Members absent: Cara Hernandez

Guests present: Dan Warner, Paulette McCoy, Tom Paulu

Call to Order

The meeting was called to order at 7:03 pm

Agenda - Katherine

The agenda was used with moving the consent agenda items to new business and Paulette/Costa Rica up to Costa Rica budget discussion.

Minutes - Sonya

November 7, 2023 meeting minutes and January 9, 2024 minutes approved with edits on donors/logos.

Treasurer's Report – Dennis/Dave

Dave presented the treasurer's report and the 2023-24 budget. Dave will double check donations amount for $500 that may not be reflected in the actuals. Dennis updated and presented Costa Rica details – wire fees and music specific for this endeavor will be moved here.

1099s sent to musicians and others. Due to grant money received over $50,000, we will file tax return on Feb 15. May need more tax support. Dennis with Dan's help will secure a tax accountant to help with this filing.

Director's Report - Jana raised the idea of having a music borrowing form and adding tax support. Darcy will hire sound for Feb. WA Arts grants is slightly delayed. Cowlitz grant request will be decided in March. Jana will send out Youth Scholarship info. Radio interview with Marliese Franklin and Jana for KXRW small local radio station was completed but not broadcasted yet.

Other Committee Reports

<u>Membership</u> – Susan

Susan will be updating the seating chart for the concert – with soloist and height restrictions in mind.

Marketing – Min

First draft of program has been sent around for comments. Dennis will check with Cowlitz on correct logo for website and program. Donor levels will be updated to match donation levels.

Technology – Jaz

Jaz will be updating donor logos for the website – Cowlitz, City of Vancouver (Arts Walk), Paul Allen grant, Judy Reels – Min/Jaz may need to get them from the programs from Scott, and updates will match current donor list from Dan. Update About Us - a few typos/grammar fixes for website – Jaz will do with Linda.

Business – Dennis, Dan

Donor tickets have been sent out, except for two that will be sent out this week.

Concerts – Cara

Going forward, posters will include "Tickets available at [website]."

Securing Skyview is important from the contractual standpoint but school said contract wouldn't be ready until closer to concert day.

Three will call lists, alpha order needed by Saturday. (Jaz)

Nick is front of the house manager for February concert, but he is not available for May. Security is set for February concert. Cara will purchase box of disposable masks for audience.

Travel – Paulette

Third set of payments being collected. Paulette raised the possibility of having a release of liability for trip participants. Dan will check with our insurance broker, otherwise one needs to be drafted.

Old Business

Email lists – Internal VMC email addresses were set up in Google Workspace. When non-profit status is confirmed on Google, we can add more users (Linda and Jaz). Next up is audience list in Mailchimp (Sonya).

Music – more parts copied and ordered. Roster is being finalized. (Susan, Jana)

New Business

Music Lending – draft a music lending form. (Sonya)

WAGives.org or Give Big – Dennis has updated this language. Needs to finalize it once deadlines are determined.

Concert dates for 2024 – 2025 – October 19-20, December 7-8, and May 3-4.

Action Items

Website – donors logos, music/parts (Dan and Min to send existing donor list and logos to Jaz)

Mailchimp audience list – being added/updated (Sonya)

Accelerator grant – opened and will be submitted prior to Feb 28. (Dennis, Jana)

Music Lending - we will draft a music lending form. (Sonya)

Debit card – may need to add one for Dave, as Treasurer. (Dave, Dennis)

WAGives.org or Give Big – language/graphics needs to be finalized (Dennis)

Mayor Ann – to be invited to concert (Katherine)

Good of the Order - None

Announcements

Next BOD meeting is Tuesday, March 5, 2024 at 7:00 p.m. via Zoom

Adjourn

The meeting was adjourned at 9:00 pm