# Vancouver Master Chorale

Board of Directors

Meeting Minutes

February 11, 2025

**Members present:** Robin, Dennis, Tom, Bai, Susan, Sonya, Geri

**Members absent:** Valerie

**Director present:** Philip

**Guests present:** Katherine

**Call to Order**

The meeting was called to order at 7:05 pm.

**Agenda -**

A motion was made by Tom and seconded by Dennis to approve the agenda as presented. The motion was approved.

**Minutes -**

A motion was made by Bai and seconded by Dennis to approve the January meeting minutes as presented or amended. The motion was approved. A motion was made by Tom and seconded by Sonya to approve the December minutes. The motion was approved.

**Treasurer's Report** –

Sonya presented the Treasurer's report.

**Director's Report** - Philip

- Jordan's pay will remain at $75 per hour.
- Philip will be out on Feb. 24 and has arranged for Jordan and Megan to run T/B and S/A sectionals that evening Dennis submitted a request to the church for use of the choir room that night.
- Will create a Google form for members to make requests for sectionals' focuses.

- Is organizing programs for 2025-6 and wants to work on technique. This could include repeating several December pieces in the March program. It was agreed that the May concert should be longer than 50 minutes

**Other Committee Reports**

Membership – Susan

- Chorale has lost several members and numbers 98 now.
- Getting new email addresses on the members list has been an issue but Sonya fixed it.
- Notifying section leaders of absences was discussed. It was decided that the order of notification of absences and extenuating circumstances (first section leaders, then Susan, then Philip) will be implemented in the fall. For the remainder of this season, members can notify Susan.
- One membership goal is to resolve membership inconsistencies regarding who is one the spreadsheet, who have & haven't submitted commitment forms, and names listed on programs. Philip noted that there needs to be a discussion about consistency and level of commitment in general.

Marketing - Tom

- Tom has a copy of text submitted to the *Columbian* two years ago and can rework it for current purposes.
- Question was asked about the Development Committee report. According to Sonya the Development Committee will meet twice a month, set priorities, create a library of development documents, use what's current, communicate what type of organization VMC is and cultivate a fundraiser mindset.
- Development Committee requests will include Paul Christiansen for an endowment for the youth scholarship and the Cowlitz Tribe for the Director's honorarium.
- Tom noted that publicity efforts are going well, the front and back of the programs are done, he has interviewed Philip and Jordan and wants to come up with a new concept for programs.

Programs - Tom

- The first draft of the May program has circulated and input regarding the cover requested.
- It was agreed that *Season of Light* will be the Christmas program's title.

Technology – Bai

- Mark Congdon will be assisting with the website, including posting minutes.
- Board member photos will be updated.
- It was suggested that it won't be necessary for Mark to attend Board meetings. He and Bai will be in ongoing communication..

Business – Dennis

- Data from the past 2 years has been moved to Google Drive.
- Is working to synchronize the tax year with the performance year. Will need to submit an addendum for this.
- All 1099s have been finished and mailed.

Concerts –

- Valerie will consider fulfilling Board duties and possibly front of house.
- Philip can find students to help usher but they can't handle money.
- Geri can be available to assist with house duties on May 4.

**Old Business**

- Robin still needs a current list of duties from some Board members.
- Robin also requested that Board members email her their length of service intentions.
- The operating procedures might not be incorporated into the by-laws.
- Robin, Sonya, Dennis and Tom will comprise a committee to revise by-laws.
- Robin and Susan will co-head the Hospitality Committee. Valerie and Dorota are willing to assist with tasks.

**New Business**

- Dennis discussed the annual registering of the organization with the Washington Secretary of State.

**Good of the Order**

- Information on the Southwest Washington Collective Non-Profit Workshop was highlighted.

**Adjourn**

A motion to adjourn was made by Dennis and seconded by Sonya. The motion was approved. The meeting was adjourned at 8:46.

The next Board meeting is March 18, 7:00 pm.