VMC Board Meeting 02/10/26
Minutes by Tom Paulu, substituting for Secretary Geri Hoekzema

Present: Dennis Haberkamp, Robin Patton, Tom Paulu, Susan Pautz, Bai Pham, Jonathan Bowman, Andrew McCaffrey
Guest: Rebekah Martorano, who's on the Social Media Committee
Absent: Philip Denton, Geri Hoekzema

Call to Order – 7:03 p.m. via Zoom

The agenda was adopted unanimously and the minutes of the Jan. 13 meeting were also approved.

Concerts – Valerie
Valerie asked about how she can coordinate with Chris Cannon, who filmed a VMC concert two years ago and has agreed to film the March, 2026, concerts also. Valerie asked whether Chris will need a volunteer to help. Tom said he would email Chris about concert details and include Valerie in the emails. Valerie can help provide a W-9 tax form to Chris.

Valerie said that choir member Charlie Zhang will take still photos during the March concerts (he isn't singing this time). She brought up that some of the faces in previous photos taken during rehearsals appear to be distorted, making them unsuitable for publicity, and there was discussion that AI editing was likely done.

Dennis confirmed that Darcy Schmitt had been contacted about doing sound for the March concerts and that he had received the W-9 form from David Linder, who also works with sound. Dennis planned to meet with Joe at the church to discuss setting up a speaker in the cry room at the back of the church. Valerie inquired about using former choir member Jim Wenger as a volunteer to show slides during the concert, and Bai offered to provide Jim with a marked copy of the music.

Board members have not seen a contract for security from choir member Dan Warner, who has helped set this up previously.

Valerie's Volunteer Google form was to go out to the choir that night. She had a great turnout for the December concert.
Valerie asked if she could spend $25 to print cards for the volunteers and Andrew replied that the budget can cover this.

Treasurer's Report – Andrew
Andrew will provide a written financial summary each month so it can be saved for posterity.

Andrew reported that all IRS filings due at the end of January are done. Andrew also reported that the choir is moving to computer-generated checks.

He has registered VMC for a free TechSoup membership, which provides access to discounted technology for non-profits. Quickbooks Online would cost us $600 but we can get it for $80 as a non-profit.

He is moving to do financial reporting by month. He will call for volunteers to join a Finance Committee.

Andrew provided a Budget Re-Forecast for FY 2025-26.

He explained that without the grant income we were expecting, we were facing a significant deficit of a little over $7,000 so we wanted to do some adjusting where we could.

The original total income was $131K; it's been re-forecasted to $95K, a decrease of about $36K. Total expenses have been decreased by $2,007 to $93,716.

Our projected expenses for several items, including programs, has decreased but the core expenses for personnel and music stay the same.

The choir would have had a surplus of $35K at the end of the year if we had gotten all the grants we applied for, but now net income is re-forecasted to $1,171.

The choir has received an unexpected $4K donation but it's restricted to youth scholarship for next fiscal year.

The forecasted $21K in donations remains. The Development committee needs to come up with $5K to close that gap.

The board unanimously approved the Budget Re-forecast for 25-26.

Director's Report – Philip
Philip was absent due to illness but he had reported to Robin that choir matters were going well for him.

Social Media Committee - Valerie
This group has had its first meeting. Members have updated the Youtube account; the previous two concerts are up on Youtube with graphics added to say what day they occurred. There were a ton of unlisted videos. Valerie will ask for permission to post videos of the Moses Hogan song.

Bai will set up a Social Media email address. Valerie asked if social media can help publicize the Youth Scholarship competition.

Development Committee -Dennis/Robin
Dennis shared that the committee is cleaning up the donor list. It's looking for strategies on contributors and has sent some emails about donors.

Robin said that committee member Kathleen Yellin has put together a spreadsheet with all the donors over past 5 years, with the main contact. The goal to contact them again and give them love and appreciation.

Membership Committee – Susan
The Membership Committee proposed by Philip last December hasn't met.

We will have the new water containers to serve audiences during concerts.

Board members discussed Susan's suggestion that choir members bake cookies at home and bring them to concerts to sell to the audience. Susan agreed to do more research on Health Department regulations concerning this. (The week of Feb. 16, those involved agreed not to do this because of complicated regulations and a warning from a choir member that a previous

board she had been on was sued after someone with a nut allergy became sick after eating a cookie.)

Susan proposed changing the member dues rules for the rest of this season so that singers who join mid-year don't have to pay the full amount. The board approved changing the rule so that new members joining for the second concert of the season pay $120 for membership fee and any new member joining us for the final concert be responsible for paying $60. This is just for the rest of this season and will not alter the guidelines for the entire season regarding membership fees.

Jonathan mentioned that if existing members take a concert off, they don't get a refund.

There was discussion of needing to revisit this policy before the 26-27 season.

Marketing – Tom

Tom shared that a story has appeared in The Messenger newspaper for seniors and that he had provided information to the Oregon ArtsWatch website. He had heard back from the Columbian that they wanted more information. Robin suggested texting Philip so he is aware that the Columbian may contact him.

Tom has filled out about six online entertainment events calendar, with advertising on all-Classical radio and in The Columbian in the works. Robin or Tom have been sending emails via Mailchimp about once per week.

He provided an update about flyers. All information has been provided to the graphic artist David Sorrell for March concert programs. Tom mentioned Victoria Racz' point that the early program deadline falls before she can finalize the list of instrumentalists, so in the future we will investigate how much more it would cost to having printing done locally, and later.

Tom's goal is to transition to using a VMC email rather than his personal email to set up accounts on calendars so that in the future, other people in VMC can easily access the accounts. Valerie shared that using a group email rather than a personal email "can be tricky but it can be done!" A complication is Google's 2-factor authentication.

Technology – Bai

Bai is working on concert slides, which will provide translation of the foreign languages in “Jubilate Deo.” There is a lot of music so we need a lot of slides. He wants to stay away from AI. He will contact choir members for help.

Bai was asked to turn Robin’s Mailchimp emails into Web site posts. He is also updating home page articles.

Good of the order
Robin shared that the Nonprofit Association of Washington offers upcoming classes, including one on finances.

Robin announced that the choir now has a strategic planning committee that is looking at long-range plans. Former VMC President Doug Friend is on this. She also shared that most board members are no longer called vice presidents but are now directors of their various committees.

The meeting was adjourned at 8:42 p.m.