

# Solano Winds Governing Board Meeting Minutes

Tuesday, May 18, 2021: Zoom Online Board Meeting 6:30-7:30 pm

In compliance with COVID-19 Social Distancing Mandates

**Members Present:** Ron Garrison, Lynn Garrison, Bill Doherty, Jennifer Doherty, Dick Grokenberger, Sherill Honeychurch, Robert Honeychurch, Joe Rico, Jerry Hedrick, Rassim Chettfour

1. Roll Call and Quorum established via Zoom participation
  - Quorum established at 6:30pm
2. Approval of April 27, 2021 Minutes
  - Motion to approve minutes from 4/27/2021 by Dick, second by Sherill -- **PASSED**
3. Amend/Accept current Agenda: Ron
  - Motion to accept current Agenda – Motion by Jerry, Second by Jennifer – **PASSED**
4. President’s Report to Board: Ron
  - Identify, prioritize, calendar and assign SW Recovery Plan. Topics include among others:
    - Librarian and library transition plan for 2021/2022 season
      - Sherill – would be interested in becoming librarian if other responsibilities were taken over by other members
    - Organization of August rehearsal:
      - Registration/Contact Information
      - Fees
      - Volunteer Release Form (see 9(d) below).
      - Proof of Covid-19 completed vaccinations
      - Music distribution
      - Shirts
      - Greeter
      - Organize equipment including masks and instrument covers (TBD)
        - Knowing that CA will be opened 6/15 (allegedly), is this something that we need to explore?
        - Per video on aerosol distribution at 4/27 meeting
          - Still not certain, but based on changing CDC guidelines may provide more clarity
        - Would be ~\$40 per wind player to provide masks/bell covers
        - Waiting on further guidance for direction
        - Should consider what Travis Unified may want us to do
      - Transportation crew sign-up
      - Photograph of new members
    - Revise, update, print and distribute band member “Companion” – in progress
    - Calendar 2021/2022 rehearsals, performances, venues, Board meetings, etc.
    - Identify organizational tasks for promotion, sponsors and fundraising

- Secure rehearsal, performance site(s) and instrument transportation
  - Discuss plan for potential rental fees: library, transportation, space, instruments, etc.
5. Treasurer's Report to Board: Lynn
- Getting to another accountant
  - Going to need to have mail picked up over the summer
  - Motion to approve treasurer's report by Bill, second by Dick -- **PASSED**
6. Music Director's Report to Board: Bill
- PPE (see president's report)
  - Programming
    - Still not sure if we will have full band or a limited size, and who may be returning
    - Looking currently at a 42-minute set of music (we generally do two 30-minute halves with a 15-minute break) – we would be looking to forgo the break it
    - Motion to give \$220 to Bill's music purchase by Sherill, second by Lynn – **PASSED**
7. 25<sup>th</sup> Gala Planning Committee Progress Report: Jennifer/Bill/Committee members
- Nothing to report
8. New Business:
- a. Survey band member participation for 2021-22 season with call for new members.
    - We do not know who is planning to show up or not
    - Bill to take point on the survey
    - Want to keep it succinct
    - Have an email with information out preceding the survey a week prior
    - Email list will need to be modified from current members list
    - Have a separate survey pathway for people currently not willing to participate this season.
    - Include the PVE dates we have locked in within the survey.
  - b. Plan campaign to purchase percussion instruments and other future costs beyond budget.
9. Unfinished Business:
- a. Inventory organizational assets: update music catalog, instruments, other equipment, etc.
  - b. Develop plan for filling vacant Governing Board chairperson positions.
  - c. Develop plan for recruiting inside/outside volunteers to assist with organizational tasks.
  - d. Discuss band member, "Volunteer Release" form beginning 2021/22 season
    - Form is meant to reduce liability incurred by the Solano Winds
    - Need to consider when to send this out as well as timeline for communicating changes to Solano Winds.
  - e. Library transition update: Proposed move to GWMS (hold until needed).
10. Chairperson reports:
- a. Vice President's Report to Board, Facilities and School Liaison: Robert

- Still talking to Travis in regards to what may happen in the future
- b. Librarian/Membership Report to Board: Dick
  - All the music Ken has donated has been integrated into the library
- c. Donor/Gifts/Raffles Report to Board: Sherrill
- d. PVE Resident Council Representative Report to Board: Jerry
  - PVE reservations have been schedules for the three reservations
- e. Uniform Report to Board: May
- f. Information Technology Report to Board: Joe
- g. Mail and Awards Report to Board: Kathleen
- h. Concert sponsor Report to Board: Bill (Chair vacant)
- i. Marketing/Advertising/Publicity/Public Relations Report to Board (Chair vacant)
- j. Transportation/Truck Report to Board: (Chair vacant)
- k. Planned Giving Report: “Goal 250”\* Campaign: (Chair vacant)
- l. Grants Progress Report to Board (Chair vacant)

11. Action Items:

- a. Volunteer Release Form
  - Will return to release form next meeting with revised form

12. Future Agenda items for upcoming Governing Board meeting(s)

- a. Look at Volunteer Release form for discussion next week

13. Public and/or band member commentary (3-minute time limit).

- N/A

14. Next Solano Winds Governing Board Meeting: **6/15/2021 via ZOOM**

15. Adjournment.

- Motion to adjourn meeting at 7:48pm by Lynn, second by Rassim -- **PASSED**