

Minutes of the Solano Winds Board of Directors
Golden West Middle School Band Room
November 12, 2019

Present: Bill Doherty, Ron Garrison, Lynn Garrison, Dick Grokenberger, Jen Doherty, Robert Honeychurch, Joe Rico, Marcus Mills, Jerry Hedrick, Martha Saldana-Wolf, Kathleen Nelson

1. Welcome/Call to Order/Roll Call

- Quorum established
- Meeting called to order at 6:04 pm by Ron Garrison

2. Approval of October 2019 Minutes

- **Motion to approve October 2019 Minutes by Jen – Second by Lynn – PASSED**

3. Amend/Accept Current Agenda

- **Motion by Martha to Accept Current Agenda – Second by Dick – PASSED**

4. President's Report to Board

- Progress on outreach to Trilogy Rio Vista
 - Meeting scheduled for 11/14
 - Communication with Trilogy has not been easy
 - Small groups will play for tree lighting on 12/1
- Gala overview to PVE Resident Council
 - No further comment

5. Treasurer's Report to Board

- Brief discussion on polo shirt sizes – we need to order more shirts
- Added a new line item to budget for promotional items
- 131 in audience at Downtown Theater Concert - \$495 net income
- Taxes were sent in July – Reminder was sent in September – Lynn is concerned, but was assured that Solano Winds is in the queue
- Joe will send Lynn the receipts for domain renewals in December
- **Motion by Martha to Accept Treasurer's Report – Second by Dick – PASSED**

6. Music Director's Report

- Small Ensemble
 - Duets at Rockville Terrace received praise
 - Brass Quintet will be performing at the Senior Center
 - Quintets and Flute Choir will be performing at Trilogy
 - Quintets will be rehearsing with Yolo Band next Wednesday and will be performing with the Yolo Band Tuesday after the December Downtown Theater performance
 - Brass Quintet will be performing at Rockville Terrace
- Looking into Big Band options – will consider collaborating with Delbert
- Joint performance with Airforce Band was great

7. Chairperson Reports

- a. VP Report
 - Sherrill is out with daughter who had surgery.
 - No report
- b. Concert Sponsor Report
 - No plaque for PVE, just recognition
- c. 25th Anniversary Planning Committee Report
 - Need to schedule a meeting – proposed date Monday, 11/25 at 2:00pm at the Doherty's

- d. Marketing/Advertising/Publicity/Public Relations Report
 - Posters and postcards are in
 - Martha wrote the press release
- e. Librarian/Membership Report
 - Christmas Green Books are needed for Trilogy by 12/1
 - Boxes of music from Ken need to be delivered to Dick – Bill will send an email to arrange delivery
 - Dick has a biopsy scheduled for 8:30am on 11/13
 - Daniel Mikkola will no longer be with Solano Winds – Dick will remove him from the roster
- f. Donor/Gifts/Raffles Report
 - Jen is working on a postcard soliciting donations for Gala
 - Robert will be collecting donations for basket raffle tonight
- g. Uniform Report
 - No report
- h. Information Technology Report
 - New website will be pushed out tonight! Bill noted the new website looks great.
 - Need a “Gala Button” and “Online Calendar” from Bill
 - New website includes a Small Ensemble page – Joe asked if we should be advertising the Small Ensembles
 - A new/updated logo is needed for the website
 - Joe asked if the minutes should be stored on the website and for how long. Martha suggested keeping them on the website for historical records.
- i. Mail, DT contact, and Awards Report
 - Incoming mail from PO box was collected and delivered to the appropriate personnel
- j. Transportation/Truck Report
 - No report
- k. Planned Giving Report
 - No report
- l. Grants Progress Report
 - Due to work scheduling conflict, Marcus has to resign from the Board at this time. He appreciates the opportunity to serve on the Solano Winds Board over the past several years and hopes to be able to join the Board again in the future.
- m. PVE Resident Council Representative Report
 - Solano Winds has been giving permission to advertise our website on PVE Pulse
 - Flute Choir will be at PVE on 12/8
 - Jerry will collect publicity materials from Martha to distribute at PVE

8. Unfinished Business

- a. Discuss Collaborative Event Planning Policy
 - Discussion deferred to next month
- b. Inventory Organizational Assets
 - Jen will work on the inventory list.
- c. Develop plan for recruiting inside/outside volunteers to assist with organizational tasks
 - Discussion deferred to next month
- d. Review iTunes gift card giveaway
 - Item resolved – gift cards have been ordered
- e. Discuss continuation of Carmichael summer concert
 - Discussion deferred to next month
 - Bill and Jen will be out of town for the birth of their new grandbaby
 - Bill has asked Chris H. and Robert H. if they would be interested in conducting at Carmichael
 - Schedule 10 minutes to discuss next month
- f. Discuss concert sponsor plaques and alternative forms of recognition

- Discussion deferred to next month
- g. Library transition update
 - Discussion deferred to next month

9. New Business

- a. Newspaper advertising analog/digital and new postcard vendor
 - Bill shared an issue with PS Print for the October concert – mailing was late, extras were late
 - Kevin Doherty suggested youprinting.com – this service is cheaper than PS Print and Bill has more control over the order with this company – the non-profit mailing is easy to add and the quality is great
 - Martha suggested Vista Print – Bill will look into the pricing
 - Postcards and posters will be distributed at Small Ensemble venues
 - Bill explored options to make newspaper ads bigger

○ Current	3x4 ad	printed 10 times	\$555
○ Proposed	3x6 ad	printed 6 times	\$650

The proposed option would also throw in a week of digital banner on the Daily Republic website.
 - The Board will review these options in January
- b. Discuss tension fabric pop-up display
 - Ron, Bill, and Martha explored several vendor options for pop-up displays
 - The vision is to create professional looking pop-up displays with a simple design (similar to the Air Force Band's display)
 - Multiple signs can be used with the same frame – this allows Solano Winds to customize different signs depending on the event
 - **Motion by Martha for Bill to spend up to \$500 for 1 stand and 2 signs – second by Marcus – PASSED**
 - Ron asked if the sign production could be expedited so a pop-up display is ready for the Trilogy event
- c. Explore alternatives to Board meeting Agenda, reports, time, and location
 - Discussion deferred to next month
- d. SW shirts: Discuss when shirts are no longer free and member cost moving forward
 - Discussion deferred to next month
 - Jen mentioned that Small Ensembles should be wearing the SW shirt when they perform – Bill will talk to Small Ensembles about the uniform requirement

10. Action Items

- None at this time

11. Discussion: Agenda items for next Governing Board meeting

- None at this time

12. Public and/or band member commentary

- None

13. Next meeting 1/14/20: GWMS band room promptly at 6:00 pm

14. Adjournment

- **Move to adjourn at 7:00 by Jen – second by Bill – PASSED**

