



BOARD MEETING Minutes

Monday, January 13 2020 7:30pm

Hosted by Gloria Hilliard

29036 Tackaberry Ct. Agoura Hills, CA 91301 818 889-1619

In attendance: Gloria Hilliard, Bonnie Hicks, John Thompson, Hannah Best, Marti Smith, Charlene Stitzer

I. Approval October Minutes- Please look over minutes so we can do this quickly

- i. Motion to approve October Minutes: 1st Hannah Best, 2nd Charlene Stitzer, motion passed

II. Treasurer's Report (Marti Smith & Janna Spear)

A. December Treasurer's Report

- i. Motion to approve Treasurer's Report: 1st John Thompson, 2nd Janna Spear, motion passed

B. Budget Update

- i. pending \$1200 deposit for singing engagements
- ii. Reagan Library has not submitted check. Gloria spoke with Lisa Doyle who assured check would be written.

C. Our target ticket sales to make budget for the next concert.

- i. Estimated ticket sales by choir around 400+

III. Board Members' Reports

A. President (Bonnie Hicks)

1. Elections

- i. Upcoming positions Membership Chair, Treasurer, Graphics, Ways and Means. Volunteer Wardrobe position: Bonnie mentioned if needed she could store wardrobe boxes at her home so it wouldn't be a burden to the volunteer.

2. Wardrobe for concert

- i. Would like to use purple jackets if feasible. Charge new members for donated purple jackets from previous members.

3. Director and Accompanist Contracts

- i. John Thompson reviewed contracts and sent notes to Hannah Best.
- ii. Hannah Best will review and make changes.
- iii. There are new CA labor laws for all contractors

B. Graphics/Programs (Katie Phillipson)

- i. Gloria Hilliard on behalf of Katie Phillipson questioned the high amount of leftover flyers after the concert.
- ii. Can we reduce the number of programs printed by using Going Green strategy to collect and re-use for second day concert?

- iii. Ask choir for estimate of flyers needed. Possibly reduce printing costs from over ordering.

C. Concert Master (John Thompson)

- 1. Update on different stage configuration
 - i. John Thompson will investigate triangle shape configuration with Scherr Auditorium.
 - ii. John will contact Scherr for proposed 2020/2021 concert dates.
 - iii. Holiday Concert Dec 4-5 2020
 - iv. Spring Concert June 4-5 2021 or May 21-22. Cannot perform Memorial Day Weekend May 28-29 2021.

D. Choral Director (Gloria Hilliard)

- i. Concert Notes: Gloria liked Men's position however she could not hear all parts very well. John suggested a triangle shape.
- ii. Concert Notes: Bells were very good and we should repeat.
- iii. Gloria suggested we talk to Scherr about sound. Questions whether we should use the shell again. The shell condition may require repair. Will do one more concert and decide if we should repair or sell
- iv. Need to look for small group music for spring. Can change to SSA if necessary.

E. Publicity (Hannah Best)

- i. Hannah Best will continue working with The Happenings for a month.
- ii. Hannah will investigate advertising in The Ventura County Star.
- iii. Advertising in The Acorn is hit and miss. Each city has it's own regional ad coordinator and they can't guarantee we will be included. It is very expensive to have buy a feature at \$200.
- iv. Hannah is trying new venues and strategies to communicate on Facebook.

F. Ways and Means (Arlene Kovalivker)

- 1. Upcoming Fundraisers
 - i. Repeat Fusion Grill
 - ii. Best to keep fundraisers quick and easy, use local businesses.
- 2. Outcome of our last Fundraiser
 - i. Fusion Grill #1. How can we communicate results with choir?

G. Membership (Carol Fredericks)

- 1. Membership Update
 - i. Gloria Hilliard on behalf of Carol Fredericks: 3 new or returning members Marcia (alto), Jean Pierre (tenor), Anthony (bass). One more person to audition.

H. Secretary (Char Stitzer)

- i. 2020 Begin to send Thank You notes to businesses that advertise in our program.
- ii. John Thompson proposed we change our format in delivering Thank You notes. He presented a copy of a thank you letter he personally received from The New West Symphony that looked very professional. Charlene Stitzer took a picture to use as a template to draft a version for Village Voices.
- iii. Char asked for an updated copy of donations to ensure Thank You notes are up to date.

IV. Old Business

A. Storage Unit Clean Up

- i. Per Mike Becker we need to purge music and old programs.

Motion to Close the Meeting: Jenna Spear, all ayes

Next Meeting: February 10 Arlene Kovalivker Hosts