



BOARD MEETING Minutes

Monday, February 10, 2019 7:30pm

Hosted by Arlene Kovalivker at her home
32014 Kingspark Ct. Westlake Village, CA 91361 818-522-8554

Attendance: Gloria Hilliard, Arlene Kovalivker, John Thompson, Carol Fredericks (President), Janna Spear, Katie Phillipson, Marti Smith, Charlene Stitzer

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

- i. Charlene Stitzer late with minutes. Will approve on a future date.

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

A. January Treasurer's Report

- i. Marti Smith presented Treasurer's Report
- ii. Motion to approve: 1st John Thompson, 2nd Arlene Kovalivker, all ayes

B. Budget Update

- i. John Thompson for Bryan Rickard expects a \$2540 check from CEEF to add to our grant fund.
- ii. Question if we've received a check from Sharkey's. Arlene did not receive, inquire with Bonnie.
- iii. Received \$200 check from Pierce Brothers. Unclear which ad it applies to. Katie will ask Bob.
- iv. Marti said we are well and better than budget.
- v. Gloria requested dollar amount available for scholarships. Marti will review budget.

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

- i. John Thompson reviewed past trend and projected 567 tickets sold. Choir will need to sell 465 tickets.

III. Board Members' Reports

A. President (Bonnie Hicks) Carol Fredericks for Bonnie Hicks

1. Grant Person

- i. Bryan Rickard will be stepping down.

2. Production Schedule Review

3. Elections

- i. Need a 3 person committee to source people to fill positions. Arlene Kovalivker will chair.

ii: Positions to fill:

Membership Chair

Treasurer (Marti Smith candidate)

Music Committee Chair and Member

Graphics (Katie Phillipson candidate)

Ways and Means

4. Wardrobe for concert

i. 3 women need purple jackets. Checking sizes, inventory, new donations. Carol Fredericks and Gloria Hilliard will review old rosters for donations.

ii. Suggested attire for next concert:

First Half

Women: All black with white pearls

Men: Black Tux, white shirt, silver pocket square

Second Half

Women: Purple Jacket

Men: Black shirt, Black Vest, long purple tie

iii. Purple ties will need to be sourced from one place for consistency

iv. Ask women to emphasize make up, red red lipstick, big sparkle earrings

5. Director and Accompanist Contracts

i. CA Labor Laws for contractors has changed. Gloria will review.

B. Graphics/Programs (Katie Phillipson)

1. Dates for production schedule

i. One production due date April 14, 2020. On due date makes it easier for Katie to manage process.

2. Flyer, Poster and Program amounts discussion cont..

i. Flyers 8x11 reduced to 100 copies from 200

ii. Postcards 4x6 will remain at 250 copies

iii. Gloria Hilliard and John Thompson will final proof flyers and postcards before printing.

C. Concert Master (John Thompson)

1. Update on different stage configuration

i. John Thompson presented a drawn plan for new triangle configuration which Scherr Auditorium did not approve.

ii. There are no more risers to add for additional members

iii. Proposal to have 2 rows on the floor in front of the risers.

First row: People using stools. They will remain seated throughout concert. Also helps with the distraction of sitting and standing throughout the concert.

Second row: standing

iv. May need to adjust piano placement with 2 rows on the floor

D. Choral Director (Gloria Hilliard)

i. Round Meadows is planning to sing with us on Friday night. Arlene Kovalivker will confirm.

ii. Gloria or Arlene will ask Laurie Allen to find a choir to sing with us on Saturday.

iii. Explore if there are any schools in the Las Virgenes School District that can sing with us.

iv. Gloria suggest a \$300 minimum donation to schools that participate in our concerts. Questions if that amount should vary with ticket sales. No decision made regarding qualifiers for variable donation amounts.

v. Gloria will be hearing auditions for scholarships. Martin will work on amounts to be awarded.

E. Publicity (Hannah Best) Carol Fredericks for Hannah Best

i. Are there any pending communications to be sent. Not at this time.

F. Ways and Means (Arlene Kovalivker)

1. Upcoming Fundraisers

- i. Arlene is working on events now.
- ii. Fundraising idea for choir rehearsal: Auction 1 item per week. 5 minute bidding time managed by Carol. Choir member volunteers an item each week. Katie or Carol will start the first item. Proceeds go to Village Voices Chorale funds.

2. Outcome of our last Fundraiser

G. Membership (Carol Fredericks)

1. Membership Update

- i. We currently have 73 members. Very pleased with the outcome of the auditions and number of people interested to join.

H. Secretary (Char Stitzer)

- i. Marti Smith provided updated donations list.
- ii. Will work on revised Thank You letter based on John Thompson's template from New West Symphony.

IV. Old Business

A. Storage Unit Clean Up

- i. Planned for Saturday February 15, 2020 9A

V. New Business

Motion to adjourn: 1st Carol Fredericks, 2nd John Thompson, passed

Next Meeting: March 9 John Thompson Hosts