

Solano Winds Governing Board Meeting Minutes (approved 3/24/2020)

February 11, 2020: 6:00 - 7:00 pm - Golden West Middle School Band Room

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

1. Welcome/Call to Order/Roll Call - Quorum Established
 - Quorum established
 - Meeting called to order at 6:04pm by Ron Garrison
2. Approval of January 2020 Minutes (revised): Ron {vote}
 - Motion to approve January 2020 Minutes by Sherill – Second by Jennifer - **PASSED**
3. Amend/Accept current Agenda: Ron {vote}
 - Motion to accept current agenda by Dick – Second by Jerry - PASSED
4. Nominate Rassim Chettfour for Governing Board Secretary {vote}
 - Motion by Bill to nominate Rassim for Governing Board Secretary – Second by Dick - **PASSED**
5. Accept Russ Grindle’s resignation from Governing Board {vote}
 - Motion to accept Russ’ resignation from board by Lynn – Second by Sherrill - **PASSED**
6. President’s Report to Board: Ron
 - Letters received: Russ Grindle suspending truck driving. New driver needed. Letters received from band members and patrons asking for clarification on Gala related details.
 - Research: SW insurance from Nonprofits Insurance Alliance of California is \$2,000,000 General Aggregate Limit.
 - Relationships: Bill/Ron 1/16/20 visitation with Connie Harris at Solano Community Foundation (SCF) for assistance with endowment (see NPP action item below).
 - Relationships: Fran Martinez-Coyne at Benicia Library approved SW small ensemble performances during the months of June-August, 2020 (to be calendared).
 - Relationships: Jim Taylor donated funds for March advertisement in *Trilogy Living*.
 - Relationships: Melyssa Laughlin from “Visit Vacaville” donated case of wine plus basket for Gala and invited SW small ensembles to perform during Vacaville Arts Week, April 17-26.
 - Concern: Five Board member positions vacant.
 - Concert Sponsor, Publicity, Planned Giving Report, Transportation, Grants Progress (5 vacancies)
7. Treasurer’s Report to Board: Lynn {vote}

- Looking at ways to keep track of tickets better
 - Saver accounts (?) deleted
 - How to do finances for the Gala (e.g. letter from PayPal saying a deposit shows purchaser but not the guest names, and does not give purchaser food options)
 - Salad options no longer there (only one salad option confirmed via Bill & Jen)
 - Receipts for gala purchases will be discussed and considered between Lynn/Bill/Jennifer
 - Motion by Jennifer to accept Treasurer's Report – Second by Jerry - PASSED
8. 25th Gala Planning Committee Progress Report: Jennifer/Bill/Committee members
- Regular meetings; signup genius up and running
 - Few signups already; encouraging future signups
 - Sponsors want to know if donations are monetary or if they have to go and acquire it
 - They only pay for it, the committee handles the shopping
 - Invitations have been mailed out (451), Jerry has hand delivered 102 invitations to PVE, hand delivered to band members present at 2/4 rehearsal
 - Postcards are now available for band members and others to pick up and use
 - Jerry: looking to get about 40 PVE residents to join us for the Gala; PVE administration has offered a 20-person bus to accommodate travel to and from the Gala at no cost to us
 - Sherrill: Heretic Brewing will donate beer to gala
 - Invitations have also been sent to Trilogy; looking to also get a large group from them
 - Daily Republic column to let people know to support Solano Winds by attending concert
9. Music Director's Report to Board on concert band and small ensembles: Bill
- First hour is small ensemble, second hour is dinner, third hour concert band, fourth hour jazz band and dancing (silent auction taking place throughout) (discussion of Gala)
 - Bill presented jazz band, band members were very enthusiastic, full instrumentation for jazz band; currently selecting music for them to play
 - Jazz camp Feb. 29
 - March concert
 - 2/11 is last rehearsal with just the band; Ben Flint is coming two of the next rehearsals and Janice the last
 - Video feed playing in intermission looking down onto the keys, and have it streamed on-screen to the audience
10. Unfinished Business:
- a. Inventory organizational assets: update music catalog, instruments, other equipment, etc.

- i. Dick: Not enough room for store music, looking to acquire another file cabinet, hanging file folders. Does not have small ensemble music catalogued, so cannot do inventory on music
 - ii. Sherrill: Have we considered getting rid of older music we do not plan on using
 - iii. Ron: look at used office supplies store for more cost-effective file cabinets
 - b. Develop plan for recruiting inside/outside volunteers to assist with organizational tasks.
 - i. Ron: We lack a dedicated adult core for assistance with band activities, and we need to consider this further
 - ii. Bill: Use small ensembles to advertise for volunteers
 - c. Consider continuation of Carmichael summer 2020 concert and beyond.
 - i. Bill: Applications Due March 1 (Bill will not be there, but has commitments for replacement conductor); would use Gala set
 - ii. Dick/Bill: Attendance mandatory just like normal concerts
 - iii. Jennifer: Due to focus of Gala, maybe consider skipping Carmichael 2020
 - iv. Ron: We should focus on concerts with marketing capability; Carmichael is too far to achieve that level of marketing
 - v. Jennifer: Poll the band?
 Motion to go to Carmichael 2020 by Lynn – Second by Sherrill – **PASSED**
 - d. Explore alternatives to Board meetings: time, location, format, etc.
 - i. Ron: We all submit prior to meetings written reports if we have them. Reports are read and only questions are brought up.
 - ii. Reports can be written prior at will, nothing in bylaws prevents that
 - e. Discuss “Volunteer Release” form: Ron
 - i. Liability release form given 2/4/2020; form to prevent board and band from lawsuits
 - ii. Have release signed later (most likely in the Fall for the new season)
 - iii. Main concern is liability for truck
 - f. Library transition update: Proposed move to GWMS (hold until needed).
 - i.

11. New Business:

- a. Consider using March PVE concert to advertise for Gala

12. Chairperson reports:

- a. Vice President’s Report to Board, Facilities and School Liaison (2019/20 only): Robert
 - i. No Report
- b. Concert sponsor Report to Board: Bill (Chair vacant)
 - i. Waiting for postcards, posters should be available today

- c. Marketing/Advertising/Publicity/Public Relations Report to Board: Bill (Chair vacant)
 - i. Jerry: Created webpage on Local Access Network for PVE for concert and gala advertising
- d. Librarian/Membership Report to Board: Dick
 - i. 3 people still have not returned folios or music, have not showed up at all
 - ii. Would like section leaders to exist to handle this
- e. Donor/Gifts/Raffles Report to Board (includes progress on “Benefit” program): Sherrill
 - i. Benefit app: 11 people connected; 2 active donors, \$16.21 in donations thus far
 - ii. Continue to keep app front and center to band
- f. Uniform Report to Board: Wendy
 - i. No report
- g. Information Technology Report to Board: Joe
 - i. Paypal button was not working, but is now working effective 2/11/2020
- h. Mail, DT contact and Awards Report to Board: Kathleen
 - i. No Report
- i. Transportation/Truck Report to Board: (Chair vacant) New truck driver March & May?
 - i. Ask band tonight
- j. Planned Giving Report: “Goal 250”* Campaign: (Chair vacant)
 - i. No report
- k. Grants Progress Report to Board (Chair vacant)
 - i. No Report
- l. PVE Resident Council Representative Report to Board: Jerry
 - i. No report

13. Action Items:

- a. Approve \$75.00 “Nonprofit Partnership Program” (NPP) annual dues to SCF {vote}
 - i. Motion to approve annual dues to SCF by Jennifer – Second by Bill - **PASSED**
- b. Approve Gala ticket cost adjustments as presented by Gala committee {vote}
 - i. (members can currently purchase tickets for \$100, \$75 if they donate to the endowment)
 - ii. Proposal to revise pricing options for members to change pricing to \$75 tickets and if they’re in more than one ensemble \$60, if they make a pledge to the endowment \$50.
 - 1. Dick Requests for new proposal in writing (on the board during 2/11 rehearsal as well as via email)
 - 2. Sherrill: How do we define who counts as a member, what level of activity allows people to access special pricing

3. Bill: Consider extending band member pricing a week after the first gala music rehearsal

iii. Motion to approve ticket cost adjustments by Bill – Second by Jennifer - **PASSED**

c. Table Collaborative Event Planning Policy. {vote}

i. Tabled by Ron 2-11-20 @ 6:53pm

14. Discussion: Future Agenda items for upcoming Governing Board meeting

- Filling vacant Governing Board chairperson positions

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

16. Next meeting 3/17/20: GWMS band room promptly at 6:00 pm

17. Adjournment {vote}

i. Move to adjourn at 6:59pm by Rassim – second by Bill - **PASSED**

Under *Rosenberg's Rules of Order* as described in the *Bylaws*, the life of a motion requiring discussion is now:

Introduction/Questions/Comments/Motion/Second/Understand/Discussion-Debate/Vote/Result