

# Solano Winds Governing Board Meeting Minutes

Members Present: Sherrill Honeychurch, Robert Honeychurch, Bill Doherty, Jennifer Doherty, Ron Garrison, Lynn Garrison, Jerry Hedrick, May Dulce, Rassim Chettfour

Tuesday, June 15, 2021: Zoom Online Board Meeting 6:30-8:30 pm  
In compliance with COVID-19 Social Distancing Mandates

1. Roll Call and Quorum established via Zoom participation
  - a. Quorum Established at 6:33pm
2. Approval of May 18, 2021 Minutes
  - a. Motion to approve May 2021 minutes by Lynn, second by Sherill – **PASSED**
3. Amend/Accept current Agenda: Ron
  - a. Motion to accept current agenda by Rassim, second by Bill -- **PASSED**
4. President's Report to Board: Ron
  - Solano Winds Recovery Plan.
    - Report and discuss results from recent band member participation survey.
      - Good survey participation – 59 responses – 37 yes, few scattered no's
      - Every instrument that we have at least 1 player for the principal player has said yes
      - (confirmed yes) 5 on flute, 1 bassoon, 8 clarinets, 1 bass clarinet, 3 altos, 1 bari sax, 5 trumpets, 1 french horn, 1 trombone, 1 euphonium, 4 tubas, 4 percussion
    - Initiate librarian and library transition plan for 2021/2022 season.
      - Music storage in GVMS would be essential for Sherrill to transition to librarian
      - Library will [hopefully] transition from Dick's house to GVMS prior to the season starting
      - Need to secure resources to move library
      - Computer and materials for printing have been covered by the band
    - Revise, update, print and distribute band member "Companion" (see draft).
      - Sherill - #6 is too wordy
      - Coloring on the calendar – currently in black and white to save money
      - Calendar requires visual adjustments
      - Correction to dress code verbiage (section 9)
      - Should have a more dynamic, online, calendar
    - Calendar 2021/2022 rehearsals, performances, venues, Board meetings, etc. (see draft).
      - Small ensemble musicians, calendar and locations (Trilogy, Benicia library, etc.)
      - May need a simple printed paper calendar, and a much more dynamic and involved calendar online

- Approve “Volunteer Release Form” (see draft).
  - For vaccinations, have folks simply designate whether or not they are vaccinated
    - Alternatively, have people show proof of vaccination
- Designate August 17<sup>th</sup> “Welcoming” team members with assignments (see draft).
  - If we are at GVMS, it does not work to set up percussion during the time in which we are letting people in
    - Craig may potentially be able to come in and help set up percussion (needs to be asked)
    - Robert may also be able to help w/ that
    - Responsibility of the photo roster – ask Georgina Nash
      - Otherwise look at doing a mix of digital/paper features
    - For vaccinations, digital or the actual card would suffice.
  - Would instruments need to be covered for first rehearsal?
    - We would have to financially provide instrument covers if we have to have them
  - Make sure to look over responsibilities
- Identify new organizational strategies for promotion, sponsors and fundraising.
  - To be considered
- Secure rehearsal, performance site(s) and instrument transportation.
  - For rehearsal, if the district requires us to acquire other materials to secure the location and we cannot do so quickly enough, we can move the start date back as needed.
  - Will be considered in the future

5. Treasurer’s Report to Board: Lynn

- a. Approve Steve Green as new Solano Winds CPA
  - i. Motion to make Steve Green the new Solano Winds CPA by Bill, second by Rassim -- **PASSED**
- b. Guidance Tax filing for 2019/20
- c. Q&A: Three Budgets for three scenarios
  - i. Final Budget to be approved at August Board meeting
- d. Motion to approve the treasurer’s report by Bill, second by Rassim -- **PASSED**

6. Music Director’s Report to Board: Bill

- a. Nothing further to report

7. 25<sup>th</sup> Gala Planning Committee Progress Report: Jennifer/Bill/Committee members

- a. Nothing to report

8. New Business:

- a. Discuss August 10<sup>th</sup> Board meeting with pre- and post- tasks for August 17<sup>th</sup> rehearsal.
  - i. See President's report above for tasks regarding 8/17
  - ii. Meeting to take place at the Garrison residence
    1. Potluck/dinner meeting (5:30 dinner 6:00 meeting)

9. Unfinished Business:

- a. Inventory organizational assets: update music catalog, instruments, other equipment, etc.
  - i. Jennifer to organize in late August
- b. Develop plan for filling vacant Board positions and recruiting new band members.
- c. Develop plan for recruiting inside/outside volunteers to assist with organizational tasks.
- d. Library transition update: Proposed move to GWMS and librarian search.
- e. Discuss band member and small ensemble participation for 2021-22 season.
- f. Plan campaign to purchase percussion instruments and other future costs beyond budget.
- g. Discuss plan for potential rental fees: library, transportation, space, instruments, etc.

10. Chairperson reports:

- a. PVE Resident Council Representative Report to Board: Jerry (Council funding meeting?)
  - i. Non-vaccinated folks can now enter PVE
  - ii. Non-vaccinated people could not perform at PVE, but could enter campus
  - iii. We need to reach out to PVE and organize
    1. As of today there have not been any discussion with the resident council in regards to funding
    2. Neither Ron nor Bill are available for the PVE meetings in July/August
      - a. 7/21 meeting at 1pm
      - b. Jerry to speak with PVE council head to determine how the meeting should look or if we should pursue alternative avenues for funding (e.g., a letter)
- b. Vice President's Report to Board, Facilities and School Liaison: Robert
  - i. If Travis says no about the winds using GVMS, we need a plan B
  - ii. May need to look at using a church in the case that Travis is not available
  - iii. May need to speak directly with the superintendent/district administrator and get clarity at the highest level
  - iv. Immediate plan B may just be to move to small ensembles until a rehearsal space is found
    1. This is something we may seek to do before formally making a request
- c. Donor/Gifts/Raffles Report to Board: Sherrill
  - i. Sherrill transition to Librarian: New candidates for Donor/Gifts/Raffles/Membership?

1. Library ideally to remain at GVMS
  2. See further library comments above (president's report)
  - d. Librarian/Membership Report to Board: Dick
    - i. Dick to train Sherrill
  - 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)
    - i. In regards to printing – are we still developing our print materials for external distribution
  - 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
  - b. New CPA for Solano Winds: Steve Green
    - i. See 5a
12. Future Agenda items for upcoming (August 10<sup>th</sup>) Governing Board meeting:
- a. August 10<sup>th</sup> meeting at Garrison residence, last chance to make any changes we need for 8/17 meeting (5:30pm dinner, 6:00pm meeting)
  - b. Zoom social for July – Bill to handle logistics (prior to 8/10 meeting)
13. Public and/or band member commentary (3-minute time limit).
- a. N/A
14. Next Solano Winds Governing Board meeting: August 10<sup>th</sup> – 6:00pm at the Garrison Residence
15. Adjournment.
- a. Motion to adjourn the meeting at 8:55pm by Jennifer , second by Lynn -- **PASSED**