

Solano Winds Governing Board Meeting Minutes

Approved 08/09/2022

Tuesday, June 7, 2022 - 6:00-8:30 pm

Meeting held virtually via Zoom

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

1. Roll Call and Quorum established
 - a. Quorum established at 6:06pm
2. Approval of April 12, 2022 Minutes
 - a. Motion to approve April 12, 2022 minutes by Jennifer, second by Jerry – **PASSED**
3. Amend/Accept current Agenda: Ron
 - a. Motion to accept the current Agenda with below amendments by Rassim, second by Bill – **PASSED**
 - i. Amendment – Leslie Louie will be joining us as the concert sponsor role
 - ii. Amendment – Motion \$300 dollars to be allocated for the June/August board meetings for food by Jennifer, second by Robert – **PASSED**
4. President's Report to Board: Ron
 - Solano Winds Recovery Plan and First Rehearsal Check-in process: Evaluation
 - More room for handing out folios/organization – Sherrill
 - Robert will help set up day 1 percussion rather than hold a station for first rehearsal
 - SW Music Library Relocation: Evaluation
 - Library relocation has helped – currently no changes requested
 - Concert Transportation: Evaluation & Special Thanks to Jack Del Pozo
 - Going to look to encourage Jack to continue helping with transportation
 - Concert Program Evaluation: Analog Program vs. Digital Display
 - Digital display worked out very well, not having the extra paper was nice for the guests
 - It costs about \$350 for projection, and 200-400 for printed programs
 - We can cut costs by printing a much smaller program
 - Increase ad space on the virtual slides
 - Music Library Fire Insurance Update
 - We will not move forward with fire insurance
 - Insurance does not cover wildfire which is the main concern
 - Board Membership: Evaluation and 2022/23 Commitment at August Meeting
 - No current scheduling issues with the August meeting

- New Priorities for 2022/23 Season
 - Explore Campaign for Increasing Board Participation (Handouts)
 - Explore Recruiting Outside/Inside volunteers beyond Board (Handouts)
 - Jack Del Pozo for transportation
 - Looking to increase outside of Board participation
5. Treasurer's Report to Board: Lynn
 - a. Current Financial Report
 - i. Motion to accept treasurer's report by Sherrill, second by Bill — **PASSED**
 - b. 2022/23 Draft Budget discussion for August approval
 - i. Need to adjust website costs
 - c. Discussion of Policy for Large Donations (over \$3,000)
 - i. We need to have a portion saved away for capital purchases
 6. Music Director's Report to Board: Bill
 - a. Evaluation of 2021/22 Season
 - i. Small ensembles were a big hit this season, looking for ways to keep them involved
 - ii. As a way to incentivize consistent concert sponsors, having a small ensemble perform for them prior (about a month prior)
 1. As a result, increase the sponsor fee from \$1500 to \$2000
 - b. Develop and Approve 2022/23 Calendar
 - i. Motion to approve 2022/2023 calendar by , second by – **PASSED**
 - c. 2022/23 Concert Programming
 - i. October theme – Jazz
 - ii. Looking to have Janice Powell (sp?) join us
 - d. 2022/23 Season Band and Ensemble Rehearsals and Concerts
 - i. Marine band was not masked nor using bell covers in Washington, DC
 - ii. We currently are not slated to not use bell covers next season
 - iii. Will continue to develop COVID plan in August meeting
 7. New Business:
 - a. Plan Campaign for Capital Purchases
 - b. Motion to add Leslie Louie to the Solano Winds Governing Board as the Concert Sponsor
 - i. Motion by Bill, second by Jenn – **PASSED**
 8. Unfinished Business:
 - a. Report of Inventory for Organizational Assets: Instruments and other equipment, etc. (Jennifer).
 - i. We have the inventory listed, but still finishing up photos on the inventory
 9. Chairperson reports:

- a. Gala Planning Committee Progress Report: Jennifer
 - i. Looking for volunteers out of organization to help with the gala
 - ii. Looking to get donors and sponsors confirmed in the fall
 - iii. Prepare historical items and send reminders for the gala in the winter
 - iv. Winter will also begin volunteer solicitation
- b. PVE Resident Council Representative Report to Board: Jerry
 - i. For capital expenditures, actually having dedications for specific items (e.g. a name on a timpani for a timpani fund)
 - ii. Focus on donor stewardship, how can we take more time to connect with the PVE patrons?
 - iii. Talking points to encourage PVE members to discuss with band members and potentially make contributions
- c. Vice President's Report to Board, Facilities and School Liaison: Robert
 - i. Robert continue as Facilities and School Liaison?
 - 1. If school liaison remains in more of a digital format, Robert would be interested in continuing (e.g. digital tickets rather than mailing campaigns)
- d. Librarian Report to Board: Sherrill
 - i. Missing 2nd baritone parts for Bach chorales
 - ii. The rest of the music to be filed has all of the parts
 - iii. 8 folios out, 5 accounted for
- e. Membership Report to Board: Lily
 - i. We have photos for all the members, just missing some member info
- f. Uniform Report to Board: May
 - i. We need to order more uniforms
 - 1. 1 Large, 1 Small, 0 Medium, 0 3xL (Women – 16 total in stock)
 - 2. 0 Medium, 0 3XL, 0 XL (Men – 11 total in stock)
- g. Information Technology Report to Board: Joe
 - i. Nothing to report
- h. Mail and Awards Report to Board: Kathleen
 - i. Not Present
 - ii. Looking at alternatives to award roles
- i. Donor/Gifts/Raffles Report to Board (Chair vacant)
- j. Concert sponsor Report to Board: Leslie
 - i. Looking at setting up tiers of contributions and different rewards for different levels of donation

- k. Marketing/Advertising/Publicity/Public Relations Report to Board (Chair vacant)
 - i. Do we want a season brochure?
 - ii. We have mailed out school posters that were mailed out and concert posters that we have band members given out
 - 1. Consider moving past posters
- l. Transportation/Truck Report to Board: (Chair vacant)
- m. Planned Giving Report: “Goal 250”* Campaign: (Chair vacant)
- n. Grants Progress Report to Board (Chair vacant)

10. Action Items:

- a. Motion to purchase music by Sherrill, second by May – **PASSED**

11. Future Agenda items for upcoming (August 9th) Governing Board meeting:

- a. First Rehearsal COVID Plan
- b. Looking at keeping brochure/posters

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

13. Next Solano Winds Governing Board meeting: August 9th, 5:30-8:00 at SW Music Library Office.

Pizza Dinner at 5:30, Meeting begins at 6:00 pm.

14. Adjournment.

- a. Motion to adjourn at 8:59pm by Rassim, second by Jerry – **PASSED**