

## **MINUTES OF THE PCS BOARD MEETING –AUGUST 17, 2022**

### **Attendees:**

Susan Beamer	President
Carole Wells	Vice-President
Anneliese Zook	President-elect
Mac Murphy	Treasurer
Gillian Sharma	Secretary
Conny Kirchoff	Chorale Rep
Deborah Collins	Children's Choir Rep
Jason Abrams	Community Rep

### **Apologies from:**

Janice O'Toole	Executive Director
Matt Myers	Artistic Director
Stephanie Sant	Children's Choir Conductor
Kerry Darnall	Chorale Rep

### **CALL TO ORDER**

VP Carole Wells called the meeting to order at 7:10pm.

### **MEETING MINUTES**

After a motion made by Conny and seconded by Mac, the Board unanimously accepted the minutes from the Annual General Meeting held on Monday, May 2, 2022.

After a motion made by Gillian, seconded by Deborah, the Board unanimously accepted the minutes from the SLACK video meeting of August 2, 2022. (Jason documented this meeting.)

### **TREASURER'S REPORT**

Mac informed the Board the report would be available shortly.

### **EXECUTIVE DIRECTOR'S REPORT**

Janice made a written report available to the Board prior to the meeting as she was not available at the meeting.

After extensive discussion it was decided that Janice should continue with the marketing designs she had already worked on for the John Brewer Jubilee, and that Carole would convey this information to Janice.

The Board also indicated they would like Janice to use the headings provided by the ad hoc Executive Position Description Committee as a template for future reports, and also provide the Board with an approximation of time she spends working in each area.

Gillian will convey this information to Janice.

Janice requested help manning the PCS table at the Lentil Festival. Susan agreed to send out an email to the membership asking for volunteers.

### **ARTISTIC DIRECTOR'S REPORT**

Anneliese forwarded information from Matt that we still need more tenors and basses.

## **COMMITTEE CHECK IN**

- **AD HOC MISSION-VISION VALUES**

Anneliese reported overwhelming support from the membership from those who responded via the survey. The Board agreed PCS should adopt the new statement.

- **AD HOC EXECUTIVE DIRECTOR POSITION**

Gillian had previously shared the committee's latest version of the position description, as well as Janice's response and suggestions. Gillian asked that Board members look at both documents and submit any comments in writing to the committee for consideration at their next meeting.

- **AD HOC POLICY/BYLAWS**

This committee needs leadership. No report.

- **MARKETING/WEBSITE**

A report was made available to the Board via SLACK. Conny and Jason have led the work of this committee and look forward to welcoming any PCS members with specific skills to join them.

- **FUNDRAISING/DEVELOPMENT**

Anneliese has prepared proposals (shared with the Board) to send to WSU, UI and LCSC to allow students to attend PCS concerts free of charge, in return for a donation to PCS from the institution.

- **EDUCATION-OUTREACH-RECRUITING**

Several Board members made a huge effort to send emails and make personal phone calls to former and covid-absent singers to build our numbers.

- **CHILDREN'S CHOIR**

Deborah reported that the choir needs more singers with only a handful signed up at this point. After a motion made by Mac and seconded by Gillian, the Board agreed to pay the \$150 fee in order to advertise in the Pullman School District via their Peachjar system.

Information regarding rehearsals is available on the PCS website.

By consensus, the Board agreed there was no conflict of interest with Deborah Collins being hired as the accompanist and also serving as the Children's Choir representative on the Board.

- **SOCIAL COMMITTEE**

Gillian shared the goals of this committee and the Committee looks forward to hosting events for PCS and our community.

### **POTLUCK UPDATE**

Anneliese reminded the Board of event details and the food sign-up sheet. Membership of PCS will be reminded about the event. The Board agreed that PCS would fund the purchase of hotdogs, buns and condiments.

### **FALL RETREAT**

Anneliese reported that plans are well underway for this event.

### **SCHOLARSHIPS**

Gillian brought up this topic as a way to increase singer numbers in areas of need. The Board has discussed this idea in the past. The topic provided lively and thoughtful discussion. The Board was not ready to make a decision whether to go ahead with offering scholarships at this time.

### **SLACK**

The Board agreed that SLACK has been a successful means of communication for Board members and should be opened up to the general membership with specific channels created for interaction.

### **NEWSLETTER**

After receiving information from Gillian the Board agreed that a Newsletter will be published on a TBD basis for PCS membership and that the focus should be of a social nature. Among suggestions for inclusion were: interviews with PCS members; personal or group performances and recital information; social get-togethers etc. Information regarding rehearsals, performances and related matters would continue to be relayed to the membership from the ED and AD as needed.

### **BOARD MEETINGS**

The Board agreed that full Board and Executive Committee meetings would revert to pre-covid status with the two entities meeting on alternate months.

The meeting was adjourned at 8:55pm.