

Palouse Choral Society Board Meeting
01/17/2024 7:00pm- 8:30pm
Approved

Present: Deborah Collins, Kerry Darnall, Gillian Sharma, Royal Toy, Becky Weber, Carole Wells, Anneliese Zook

Ex officio: Stephanie Saint, Matthew Myers, Janice O'Toole

Absent: Crystal Crossler

Call to order: 7:01pm

Approval of Agenda:

Motion to approve the agenda made by Royal Toy

Motion made to approve the minutes from November made by Deborah Collins, 2nd by Becky Weber, motion approved

REPORTS

- **Treasurer:**
 - No report
- **ED Report:**
 - We will be receiving a \$1,000 donation now that an issue with PayPal has been resolved.
 - We will be receiving friends from the Messiah concert from the Symphony once our expenses are submitted.
 - A printer cartridge was ordered.
- **AD Report:**
 - 14 people signed up for auditions, 11 are confirmed at this time.
 - Learning to Breathe is the commissioned piece we will sing twice this season.
 - Instrumentalists are booked for Feb.
- **CC Report**
 - 15 kids will be performing at this concert.
 - We are starting to get new music in the library thanks to the funds that were available.
- **Marketing**
 - We started launching the February marketing this week in Community calendars and Chamber lists.
 - We will put up the TriState image after the auditions.
 - Posters should be available this next week, provided the printer cartridge comes in.
- **Library**
 - We need to create a Procedure for borrowing and distributing music.
 - There have been challenges with some members not returning music.

- It is recommended that when music is borrowed from WSU that it be returned within two (2) weeks after performance. If there are a few missing pieces, they can be returned as they come in.
- Recommendations:
 - Assessing a fee if the music is not turned in
 - Can't get new music until the prior music is turned in
 - Assess a fee for shipping along with the music
 - Possible deposit fee for music when distributed
 - Add a statement that music belongs to the PCS/org to the new member form... to avoid headaches.
- **Development/Fundraising**
 - Deborah created a letter that can be sent out to a list of businesses

Motion to spend up to \$500 on mailing under Corporate Development for the distribution of mailers to businesses made by Deborah Collins, 2nd by Kerry Darnall, motion passed

Action Items:

Proposed Action	Responsible	Date to Report	Action Taken
Recommendation for Children's Choir Representative	Janice		Will be meeting soon
Get Holly's attire items to Bradyn for Inventory	Janice		Still waiting on items to inventory
Discuss at every Concert: Clothes, Money, Music, Attendance Form	TBD	Feb	Ongoing
Make a timeline for takedown for each concert venue	Janice		It is on the drive... folder will be shared.
Cost for Bookkeeping	Crystal		
Job descriptions for FOH-Treasurer-BOM	Janice/ Crystal		Receipts Treasurer, Box Office description are completed. Front Manager is in-process.

OLD BUSINESS

- Working with the Symphony
 - For future opportunities, better communication needed with Symphony.

- We should provide a donation to the High School based on the support they provided.
- Having a student in the choir as a collaboration does not mean that parents need a free ticket to the concert.
- Please send Janice/Matt any concerns about the April concert.
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- Treasurer Elect.
 - Anneliese may talk to choir member about being Treasurer if an accountant will be responsible for the monies.
- Caroling, sing along, piano bar
 - It was awesome. All different people that were involved, and reaching out to the community and feeling socially involved in the group.
 - Many people liked the caroling and would like to do it every year.
 - Children's choir caroled at several locations outdoors, and it went well...
 - There is a desire for the Children's choir to be part of caroling with PCS, but they need to finish prior to 7:30pm due to school, bed times, etc., so we would need to carol earlier if CC was to join PCS.
- Members who need some love
 - Cards will be sent

New Business

- Possible change to Wordpress for Website/ or other ticketing software
 - Costs?
 - Eventbrite?
 - Other possibilities?
- Letter From Elizabeth Chilton shareable portion summarized:
 - Discussion occurred regarding the letter
- Ellen Grover-Fricks has volunteered to retrieve items from our music library for us.

Motion made to conclude the meeting by Anneliese Zook at 8:27pm, with no dissenting voices the meeting was adjourned.