

Palouse Choral Society Board Meeting
9/20/2023 7:15pm- 8:30pm

Present: Deborah Collins, Crystal Crossler, Kerry Darnall, Gillian Sharma, Royal Toy, Carole Wells, Anneliese Zook,

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

Absent: Becky Weber

Action Items

| Proposed Action | Responsible | Date to Report | Action Taken |
|--|--------------------|----------------|---|
| Reconcile Bank & Quickbook differences | Crystal | 10/18/2023 | Done |
| Look for housing for guest soloists | Crystal, Carole | 10/18/2023 | Crystal OK |
| Discussion w/ AD, ED, CC prior to meetings | Anneliese | ongoing | Partially Complete |
| Assign email addresses to new board members | Janice/ Anneliese | As needed | Only need new reps |
| Ask membership about space for trailers. | Full Board | 10/18/2023 | |
| Establish a board member to communicate with Conny and Ashley prior to board meetings and present an update to the board at every meeting. | No assignment made | 10/18/2023 | Janice O'Toole is tasked she will send the report to Royal prior to each meeting. |
| Talk to Symphony about big donors for Messiah | Janice | 10/18/2023 | |

- Call to order: 7:26
- Welcome new members: Gillian Sharma
- Approval of Agenda:
Motion made by Kerry Darnall, Carole Wells 2nd, motion passed.
- Acceptance of retreat minutes:
Motion Made by Crystal Crossler, Kerry Darnall 2nd, motion passed.
- Treasurer report: \$1,490 in donations are not reflected in the report. Additionally, amounts in Quickbooks as reported are different from what is in the bank.

Action: Crystal will be working to discover the discrepancy between Quickbooks and the Bank..

Motion to approve Treasurer Report made by Kerry Darnall, Carole Wells 2nd, motion passed.

- ED Report: No Report
- AD Report:
 - Close to 100 individuals on our active roster.
 - Spring: Commissioned piece came in and will fit with the March & April concerts.
 - December Performance:\$5K to pay soloists
Action: Crystal may have room to house a performer. Carole will also look for a space to house a performer.
 - Matt was Invited to Conduct a piece in Carnegie Hall summer of 2025 (40-60 minute piece) Duruflé Requiem perhaps.
 - If people are going to be gone - please direct them to the form.
- CC Report:
 - Off to a great start 23 singers 7 are new, with two new in the Spring. 7ish have not returned due to overscheduling.
 - Singers are 4th - 7th grade
 - Working on 4 pieces for October concert
 - We rehearse on Tuesday 6:15 pm - 7:30 at Moscow HS.

Old Business

- End of Year
- Ramp: Ordered and working on how to pay for it. Lead time is 1 - 2 Weeks. Encourage those who do not need to use the ramp not to do so.
- Tour update: It was nice to engage with the students and help them to learn about the adventure. Everyone was so welcoming. Special to sing the music where it debuted. Fresno Symphony member (Cellist) was one of Stephanie's former students. Downside - COVID-19.
- Auditions advertising what worked what didn't?
 - Matt solicited 100 individual emails.
 - The entire group is inviting friends...
 - Many who joined cited facebook, 1 cited community calendar, 3 applicants were not selected, but we are taking most people.

Action: PCS President is planning to have conversations before every meeting to discuss items with the AD, CC, ED. The purpose is to act as a sounding board for information and receiver as the board president.

- Jubilee Update:
 - 2 members dropped out due to family issues.
 - Bios and repertoire caused a delay.
 - Reception: Union Town General Store will donate coffee. Angie Beven will host again and will take care of a lot of the food.
 - Front of the house: Ticket stub when individuals provide a donation and can use the stub for the receipt. If they donate \$100 or more they get an invite to the reception.

- Future venue ideas - 1912 building <https://www.1912center.org/> , Moscow Church,

New Business

- Discuss board meeting options (In-person/zoom/hybrid)
 - The board discussed the possible meeting scenarios. No decision was made, regarding the meetings; however, there were challenges noted for all three meeting opportunities. This will need to be discussed at a future meeting.
- Expectation of Board member presence at PCS events going forward
 - Being at events that are not rehearsals.
 - Use PCS emails. When you email a human with 'business' of PCS bcc another board member.
- New admin process
 - Anneliese to explain - pre discussion with members AD, CC, ED
- Oct Concert
 - Ray Wallace- \$200 (AD in the program)
 - Bruised Books- \$200 (Stand or presence at the concert)
 - Monies to provide snacks beyond the price of an ad.
 - Libraries - Presence to sign up for library cards.
 - Poetry contest
- New storage for the trailers
 - Janice \$70 per month vs \$125per month per trailer,

Action: Full board, ask members if they have space to house trailers.

Marketing: No Report

- Summer update

Action: Establish a board member to communicate with Conny and Ashley prior to board meetings and present an update to the board at every meeting.

Development

- Lets create an action plan.
 - 3 small get togethers this year.
 - 5 large contribution asks
 - I'm writing the major donor letter now
 - What can we incentivize it with this year? We did nothing but a thank you note last year. If they do agree to sponsor again I'd like to think about

something grand like namesaking because they love the collaboration aspect so much.

- I'd also like to think about how we strengthen our relationship to extend further than current large donors.
 - Big donors are used to being offered things... Perhaps we can do this...

Action: Janice to talk to the Symphony for a discussion about this opportunity.

Upcoming meeting :10-18-23 (Executive Committee) 11/15/23 Board Meeting

Motion made to adjourn made by Carole, Kerry 2nd, motion passed

Adjournment 8:43pm

Post Meeting Developments:

Motion 9/30/2023: I move that we proceed with accepting the offer from Guild Mortgage and Brused Books to sponsor a post-concert reception for the Oct 29 concert. Made by Deborah Collins, Crystal Crossler 2nd, motion passed 10/2/2023 This was also discussed in the "full-board" Slack channel 9/21/2003 with general consensus from board members prior to the vote.

Motion 10/2/2023: I move that the board shall cover the cost of an initial consultation fee with a Web developer to determine the current problems with our Website and get an estimate of the total cost of fixing those problems I suggest that Janice also initially inquire with choir members regarding if there is anyone with professional experience in the choir that may be able to provide service at a discount. Once we have received an estimate, we could then vote separately on whether to spend the requested amount on Web site repairs. Made by Deborah Collins, Crystal Crossler 2nd, motion passed 10/4/2023... This was also discussed in the "full-board" Slack channel 9/29/2003 with general consensus from board members prior to the vote.