

## **MINUTES OF THE PCS BOARD MEETING –JUNE 9/10, 2023**

### **Attendees:**

Anneliese Zook	President
Carole Wells	Vice-President
Crystal Crossler	Treasurer
Gillian Sharma	Secretary
Janice O'Toole	Executive Director
Conny Kirchoff	Chorale Rep
Kerry Darnall	Chorale Rep
Deborah Collins	Children's Choir Rep
Royal Toy	Secretary-elect
Becky Webber	Chorale Rep-elect

Anneliese welcomed the new board members.

### **FRIDAY JUNE 9**

#### **COMMUNITY REPRESENTATIVES**

A motion was made to present the PCS membership with a request to reduce the number of community representatives from 4 to 2, and to increase the number of chorale representatives from 2 to 4.

- made by Carole, seconded, motion passed

An electronic vote will be created to bring this before the current PCS membership.

**ACTION ITEM** - secretary will create voting mechanism.

#### **BUDGET**

Crystal presented the budget. After discussion Anneliese requested the board use time overnight for reflection and suggestions to balance the budget.

Janice presented a “wish list” of items to be purchased. Item was tabled until Saturday.

#### **CREDIT CARD**

Crystal asked that PCS obtain a PCS approved credit card. A motion was made to obtain a credit card for PCS.

- Made by Conny, seconded, motion passed.

**ACTION ITEM** - Crystal will obtain by the next board meeting in September.

#### **INNOVIA ENDOWMENT FUND**

Janice explained that the interest/additional funds earned/added to the fund should be either collected or added to the principal. A motion was made to add the funds to the principal.

- Made by Gillian, seconded, motion passed.

**ACTION ITEM** – Janice will reinvest by the next board meeting in September.

#### **SEASON PLANS 2023-24**

Janice presented the following venues for the season:

- **OCTOBER** Simpson United Methodist Church, Pullman
- **DECEMBER** Pullman High School
- **FEBRUARY** Moscow First United Methodist Church **and** Episcopal Church of the Nativity, Lewiston
- **APRIL** Pullman High School (possible collaboration with PHS) **or** Simpson United Methodist Church, Pullman

A motion was made to finalize the 2023-24 PCS season calendar.

- Made by Conny, seconded, motion passed.

### **MARKETING ASSETS**

A motion was made to hire Ashley for graphic design needs for the season.

- Made by Conny, seconded, motion passed.

### **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Gillian gave a background of the work done to create the position description.

A motion was made to accept the proposed Executive Director Position Description as amended. (see accompanying document)

- Made by Carole, seconded, motion passed.

### **SATURDAY**

#### **BOARD OF DIRECTORS MAIN GOALS**

Gillian presented information from the Boards in Gear workshop she attended. (see accompanying document)

**ACTION ITEM** – each board member have three stories ready by September, and consider what may be your strength in the fundraising area.

#### **DEVELOPMENT**

Anneliese asked the board to consider two areas/committees.

- Interpersonal Development Committee
- Development with a focus on Corporate giving and Grants Committee

Discussion occurred in both areas with two groups of board members choosing possible area of strength.

**ACTION ITEM** – Janice will ask Debbie Brudie, database manager, to generate a donor list (last five years) and report back to the board by July 1.

#### **JOHN BREWER FUNDRAISER**

Janice provided a synopsis of the origins of this event. After discussion the decision was made for this to remain an ED regulated non-PCS-sponsored event this year.

**ACTION ITEM** – Janice will ask Ashley if she will donate time to create marketing assets for this event. Deadline June 20.

#### **BUDGET REVIEW**

Discussion included current items and balancing the budget with projected development, sales and expenses. The board created a “balanced” budget for vote. A motion was made to accept the FY 2024 PCS budget.

- Made by Kerry, seconded, motion passed

The meeting was adjourned by acclamation.

## **EXECUTIVE DIRECTOR POSITION**

### **DESCRIPTION**

The Executive Director (ED) is employed by the Palouse Choral Society (PCS), is hired by the Board of Directors and answers to the Board of Directors through the President. The ED serves as an ex-officio member with voice but no vote of the Executive Committee and Board of Directors. The ED works collaboratively with these entities to further the goals of PCS and manages all day-to-day responsibilities of the organization.

### **GOVERNANCE**

- participates in long-range strategic planning with the board
- provides the board with feedback on progress toward achieving seasonal objectives and goals
- Prepares a report for each board meeting
- attends board meetings and board retreats
- maintains ongoing communication with the board

### **MEMBERSHIP**

- attends rehearsals as needed
- maintains updated membership lists

### **SEASON PLANNING AND CONCERT MANAGEMENT**

- in advance of season, reviews date options, rehearsal and venue availability with Artistic Director(AD)/Children's Choir Conductor (CCC)/Executive Committee
- schedules rehearsal and performance venues
- coordinates with venue staff for site rules and expectations
- plans for and prepares individual/group volunteers needed for specific tasks to ensure a smooth concert experience for audiences and performers
- plans for and provides all needed infrastructure and supplies at concert venues

### **COMMUNITY RELATIONS**

- establishes relationships with other peer arts organizations
- represents PCS at community functions when requested by the Executive Committee

### **GENERAL MANAGEMENT**

- works closely with treasurer, budget committee and the board on budget planning
- keeps records and explores options for administrative costs

- tracks income and expenses with treasurer and AD
- creates employment contracts for external contractors (e.g. soloists and orchestra)
- self-monitors performance against objectives
- advises board on policies and procedures for compliance
- manages PCS office filing, printing, software/hardware, mailing, digital storage of database and general compliance with regulatory agencies in collaboration with the secretary
- provides information to the board and members as requested in a timely manner

## **COMMITTEES**

- Provides support and required/requested information to committee chairs in a timely manner.
- Serves on committees as requested by the Executive Committee.

These committees include but are not limited to:

- ✓ Budget Committee
- ✓ Marketing and Website Committee
- ✓ Fundraising/Development Committee
- ✓ Library Committee
- ✓ Education-Outreach -Recruiting Committee
- ✓ Social Committee
- ✓ Children's Choir Committee
- ✓ Grants Committee, etc

## **MISCELLANEOUS**

- Items not accounted for under the above headings

## **BOARDS IN GEAR HIGHLIGHTS**

- Every board member should have three stories to tell:
  - ✓ How you became involved
  - ✓ A success story
  - ✓ Work that still needs to be done
  
- Every board member is a fundraiser:  
Three areas of development, board members all have different strengths:
  - ✓ Solicitation (10%)
  - ✓ Stewardship (30%)
  - ✓ Cultivation (60%)
  
- Presenter moved from “cap in hand” ask to view point that big organizations and foundations have money to give. They are looking to give money and we are giving them an opportunity to be successful.
  
- For board meetings, have someone make a note of actionable items so that members can report back in a timely manner.