

HOLLAND CHORALE
BOARD OF DIRECTORS
OCTOBER 1, 2018
THE LINKS CLUBHOUSE

PRESENT: Pam Wells, Pam Pierson, Mihai Craioveanu, Julie Anderson, Carol Bechtel, Liz Colburn, Sally Zenas, Carol Zeh, Brian Carder, Jen Ritsema, Jean Lemmenes, Phil Konczyk, Patrick Coyle

ABSENT: Que-Lan Engels, Doug Wachter, Jennifer Brunk,

Call to Order: The meeting was called to order at 7:00 pm by Pam Wells, president.

MINUTES September 10 ,2018: Motion made and seconded to accept the minutes of the September 10, 2018 meeting. Motion passed unanimously.

ADDITIONS TO AGENDA: Interns

EXECUTIVE COMMITTEE REPORT:

1. **Holland Performing Arts Center Planning Committee Update:** A few members of the Holland Chorale attended the September meeting. The next meeting is scheduled for October 8, 7:00 pm at Grace Episcopal Church when two on-going committees will be formed to explore the feasibility of this dream. A request for Holland Chorale representatives to attend this meeting will be announced at Chorale rehearsal tomorrow.
2. **Timeline Update:** Pam Wells reported for Jennifer Brunk. Jennifer is working on the timeline and contacting board members for specific input in their areas of responsibility.
3. **New Board Member Update:** Pam W. has contacted Jane Hofmeyer and asked her to serve on the Board of Directors. She expects a reply by Wednesday 10/13/18.
4. **Dues Relief:** Currently the Librarian is the only Chorale member who does not pay dues. Discussion was held on whether to extend this benefit to the Wardrobe Coordinator, Rehearsal Coordinator and Marketing/Communication person. No decision was made.
5. **Job Descriptions:** The goal this year is to have written job descriptions on file for all ongoing duties. This will include all board members and members of the Chorale having responsibilities other than singing. Pam Wells will ask these Chorale members (Wardrobe Coordinator, Rehearsal Coordinator, Marketing/Communications person, Librarian, Stage Manage, Volunteer Coordinator, Dickens Carolers Coordinator) to write a short list of their responsibilities and send them to Phil by October 15. The Board will revisit this next month.
6. **ENCORE 7 over 70 2018:** Former Holland Chorale Artistic Director, Gary Bogle, and his wife Donna, are being honored this year at the Holland Arts Council on Thursday October 18. It was suggested that something be read at the occasion from the Holland Chorale. It was agreed that the organization will do something to congratulate them. Pam W. and Jennifer to follow up on this. (At the time of this meeting, we were only aware of this honor through a request from the Holland Sentinel asking the HC to be part of an expensive ad. Further investigation found that the ceremony is open to the public for \$15/person and reservations, which can be made at EventBrite.com, are due 10/11/18. Jennifer is aware of this and will arrange to have the Holland Chorale represented at this event.)

TREASURER'S REPORT: Julie reported that we are currently set up to be in a much better position than we were last year. Jennifer is in the process of thanking people. The final MCACA report for this year

must be sent before any money from the current grant is given. Pam and Jennifer are working on this report.

OPERATIONS MANAGER'S REPORT: Refer to the written report which was submitted and posted. Jennifer is working with the interns and a Dickens Carolers coordinator is in place. The Board requests an insurance update next month.

WORKING BOARD UPDATES:

-Artistic Committee: Patrick reported that he had a meeting with the Artistic Committee last night. They discussed Christmas concerts, both last year's and this year's. This year the Christmas concert will be less lengthy than last year and will include music that is new, familiar, fun and thrilling. Patrick handed out the 2018 Christmas Concert program.

-Operations Committee: Jen R. reported that six people have not paid their dues, and being able to accept Credit Card payment is working well. So that the Harassment Policy will be signed by **all** Chorale and Board members, and a physical copy can be kept on file, Jen will send an email asking members to print, sign and bring their copy to the next rehearsal. She will work with section leaders to make sure these are turned in soon. She will have extra printed copies available for those who need them. Pam W. will bring copies for board members to sign at the November Board Meeting. Most Chorale members have submitted the Google survey. Mihai suggested that we move from **Harassment Policy** to **Title IX**. The policy must be available on the webpage, the webpage for singers must be kept current and new members must be made aware that it is there. Pam W. will ask Bill Ashby to take pictures for the Member Directory.

-Adventures in Harmony 2018: Pam P. reported that Adventures in Harmony is happening Wednesday, everything is on track and the concert will be exciting. Carol Zeh has been a huge help. Pam P. will write a job description for Adventures in Harmony Chair and will facilitate a debriefing meeting for all directors. Holland Christian dropped out for the second year in a row. Expenses will be invoiced this year.

-Ad Sales: Brian reported Ad Revenue at \$6,460, an increase from last year. There are three unpaid ads and fewer complimentary ads this year. He thanked Jennifer and Carol Z. for their help.

-Individual Fundraising: Mihai and board members set the date for the Year- End Mailing. It will be Tuesday Oct. 23 7:00 at the Links Clubhouse. Board members will provide wine and snacks and Chorale members will be invited to participate. Mihai announced that Dr. Stelios Dokianakis , Audiologist, will speak at the Jack Miller Recital Hall November 29 and board members are invited.

-Communications/Marketing: Carol Z. has been working on Adventures in Harmony. Posters are ready, more bookmarks will be printed and the printed program is on target. Posters for the Fall Concert will be available soon and the program is being prepared. Doug is taking care of media promotion for the Fall Concert.

-Grants: Pam P. was happy to report the Holland Chorale received a score of 90 on the MCACA grant application. This score bumps us up into a higher category. The Review Panel places a huge emphasis on social media and website presence, which we must work on for next year. Attaining a score of 95 means you do not have to apply every year. Pam thanked Liz and Jennifer for their help and said filling out the application is too much for one person to do. She is still waiting to hear from Herman Miller Cares.

-Special Events:

Grand Night for Singing: Carol B. reported that Baker Lofts does not have the Loop system for the hearing impaired, and she wants to encourage them to have it. Carol will inquire about grant availability. Baker knows this is an issue. The Grand Night for Singing committee is looking at dates for 2019.

Fall Fundraiser: Carol Z. reported for Que-Lan. A Google Docs file has been set up to track donations and donations are needed. People like to buy experiences. The band is in place and food will be prepared by Sharon Shanahan of The Mermaid. Auction ideas should go to Carol Z. or Que-Lan.

-Ticket Report: Sally reported that very few tickets have been sold for the October concert.

-Mailing List Report: none

-Good Will Ambassador: Brian continues to send thank you notes and appreciates suggestions from board members.

-Organizational Health: Phil is preparing a presentation for the board with his recommendation for an effective way to move forward.

-Strategic Planning: Jean, Pam W., Jennifer and Phil will meet before the next meeting. Getting job descriptions on file is the top priority at this time. It was agreed that we are not ready for strategic planning yet. Strategic Planning and Organizational Health will work together.

-Interns: Liz is working with two interns from Hope College this semester. They are helping Carol Z. and Jennifer.

-Sponsorship Team Chair: _____

-Facilities Coordinator (non-board member): _____

Meeting adjourned at 8:50 pm.

Sally Zenas, Secretary

NEXT CONCERTS:

1. Adventures in Harmony (Women's Edition), Wednesday October 3 at 7:00 pm, Zeeland High School
2. Holland Chorale Fall Concert, Sunday October 21 at 3:00 pm, First Reformed Church Holland

YEAR-END MAILING: Tuesday October 23 – 7:00- Links Clubhouse **Lower Level** - Board Members bring snacks and drinks.

NEXT MEETINGS:

Executive Committee: October 29, 2018 - 6:30 pm – Panera Bread Holland

Board Meeting: November 12, 2018 - 6:45 Social Time, 7:00 Meeting – The Links Clubhouse

REFRESHMENTS:

Doug Wachter and Jen Ritsema