

HOLLAND COMMUNITY CHORALE BOARD OF DIRECTORS MEETING

DECEMBER 10, 2018

THE LINKS CLUBHOUSE

Present: Mihai Craioveanu (Vice President), Brian Carder, Julie Anderson (Treasurer), Pam Pierson, Pam Wells (President), Jennifer Ritsema, Doug Wachter, Sally Zenas (Secretary), Jennifer Brunk (Operations Manager)

Absent: Patrick Coyle (Artistic Director), Que-Lan Engels, Jean Lemmenes, Carol Bechtel (Past President), Carol Zeh

Call to Order: President Pam Wells called the meeting to order at 7:00 pm.

MINUTES: A motion was made and seconded to approve the minutes of the November 12, 2018 meeting. Motion passed unanimously.

Additions to Agenda: None

EXECUTIVE COMMITTEE REPORT:

1. **Board Member Update:** Liz Colburn's term has expired and Phil Konczyk has resigned.

So that we might be more proactive in filling vacated positions on the board, the Executive Committee recommends the formation of a small committee, consisting of both singers and board members, that would establish a strategy for the recruitment of new board members. This committee would be tasked with coming up with a list of prospective board members, identifying their skills, getting to know them and determining if they would be willing to serve on the board when the time is right for them, as we plan for the future. This would be much like the search committee that was in place to find an Artistic Director, and is just as important. This small committee could possibly meet quarterly. Jennifer is willing to give direction to this committee and Pam Wells will try to get a couple of singers to serve. Some of the skills and positions currently needed are: 1) Grand Night for Singing Chair 2020, 2) Attorney/Lawyer 3) People with Holland connections, 4) People with connections to communities outside of Holland, 5) More diversity in age, geography, ethnicity, 6) Grant writing skills, 7) Organizational Health. These names were suggested as future potential board members: Jane Hofmeyer, Terri Borgman, Aaron Goodyke, Nella Kennedy, Lance Evert, Ron Deenik, Ann Query, Gordon and Becky Bruns, Al McGehan, Paul Lindemuth, Sabina Otteman, Stelios Dokionakis, Madeline Lane, Hans Mulder, Jim Colburn, Ben and Michelle Polman (2020). Board members present unanimously supported this new concept.

2. **Change to Jennifer Brunk's Hours:** Julie Anderson presented figures to support increasing Jennifer's hours during the busiest months. **A motion was made to increase the Operations Manager's hours from the current 10 hours/week to 20 hours/week the months of November through mid-January, and March, April and May. Motion was seconded and passed unanimously.**

3. **Volunteer Job Descriptions Update and Waiving Dues Discussion:** Dues are currently waived only for the Librarian. Several chorale members (Stage Manager, Dickens Quartet Coordinator, Uniform Manager, Volunteer Coordinator, Rehearsal Manager and Carol Zeh, who does everything else) give many hours to make the Chorale run smoothly. As we strive to become more secure financially, **a motion was made to publicly acknowledge these Chorale members at the Annual Meeting, and present them with a thank you note that includes free tickets to the Spring Concert. Motion seconded and passed unanimously.** The list of names will be finalized at the January meeting. A job description for the Librarian is still needed.

4. **Bylaws Review:** This is an ongoing process and will be revisited in January. Jen Ritsema will make recommendations for p. 8 Section 6.3 Operations Committee.

5. **Harassment Resolution Process Discussion:** Board response was mostly positive and expressed appreciation for Carol Bechtel's drafting of the initial document. Slight edits were suggested. Pam Wells will do the editing and bring clean copies for approval in January. The document should be dated when finalized. It will then be posted on the website.

6. **Annual Meeting:** The Annual Meeting will be Tuesday January 22, 2019, 6:30 – 7:30 pm at First Reformed Church, Holland. Board members are encouraged to attend. Julie will be available to answer financial questions. Pam Wells will make an agenda and bring it to the board in January.

TREASURER'S REPORT: Checking account balance is \$13,142.32. Last year at this time it was \$695. Julie reported that we are slightly ahead of the cash forecast. Currently the Chorale does not have Director and Officer insurance and a quote for this coverage is being sent.

OPERATIONS MANAGER'S REPORT: Jennifer B. has been helping behind the scenes in preparation for the Holiday Concert and is staying on top of financial obligations with Julie. She met with Elaina Howard and Abby Blystra about social media, wrapped up with interns, met with two potential concert sponsors and has a lead on a community member who has a history of fund raising. She hopes to have another intern in the future and stated that having two at the same time is too much to manage.

ARTISTIC COMMITTEE REPORT: Due to illness, Patrick sent an email report. He feels preparations are where they should be for the Holiday Concert and he is working with Brad Richmond and the Artistic Committee so things run smoothly during his Sabbatical. Auditions for Winter/Spring 2019 will be Sunday January 6 and both he and Brad will be in attendance for the first rehearsal January 15, 2019. He has been working with Kay Walvoord in preparation for the Beethoven 9th Symphony Concert 2020 which will be a collaboration with the Holland Chorale, HSO and Hope College.

60th ANNIVERSARY PLANNING: The following committee is in place but has not met: Patrick Coyle, Margie Amon, Abby Blystra, Trent Broussard, Elaina Howard, Nancy Lohman and Jeff Peerboldt. Jennifer suggested that a committee member take leadership during Patrick's sabbatical and all agreed that Trent Broussard would do this well. Mihai said there is a possibility of using the Jack Miller Concert Hall at no additional charge if the concert is dovetailed with his recital.

OPERATIONS COMMITTEE: Jen Ritsema has collected signed Harassment Policies from both singers and board members, put them in a binder and given the binder to Jennifer Brunk.

ADVENTURES IN HARMONY: Pam P. will begin contacting directors soon for October 2019.

AD SALES: Brian reported that printed programs have been sent to all advertisers.

INDIVIDUAL FUNDRAISING: Mihai reported that he has been working behind the scenes.

COMMUNICATIONS/MARKETING: Carol Z. reported via email that she has been doing email blasts to promote the Holiday Concert, printed programs and lyrics are ready, ads have been sent to the Sentinel, January auditions have been posted to the website and Spring Concert posters will go to the printer after the holidays.

GRANTS: Pam P. reported that the Holland Chorale did not get the Herman Miller grant requested for Adventures in Harmony and the MCACA final report has been submitted.

TICKET REPORT: Sally reported that 145 tickets have been sold for the Holiday Concert. Because she will be out of town for the concert, Pam and Dale Pierson and Susan Formsma will handle the ticket table.

GOOD WILL AMBASSADOR: Brian reported that he has sent out several notes of appreciation since Thanksgiving, including thanking the Videographer and Dickens Carolers.

ADVERTISING: Doug reported that Patrick will be interviewed Friday on WHTD 8:35 am

Meeting Adjourned: 9:00

Sally Zenas, Secretary

Next Concert: Holiday Concert, Sunday December 16 @ 3pm, First Reformed Church, Holland

Next Meetings:

Executive Committee: January 28, 2019, 6:30 pm, Panera W. Shore Dr., Holland

Board Meeting: January 7, 2019 (6:45 Social time; 7:00 meeting start) Links Clubhouse.

Refreshments: Jennifer Brunk and Pam Wells