

Holland Chorale Board Meeting
Monday, June 6, 2022
First Reformed Church and Zoom

Attending: Julie Anderson; Keon Atkins; Patrick Coyle; Mihai Craioveanu; Steve Hook; Casey Lampen; Jean Lemmenes; Mike Pikaart; Maura Reynolds; Carol Zeh

Absent: Tom Busa; Jenny DeGraves; Mark DeWitt; Sarah VandenBrink

Jean called the meeting to order at 7:10.

1. There were no additions to the agenda.
2. Minutes of the May 2, 2022 board meeting were approved as submitted: Carol moved, and Mihai seconded.
3. Jean moved to approve the slate of officers for 2022-23: Carol Zeh as president; Mike Pikaart as vice president; Maura Reynolds as secretary; Julie Anderson as treasurer (until a new treasurer is found); Jean Lemmenes as past president. Mihai seconded.
4. **Executive Committee and President's report**
 - a. Jean summarized the process used to hire an Operations Manager. Each Executive Committee member talked briefly about why Jennie Reyes had been selected. The Executive Committee recommends that Jennie Judd Reyes be hired as Operations Manager. Mihai seconded. The Board voted unanimously to support this selection
 - b. Although one person applied as Development Director, that person was not a good fit. The position remains unfilled. The ad on *Indeed* is paused now; it will be reposted with the addition of "open until filled," rather than a closing date for applications. The job will also be posted on Handshake in hopes of attracting students who have earned/are earning degrees in arts administration. Mihai will follow up with several local contacts who may be interested. Patrick will contact Ricki Levine from Holland Museum for suggestions. Jean will follow up with Mark for other ideas.
 - c. The Board needs to fill two positions on the Board: Treasurer and Member Engagement Chair. Carol will revise the job description for the Member Engagement Chair.
 - d. Development report for 2022-23 sponsorship levels (posted separately). Casey suggested expanding the season sponsorships: rather than "\$5,000 to \$7,500", she suggested "up to \$8,000." Potential donors will receive a packet of information: a cover letter, a list of the sponsorship opportunities, a description of the season, a return card to indicate the donation. The Board was encouraged to think about companies and individuals they might approach for donations, using the packet and signing the letter personally. Mike moved that an *ad hoc* development committee be formed consisting of Carol (as chair), Jean, and Mark until a Development Director is hired. Casey seconded. The motion passed.
5. **Treasurer's report and new budget** (posted separately) Patrick asked Julie about how large a cushion an organization should have; Julie suggested six months of expenses was an appropriate aim. Julie led the discussion of the FY 23 budget and answered questions. Julie will increase the amounts budgeted for Operations Manager (since responsibilities for the job have increased) and for the Development Director (the new director will work an average of 5-10 hours a week). She will also

add a line item for a venue for the winter concert; Patrick will follow up to determine a venue and cost. A scholarship fund for those who are not able to pay dues has been added to the budget; the Executive Committee will invite people to give in support of the fund. This budget is aspirational; we are hopeful but will need to work to make the budget work. Julie recommended that the final budget be approved with the three changes discussed at the meeting (increased amounts for Operations Manager and Development Director and the cost of the venue for the winter concert); Carol seconded. In light of the \$15,000 net loss, the treasurer will continue to provide the Board three-month forecasts.

6. **Artistic Director and Artistic Committee report** (posted separately) Patrick hopes to have auditions June 21 as well as August 16.
7. There is no report from the **Operations Manager**.
8. **Working board updates:**
 - a. Operations/communications/marketing: Carol Zeh. No report
 - b. MACC grant: Mike Pikaart. The grant has been submitted. Mike doesn't know when the proposal will be reviewed. Carol and Mike will meet to ensure that the web site is appropriately updated before the review.
 - c. GNFS chair and Artistic Committee chair: Casey Lampen A committee has been formed, and caterer hired. A theme is not yet chosen. Casey hopes to have the graphics and theme ready by our July meeting so save-the-date cards can be sent.
 - d. Community engagement: Sarah VandenBrink. Sarah is ill, so no report
 - e. Diversity, equity, and inclusion: Keon Atkins. (report posted separately) Keon talked about his role on the board. He has met with Sonya Trent-Brown at Hope College who shared notes and ideas. Keon wants to make connections with diverse local groups, expand the Chorale's data base of such groups, and educate about DEI issues.
 - f. Philanthropy service: Mark DeWitt.
 - g. Strategic planning champion: Tom Busa.
 - h. Good will ambassador: Steve Hook. Steve has sent some thank you notes and will send more.
 - i. Individual fundraising coordinator: Mihai Craioveanu. Nothing to add.
 - j. Legal and bylaws: Jenny DeGraves.

This is Jean's last meeting as president. She was recognized with gratitude for her outstanding leadership and service. She thanked the Board for their support.

The meeting was adjourned at 9:15.

Next concert/event: Grand Night for Singing, September 22, 2022
Next meetings: Board meeting, July 11, 2022 (First Reformed and Zoom)