

Holland Chorale  
Board Meeting  
Monday, July 11, 2022 7pm  
First Reformed Church and Zoom

Attending: Tom Busa; Jenny DeGraves; Mark DeWitt; Steve Hook; Casey Lampen; Jean Lemmenes;  
Mike Pikaart; Jennie Reyes; Maura Reynolds; Sarah VandenBrink; Carol Zeh

Absent: Julie Anderson; Keon Atkins; Patrick Coyle

Carol called the meeting to order at 7:02.

1. There were no additions to the agenda.
2. Minutes of the June 2022 board meeting were approved as submitted.
3. **Executive Committee and President's report** (posted separately)
  - a. Staff contracts have been finalized.
  - b. A lap top and printer have been purchased.
  - c. Since we were not able to hire a development director, Jean has agreed to contact the Prince Foundation, Jack Miller, and Lighthouse about sponsorships for the upcoming season.
  - d. Those who contribute \$1,000 or more will be asked if they prefer to be listed in the donor list or sponsor in some other way (for example, earmark the donation for music or venue).
  - e. Mark will meet with Carol and Jean to garner ideas about other potential sponsors.
  - f. We have been invited to apply for a Capacity Building Grant through the DeVos Foundation. It is important that we apply for this grant; Patrick is enthusiastic. Carol has contacted Julie about the financial information needed. Maura will draft the rationale; Mark will critique. Carol will reach out to others about involvement. Board members are encouraged to visit this site to learn more about this grant.
  - g. Discussion of Covid protocols. Carol has checked about the policy of the Holland Symphony Orchestra: she learned that their musicians would vote on their protocol. Their decision is expected in the next few months. Patrick feels that a mask mandate is no longer needed. Mike believes that common sense protocols are more effective than extensive rules. Jean believes that it is important to follow the CDC guidelines about exposure and isolation. The CDC highly recommends vaccination. We intend to make an official decision in August. Today, a survey was sent to current and former singers about their involvement next season and confirmation of their contact information.
  - h. We are still searching for a treasurer, ideally a CPA. We will remind singers of this need at the opening get-together.
4. **Treasurer's report** (posted separately)
5. **Artistic director and Artistic Committee's report** (posted separately) Patrick hopes West Ottawa will be the venue for *Adventures in Harmony*; a decision should come soon. Patrick has reserved the Holland Armory for the *Concerning Matthew Shepherd* concert on February 26 at 3:30. Keon and Patrick will brainstorm and contact groups in the area (like Out on the Lakeshore) who may be especially interested in this concert. It has been helpful to work with the Holland Museum to secure this venue. Patrick expects to hear soon if the concert in Grand Rapids on Sunday March 5 will be at the St. Cecelia Music Center.

6. **Operation manager's report** (posted separately) Jennie is getting acclimated and learning about local resources (Lakeshore Non-profit Alliance; West Michigan Chamber of Commerce, etc.).
7. **Working board reports and updates:**
  - a. Operations/communications/marketing: Carol Zeh and Jennie Reyes
  - b. MACC grant: Mike Pikaart. Mike reported on the oral response to our grant application. Positive comments about the application: well done overall; strong financial controls; strong marketing; strong artistic quality; great preview of future programming; community impact nicely done; DEI is commendable; good on having a survey; great artist and staff bios and description of board expertise. Areas of concern: need metrics from web; hyperlinks did not work; should have included impact of survey and how it will change programming; disappointed that the staff and board did not reflect the diversity of the Holland community; wanted to see evidence of programming, photos.
  - c. GNFS chair: Casey Lampen. Things are moving. The committee is working on sponsorship and exploring additional fundraising during the event.
  - d. Community engagement (including AiH): Sarah VandenBrink. Sarah has met with Patrick about *Adventures in Harmony*; when the venue is settled, work will begin. Local high school teachers are interested in participating rather than planning. She also talked with him about the Langejans Award; she and Patrick will meet with Cal and make a recommendation to the Executive Committee at their next meeting.
  - e. Diversity, equity, and inclusion champion: Keon Atkins
  - f. Strategic planning champion: Tom Busa
  - g. Philanthropy service: Mark DeWitt. Historically, July is not a big fund-raising month, but it's important to get ready for September/October. Mark encouraged us to set up a process for planned/estate giving (potential name could be The Langejans Society). Mark suggests we talk with Jeff Helder about this. He also encouraged us to work on developing sponsorships and contributions from donor advised funds (many are handled through the Community Foundation).
  - h. Good will ambassador: Steve Hook. Steve has written notes to Eric Reyes, Mihai, First Reformed Church, Kristen and Aaron Goodyke. He is open to any other ideas.
  - i. Legal and bylaws: Jenny DeGraves. Jenny has gathered bylaws from other non-profits and will be updating our bylaws with goals of clarity, readability, and utility. Board members are asked to review the bylaws and send /concerns ideas to Jenny. Earlier this year, Tom and Mike studied current bylaws; they sent a report to Jean (who was president) and will review their notes and share their findings with Jenny as well.

Next concert/event: *Grand Night for Singing*: Thursday, September 22  
 Next meetings: Executive Committee: tbd  
 Board meeting: August 1

## TO DO LIST:

### All Board Members

- Review our [bylaws](#). Please send comments, questions, concerns to Jenny DeGraves. [degravesj@gmail.com](mailto:degravesj@gmail.com)
- Visit the [website](#) of the Capacity Building: Michigan Lakeshore to learn about the grant which we will apply for. If possible, watch the [recording](#) of the information session (1 hour) about the grant or look through the [slides](#) of this session.

Patrick

- Confirm venues for *Adventures in Harmony* and Grand Rapids performance of *Concerning Matthew Shepherd*.

Jean

- Contact donors about sponsorships for this season

Maura

- Prepare draft of the rationale for participation in the Capacity Building grant and share with Mark: What impact does the organization see this program having on its operations at this time? What does success look like as a result of the program?

Jean, Carol, Mark

- Meet to talk about new donors to contact