

West Valley Chorale
Board of Director's Meeting Minutes
July 10, 2017
9:30 AM

The West Valley Chorale Planning Meeting was held on 7/10/17 in the Anacapa Restaurant at Corte Bella. Present were: Tom Boller, Gail Christianer, Barbara Lobodovsky, Pat Kilburn (by phone), Marcia James, Sydney Roosa, Jim Sloan, Pam Wirth, Ken Goodenberger and Virginia Ellwanger.

A quorum was established and the minutes of the prior meeting were approved. It was agreed that Virginia would send minutes to Tom for approval and he would forward to Gail for distribution.

Pat reviewed the financials. The written report is done in September and currently all our financials look good.

A recap was done regarding the Albertson's grant and performance. We want to make certain that we fulfill the requirements of the grant. Ads and programs will note Albertson's as a contributor and must be approved prior to publication.

ACTION: Gail will work with Nancy to get timelines and requirements.

ACTION: Ken will touch base with Bill on a check that was sent to him for playing at the performance. The check had been cut but not processed.

ACTION: Jim Carlson should note Albertson's as a contributor on our website.

Tom contacted Nancy Miller and she will be replacing Rod Fensom due to Rod's recent health issues.

DECISION: The Board approved Nancy as Rod's replacement.

ACTION: Tom will check with Jim regarding timing of changing our charter with the names of the Directors.

ACTION: Barbara will obtain Camino Del Sol information.

The letter to the high schools regarding our scholarship was discussed. Cash prizes will be awarded plus the opportunity to sing with us. We want to maintain some flexibility to have either 3 or 4 prizes awarded. We also want the students to know that there is an expectation to sing with our Chorale at a performance. Dysart, Shadow Ridge, Valley Vista and Willow Canyon are the high schools that will be contacted. While the winning students may sing a solo at one of our performances, we want to leave that flexible so it will only be stated that they will be "required to participate" which may mean they do a solo part in one of our pieces. . A request for a head shot along with the application will be added. A limit for each school for their top 5 participants will be noted.

We will use Shepard of the Hills for auditions and the auditions will be open to chorale members, the student and their family may attend. Auditions will be held from 1:30 – 4:30 Sunday, November 5th. Also noted in the letter would be that the student must have live accompanist (we do not want a pre-recorded accompaniment) and that an accompanist will be available.

ACTION: Ken will revise the letter with noted changes and send out to the Board.

Judges for the competition were discussed and it was agreed that the chorale will look for former choral directors and music professionals who would be willing to donate their time to help us.

Marcia reviewed concert date schedules and venues. Sunday afternoons have a great number of conflicts with other singing groups.

DECISION: Our concerts will be scheduled for Monday, Tuesday and Thursday. The Monday concert will be the same day as our technical rehearsal which will be held from 1:30 – 2:30 and then we will perform the concert at 3 PM.

ACTION: Marcia will confirm dates with the church.

DECISION: It was decided that we will not sing at Estrella Mountain as they do not have a shell.

The Monday concert would be a “Super Senior” concert, and we would consider offering half price tickets. Senior homes in the community would be notified and this would help us promote the group to new audience members. We need to get these dates on the calendar now and make contact with the homes activities director personally by phone or in person.

ACTION: Tom will send Ken a hard copy list of the homes in the area for computer input. Once computerized the list can be split so that we can get people to help contact.

DECISION: We will set up a committee for this task.

Folders were discussed. When people leave the group, they currently take their folders with them and we get few returned.

ACTION: Tom will send our emails to members to let them know that if they are NOT going to be singing with us again, to please return their folder.

ACTION: Pam will put numbers on each folder, similar to the way our music is numbered so we can track them.

Prior to ordering new folders we will wait a week and see what the inventory is and if other folders are returned once people receive Tom’s email.

DECISION: Going forward, the new Chorale policy is to turn in folders along with turning in music.

The Donor Party was discussed. Gail provided the update that the Henderson's will be selling their home so this will not be a venue available for next year's reception. We could hold the reception at Sun City Foundation or Advent Church, however a home is preferable.

ACTION: Gail will send out an email to members and ask if anyone has a home suitable for this reception. The home should be able to accommodate about 50 people which is the usual attendance for this reception.

ACTION: At the first rehearsal held in September, this item will be brought up to all members requesting if anyone has a home that would accommodate about 50 people and if they would be willing to accommodate the Donor Reception at no cost to them.

ACTION: Barbara will look at the availability in Happy Trails for a late February date, early afternoon on a Tuesday or Thursday and hold this party for us, in case a home venue is not available.

Director and accompanist expectations were discussed. Ken noted that if they are available, for additional performances, then this was considered part of the job and they are happy to help. The discussion of compensation was tabled for a future Executive Session.

Barbara discussed the new member packet and some changes noted. An "exit process" will be added so that the expectations on notification and return of music, folders and costuming are clear. The packet will be stored in Dropbox in its own folder. Hard copies will be made for Ken.

ACTION: Ken will provide new members with a packet when they complete the audition process and are accepted into the Chorale.

ACTION: Barbara will make the noted updates and send to Gail for placement into Dropbox. Gail will make hard copies available for Ken.

A sample member form was distributed and discussed. The member form is already pre-loaded with the information that we have. A prefix and alternative phone number will be added. These forms will then be handed out at the start of the season in the member's folder, and members are expected to confirm their personal information. They will then turn the form back in to their monitor.

The monitors will take care of the exit process. Barbara and Don will handle costumes and Pam will handle the music and folders at the end of each season.

ACTION: Barbara will add to member information "if you are not planning to sing with us next season..." and follow it with the instructions regarding costuming, music and folders.

The West Valley Art Foundation grant was discussed and the "underserved populations" noted in the grant includes "seniors" which will fit into our plan to hold the extra concert in the afternoon for local seniors.

ACTION: Ken will send in for grant in next 10 days.

The title for our next concert was discussed. "Christmas from Stage and Screen" was agreed to be the title.

Pam will need assistance in getting music and folders organized. In the past the workgroups that were set up for this were very successful and efficient so we will continue to get crews together and follow the same process.

ACTION: Section leaders will hand out the music just before we begin our first rehearsal with the same process used last time.

The “no talking issue” during rehearsal was discussed. Various suggestions were made as to how to keep members from socializing instead of focusing on the music.

ACTION: Ken will remind members during practice.

ACTION: Section monitors will include reminders in their new season emails.

Pam updated us on the chorale trip. The \$1500 deposit has been made and 21 people put down their \$100 deposit. We currently have 21 people and if we can get 25, the rates will go down.

ACTION: We will promote this at the beginning of the season. Pam will see if a representative from the company can be present at a rehearsal.

ACTION: Monitors will include information on the trip in their welcome emails.

ACTION: Barbara will send a sample and expectations to Nancy, so that as a new monitor she is aware of her responsibility.

ACTION: Pam and Barbara will meet with the travel people.

Discussion was held on how chorale members appeared during the final concert last season. Comments included noticing members holding music in a manner where they could not see the Director, fidgeting, not sitting upright and licking fingers while turning pages. The music was performed well but these habits can take away from the professional “look” of the concert.

The next Board meeting will be held on Tuesday, September 5th at 10 AM at Shepard of the Hills.

The meeting was adjourned at 11:30 AM.