**Pemigewasset Choral Society**

**Executive Board Meeting**

**April 30, 2018**

**In Attendance**: Sarah Bunkley, Eileen Curran-Kondrad, Joel Funk, Kay Hanson, Will Gunn, Ed Loranger, Ann Nichols, Anita Ross, Valerie Sargent, Susan Scrimshaw, Sara Willingham

Ed moved to approve the minutes of the April 2, 2018 meeting as presented. Joel seconded and the motion carried unanimously.

**Director’s Report**-Will Gunn

The printing of the concert program is in its final stages. Will is working on edits with printer, Donna Sullivan. The copy is to be finalized tomorrow. The list of donor’s who need to be recognized in the program is missing. Ed gave the list to Nina. Anita says that the list has already been forwarded to Donna. Ann asked that Anita call Donna to check on the donor lists…are they formatted in the correct categories and are the names for the categories correct?

Will’s biography needs to be up dated. He is currently listed as Assistant Director. Leslie does not want her information to appear in the program.

Leslie does not want to be on the Board of Directors and no longer wants to be listed as Assistant Director.

**President’s Report**- Ann Nichols

**Slate of Officers**-

The Board perused the list of the proposed Slate of Officers to be voted on at tonight’s Annual Business Meeting (to be held for all choir members prior to the choir rehearsal).

Sarah Bunkley moved that Accompanist, Laura Belanger and Rehearsal Accompanist, Leslie McDonnell not be listed on the slate of officers or as Board Members. Eileen seconded and the motion carried.

**Concert Logistics**-

Justin Stratton and Ryan Picard will be driving the rental van that transports the risers. Sarah Bunkley is fronting the expense of the rental with her credit card until the Pemi’s treasury reimburses her.

Eileen will look after purchasing the flowers: presentation bouquets for Will, Laura, and Leslie.

Ed will stand by the donation basket and hand out programs at the Gilford and Franklin concerts. There is no donation basket at the PSU concert because we sell ticketed seats.

The 5 honeys and 14 pints of syrup left over from our fall fund raiser will be offered to choir members for sale prior to the PSU concert.

**Marketing Committee-**

After the Board had briefly discussed some marketing concerns, Ryan Piccard and Justin Stratton (our professional fundraisers) arrived at the meeting. Ann had invited them to come to our meeting to discuss their concerns and recommendations with the Board.

Ann asked that Nina Ross, Logan Ross, Susan Scrimshaw, Allen Stern, Ryan Picard, and Justin Stratton form a marketing committee. They are to meet during the summer and come to the next Board Meeting in August with their recommendations. They should come up with a comprehensive understanding of roles and a well-defined structure.

Ryan suggests that we do just one fundraising appeal for the whole year, appeals to be sent out in the fall. Currently we have two appeals. Justin’s concerns: They only got the details on advertising contracts only about a month before publishing deadlines (not enough time). Springtime is tax season. The NH Music festival and the Master Chorale are all soliciting at the same time.

Ryan does not invoice the ads. We need to have someone to follow up with businesses that are being advertised in our concert program that have yet to remit their payment.

For this semester, Ann can create an invoice if they are needed. (It won’t be needed if all the businesses pay.) We need to come up with an invoicing plan for the long term.

Our current program designer/printer Donna Sullivan is really hard to deal with. It was recommended that we ask Sally Grand to design our next program and to use the Minuteman Press.

Justin thinks that our concert ticket prices are too low, “a smidge underpriced”. Would churches want to have ticket sales or remain by donation only? We need to check with the churches.

Susan Scrimshaw will set up the meeting and contact members of the Marketing Committee for a meeting sometime in June.

**Fall Start Dates**

All scheduled annually held events at PSU will happen a week earlier than in the past. The first fall rehearsal will be on August 27th. The next Pemi Board Meeting will be on August 13, 2018 at 5.30 pm. Ed will see about scheduling the Pease Library for the meeting. This will be a pizza supper meeting.

The concert dates will be:

 December 6, 7 & 9, 2018

 May 2, 3 & 5, 2019

Ann will let the churches in Gilford and Franklin know of these changes. It is of note that the Spring PSU concert will not fall on Mother’s Day as it has in the past.

Gary McCool had asked if we could have lyrics to some of our song written out for the audience in our spring concert programs: “Prayer of the Children”, “Let Them Hear You”, “Inscription of Hope”. After a brief discussion it was decided that we cannot do it for this concert as our printing deadlines are tomorrow.

We have received $1150 so far in contributions for the thank you gift for Leslie McDonnell.

**Financial Report**- Ed Loranger

We are well solvent and still have income coming in from our next 3 concerts and from the fudge sale.

Ed will present the Annual Budget to the general Pemi membership in the fall. He will also include a financial report at that time.

There is a CD due in a couple of weeks. Ed will roll it into a money market account.

The rest of the agenda was tabled until the next board meeting due to time restraints. The meeting adjourned at 6:25pm.

Respectfully Submitted by,

Kay Hanson, Secretary for the Pemi Choral Society Executive Board of Directors