**Pemigewasset Choral Society**

**Executive Board Meeting**

**August 13, 2018**

**In Attendance**: Sarah Bunkley, Eileen Curran-Kondrad, Joel Funk, Dan Hale, Kay Hanson, Mary Lloyd-Evans, Ed Loranger, Ann Nichols, Valerie Sargent, Susan Scrimshaw, Allan Stern, Sara Willingham

President Ann Nichols called the meeting to order at 5:10 pm.

It was noted that Anita Ross and Logan Ross had not been added to the Board Member email list. They may not have heard about tonight’s meeting.

Susan Scrimshaw made the motion to accept the minutes for the April 30, 2018 Executive Board Meeting as presented. Sara Willingham 2nd the motion. The motion carried.

The minutes for the Annual Business Meeting were approved pending some spelling corrections. Eileen Curran-Kondrad moved, Susan Scrimshaw seconded and the motion passed.

**Director’s Report-**Will Gunn

Will is on vacation but emailed the Board a list of the fall semester music selections.

For the spring concert he is planning to have a commission by Ian Soderberg and Randall Thompson’s *Frostiana* with a chamber orchestra. The quote for the chamber orchestra is $9000. The commission by Soderberg is going to be $650.

This is above our budget. Can we fundraise the money needed? Is this an excessive expense? The Board will need more details. We will discuss this further when Will is present at our next meeting.

**President’s Report**- Ann Nichols

PSU has upped all scheduling of its facilities by a week. (Everything is to happen one week earlier in the year’s timeline than it has in the past.) Meetings and rehearsals have had to be changed to fit PSU’s schedule. In the past our first rehearsal fell after Labor Day. After checking with Pease Library for space availability, it was decided to hold our next Board Meeting on September 10th. The Labor Day, September 3rd rehearsal will be held at PRHS as Silver Hall will be closed.

Ann is still waiting for PSU to approve Pemi’s spring schedule. PSU may be trying to renegotiate their contract with Pemi. The administrators of Silver Hall have been directed by the university to make their programs profitable. Many changes were made to our contract with them last year. (charging Pemi rental for the rehearsal and concert space, putting in a lot of rules that make it difficult to have food in the building, etc.) Susan Scrimshaw will try to meet with the President of the University to discuss Pemi’s needs.

Dan Hale mentioned that the recipients of the Swift Scholarship are required to send a letter of thanks to the Pemi Choral Society and to come to a Pemi Board meeting. This is not being done. The PSU scholarship committee need to be made aware of this stipulation and oversee that the recipients fulfill the terms of their scholarships.

The Pemi Board meets au gratis at the Pease Library. Pemi should considered making a contribution to Pease Library and there should be a mention of thank you to the library in our concert programs.

Ann will send out a revised rehearsal schedule.

**Vice President’s Report-** Valerie Sargent

Val has made up a packet of information for the 4 Pemi Choral members who do not have email. Eileen will get the packets in the mail.

So far Val has heard from one Pemi member who is planning to take a break from singing this semester.

**Library**- Mary Lloyd-Evans

Mary and Will met at Wendall Broom’s barn and culled through the boxes of music in Pemi’s music library. We already own three of the pieces that will be in our program this semester. All the rest is new music that will arrive on August 23rd. Mary asked that some board members volunteer to join her and Will at Mary’s house in Andover on Saturday, August 25th to collate the music scores into the folders for the singers. Several Board members agreed to help with this.

The John Rutter piece costs $20 per score. It is hoped that some choir members would like to purchase the Rutter to have as their own personal copy.

A lengthy discussion ensued on whether we have a “music fee”, “dues”, or “membership fee”. It was decided to call the $50 dollars we collect per semester a “Membership Fee”. This fee only covers part of the cost of our music selections.

**Wardrobe**- Eileen Curran-Kondrad

Eileen laundered the spring scarves. The scarves were then loaned to the Friendship Chorus for their summer tour. Carroll Stuart (of the Friendship Chorus) will return them soon.

Sarah Bunkley has not yet found any affordable, yet appropriate fabric material in a Christmas/holiday pallet for the holiday concert scarves. Susan Scrimshaw volunteered to look for fabric through her sources.

**Treasure’s Report**- Ed Loranger

Ed discussed his report figures with the Board. He also presented a Tentative 2018 to 2019 Budget based on a meeting with Will Gunn. His Treasury Report and the Annual Budget for 2018 to 2019 figures will be available to the membership at our first rehearsal.

We will need a volunteer to run the citrus fund drive. Ed can no longer do it. We will ask for a volunteer from our general membership during an up coming rehearsal.

Kay moved that the treasure’s report and budget report be accepted as presented. Eileen seconded and the motion carried.

Ed announced that this is his last year of being our Treasurer. It would be nice if the Board can find someone with an accounting background that can work with Ed this year, and then take over being Treasurer next year. Ed has overseen Pemi’s finances for many years.

**Marketing/PR/Fundraising Committee Report**

Presented by Susan Scrimshaw and Allan Stern

The committee members: Ryan Picard, Justin Stratton, Anita Ross, Logan Ross, Allan Stern, Susan Scrimshaw met over the summer…with input from Will Gunn and Ann Nichols. The Committee submitted a 5 page report. For specific report details, please refer directly to the report.

**Membership:**

Recommendations:

A different Membership fee for PSU students $20; high school students, free

Chorus buddies will be assigned to each new member. Section leaders and Board members can coordinate this.

Reinforce sitting with new singers….seats are not “owned”

Nametags: an important badge of belonging to a community, need to be distributed by the 3rd rehearsal. Val will look after getting them made. The nametags need to be worn at every rehearsal. The present logo will be put on the nametags.

Post rehearsal get togethers:

Have a designated gathering spot for those who wish to socialize after Pemi rehearsals

Have a post rehearsal reception after 1st rehearsal….cookies and punch

**Marketing**

Update our logo

Website needs refreshing. Allan Stern will keep the website content up to date.

Allan is making a question and answer page

Keep in touch with chorus alumni

Katherine Hillier has written a history page

Logan will take on the social media communications: Facebook, Twitter, etc.

Amazon Smile should be activated.

**Advertising**

Justin Stratton and Ryan Picard in charge. They will set up the time line and work with Sally Grand, the Fundraising Committee , and Marketing committee.

Sarah Bunkley moved that Sally Grand be employed to do the graphic designs for the concert programs for Dec and May. Ann seconded. The motion carried with one opposing vote.

Susan Scrimshaw will oversee the coordination of the Fundraising and Publicity committees.

Ann Nichols called an end to the discussion of the report due to time.

A motion was made that the Board accept and act upon all the recommendations made by the committee on pages I, 2, 3, and part of 4 of the Pemi Choral Society Marketing/PR/Fundraising Report. Sarah Bunkley made the motion. Val seconded and the motion carried.

The rest of the report will be discussed and acted upon at our next board meeting.

The next Board meeting will be at 5pm, September 10, 2018 at the Pease Public Library.

The Meeting adjourned at 7:30pm.

Respectfully Submitted by,

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