**Pemigewasset Choral Society**

**Executive Board Meeting**

**March 4, 2019**

**In Attendance**: Sarah Bunkley, Deborah Corr, Will Gunn, Kay Hanson, Ed Loranger, Ann Nichols, Marilyn Pomerantz, Anita Ross, Logan Ross, Susan Scrimshaw, Allan Stern, Justin Stratton, Sara Willingham

**Approval of the Minutes**

Marilyn moved that the revised minutes of the February 4, 2019 meeting be accepted as presented. Susan seconded the motion, and the motion carried.

**Director’s Report**- Will Gunn

Will has talked with Stewart Crowell of Silver Hall. Changing from ticketed seats to a donation box with open seating is not a problem. The ticket prices for the spring concert are already listed in the Silver Hall brochure. The PSU Box Office can inform people of the change when they call in for tickets. We will need to make sure that all upcoming publicity informs the public that all 3 of our concerts are by donation. Anita will make sure that Sally Grand knows of this change.

Will is pulling *Come and Stand by the River* from our list of concert pieces. He feels that taking it out will make the program more balanced, and he wants the choir to spend more time on practicing the other concert selections.

**President’s Report**- Ann Nichols

The **citrus sale** pick up went well. The committee was there at 8am to unload the truck and sort the boxes. A few people had to be reminded to come and pick up their orders. One person never got there to pick their order up. A couple of orders were missing…they had written their order on their check and not the order form. We have got to get the choir to pay attention to the ordering and pick up directions.

The following discussion ensued: The sale brought in approximately $2,000 in revenue. A few years ago when more members of the choir participated, the sale brought in $5,000. We need to have members more engaged. The chorus members are aging. Many of our older members are just writing out a donation check. The fundraising process is more than writing a check, it builds community. There are other kinds of fundraising. Citrus takes so much work.

No one has stepped forth to form a **tour committee.** If there is to be a tour, we need to work with a tour company to come up with some destination ideas and possibilities. We also need to have a vocally balanced group of tour participants. Justin has a friend in Terrapin Tours that would be glad to help us set up something. Justin will contact her. There needs to be a point person to coordinate the planning. If no one comes forth there may not be a tour.

The Budget Committee will meet on March 25th to compose next year’s budget. According to the By-Laws the Budget Committee consists of the President, Treasurer, Director of Fundraising, Director of Publicity, Librarian, Wardrobe Manager, and Music Director.

The Annual Business Meeting for voting on the slate of officers will be on April 22nd.

The March 11th choir rehearsal will meet at PRHS. Sectionals will start at 6:30pm.

**Attendance exception requests**:

Justin Stratton and Ryan Pickard have missed 4 rehearsals. Susan Scrimshaw will be missing 4 rehearsals.

If a singer would like to join Pemi, just to go to rehearsals, but not go to any of the concerts should they be able to sing in Pemi? Answer: No, our By-Laws state that members are to attend all 3 concerts.

**Printing and Design**

Dan Hale (though absent) sent in the following motion to be acted upon by the Board;

“I move that the Publicity Board Member present the Board with at least 2 and no more than 4 requests for quotation for the design and printing of all posters, inserts and programs starting with the 2019 – 2020 concert seasons before those jobs are awarded to any designer or printer. These requests for quotation shall be submitted to the Board on a bi-annual basis.”

Marilyn seconded the motion.

A lengthy discussion on printing and design ensued.

As per our By-Laws expenses over $3,000 shall require approval by a majority of the Pemi choir members. The design and printing are two separate budgeted expenses. Appropriated and paid for separately, the costs accrued in our recent concert stayed within the By-Laws stipulations. Design is not just the price, but is also the concert publicity quality. Design quality should not be compromised by having to solicit for bids.

Justin says he would be happy to get quotes from printers.

The Board voted and Dan’s motion was unanimously defeated.

Sarah Bunkley made a motion that “the printing of concert materials be put out to bid”.

Marilyn seconded the motion, and the motion carried unanimously.

It has been a while since the **salaries** for Director (Will Gunn) and Accompanist (Laura Belanger) have been discussed. It is import to look at what we are paying them. Justin will look into what other choruses are paying their directors. The Budget Committee will need to be directed with these figures in their upcoming meeting.

**Vice President’s Report**- Marilyn Pomerantz

Nametags need to be made up for our new members. Marilyn will put a nametag sign-up list on the piano at tonight’s rehearsal. The list will be for new members and for those members who need a new nametag.

**Treasurer’s Report**- Ed Loranger

Ed introduced Deborah Corr, our new Treasurer who will be taking over in May. Currently the majority of Pemi Choral banking has been done through the Community Village Savings Bank. Deborah may consider moving our accounts to a different bank (Meredith Village Savings Bank).

Ed thanked Ann for all her citrus efforts. The citrus sale brought in about $2,000 this year.

At last year’s Budget Committee meeting, only 2 people showed up to put together the budget. It is hoped that the full committee will attend this year’s meeting on March 25th at the Pease Library. Input for the budget is needed from the many domains represented by the Pemi Board members on the committee.

We are still waiting for PSU to send us the concert revenue from the Dec 2 concert. It should be approximately $2,000.

One of our CD’s will become due this month. Ed will shop around for a better than 2% interest rate. If such a rate is not offered he will put the CD savings into a money market or savings account until the interest rates rise.

**Publicity**-Anita Ross

Sally Grand’s design deadline was March 2. On April 19 the design will go out to Anita.

For our last concert we ran short of posters and bookmarks, and had an excess of programs. Anita will adjust the numbers of posters, bookmarks and programs ordered for our spring concert.

Logan will have Will check over his publicity draft ensuring that his information about the concert pieces and orchestra are accurate. When sending out his article, he will need to check on the publishing deadlines for all the local papers. He should also submit publicity to radio stations and public access TV.

**Fundraising**- Susan Scrimshaw

The Publicity/Fundraising committee will be meeting this Thursday.

It is good for fundraising to have a theme like adopting an instrument or sponsoring a chair to attract donors.

The major fundraising was done in the fall. Thus there is no big ad push in the spring. Justin and Ryan may have a few new ads to submit for the spring program.

**Website**-Allan Stern

Allan has updated the website to inform our choir that the March 11 rehearsal is to meet at PRHS.

**Librarian**- Sarah Bunkley

We are still waiting for the weather to turn warmer before the library gets moved.

We have just enough *Frositana* scores and will not need to purchase more.

**Wardrobe**- Sara Willingham

Basses and Tenors may have confusion over what colors one should look for when purchasing a “jewel tone” shirt. Announcements clarifying this confusion will be made at up coming choir rehearsals.

Susan made a **motion to adjourn**. Marilyn seconded the motion and the meeting adjourned at 6:25pm.

Respectfully Submitted by,

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