**Pemigewasset Choral Society**

**Board of Directors Meeting**

**Zoom Conference**

**Aug 24, 2020**

**In Attendance**: Robbin Adams, Sarah Bunkley, Susan Chadwick, Deborah Corr, Will Gunn, Dan Hale, Kay Hanson, Ann Nichols, Marilyn Pomerantz, Anita Ross, Logan Ross, Susan Scrimshaw, Allan Stern, Sara Willingham

Absent: Eileen Curran-Kondrad

A minor spelling change was made to the minutes. Deb made the motion to accept the minutes as amended. Susan seconded and the motion carried.

**Director’s Report**- Will Gunn

Will has found four pieces of music that will work well in a virtual setting. We will be singing towards a hypothetical concert in the future.

For the virtual rehearsals, Will will use his PSU zoom account, an account that will be accessible to members via a protected password. The password will be on the members section of the Pemi website. Copies of the music will be on PDF folders on the website. We already own 3 of the pieces we will be singing. Will will get copies of the other piece and get item to Sarah Bunkley.

In singing virtually, our intent is “to sing some things and to see each other”. There will be time planned for virtual visiting prior to singing.

Our first virtual open-sing will be on September 14th. The sopranos and altos will meet at 7:00 pm., followed by the tenors and basses at 7:50 pm. The last open-sing will be on December 8th.

 Will is in touch with the director of the Concord Chorale. “We might be able to have a workshop or something“ with them.

Ann wants to make sure we set a time for “some kind of meet and greet in the beginning” of our virtual rehearsals.

Susan Chadwick expressed concern that there are some members of Pemi who can’t read music. They would need to hear other people singing their part so that they can sing along with it.

A lot of people learn music by listening to others sing it.

We will have to see how the first two weeks go.

Will will be running the zoom sing from his house. He says AJ could come over (to his house) and sing the parts during the rehearsals.

Allan was asked to setup the members area on the Pemi website with the following:

the protected password

the four PDF pieces of music

the practice track

the zoom line for rehearsal.

How do noncurrent members get access to open sing? Anyone who has the link to the zoom meeting can come in to the waiting room. If Will recognizes their name, he will let them in.

Members will first have registered for Pemi via email. Then they can register to zoom in. They register for open sing and then are given the zoom link.

We need to communicate the details of our virtual singing practices to our members and our community. When sending out emails we need to make sure that the blind copy option is used to ensure member security.

Will will email out the titles of our 4 songs to us. Will says he will not need an accompanist this semester.

**NH Cares Act Grant**

Our check for the grant will be released by the State soon. Ann is to be commended for a great job when applying for the grant. It took her a lot of time and there were many details to attend to. The grant reimburses Pemi for business expenses from March 2020 to Dec 30. 2020. It also reimburses for lost revenues that we would have gotten from fundraising, concerts, expenses incurred, and revenue from ads.

**Treasurer’s Report-** Deb Corr

This is the report Deb sent out the Board via email:

Total Receipts, 1/1/2019 through 12/31/19: $54,306.14

Total Receipts, 1/1/2020 through 8/22/2020: $6,598.09

Total Expenses, 3/1/2020 to 8/22/2020: $9,969.87

Note: I have detail of the categories of income if we need to provide that.

Since we have had almost no activity in our accounts since May 31, 2020, I have not prepared a regular financial statement. I have completed the transfer of funds from the Bank of New Hampshire to the Meredith Village Savings Bank, and our cash balance as of August 22, 2020 is $38,051.26.

The Grant Award is for $17,250, and so far we have spent $9,969.87 of it. That leaves $7,280.13 that we need to spend before 12/31/2020. The difference between what we have received from March 1, 2020 to the present and what we have spent for the same period is:

 $1,586.00 (in)

 9,989.67 (out)

 $8,403.67 (shortfall)

Discussion:

How much can we fundraise without jeopardizing the grant?

(We have received $14.90 from Amazon.)

Susan and Deb need to meet together as a “little committee assignment” to design fund raising based on what we know about the grant and what our needs for the semester may be. They will need to document all expenses. All money has to be reported and allocated up to December 30th. Deb needs Board members to tell her what they anticipate for expenses for their department for this time period. We will do no fundraising until we know how we are handling the grant. Ann is confident that we have enough documentation to do this.

Ann will need to write a press release on Pemi being awarded this grant.

**Advertising and Publicity**- Anita Ross and Logan Ross

Anita will compile the information for our semester of virtual singing. She will then pass it on to Ann to “fluff up” and release to the press.

**Fundraising**- Susan Scrimshaw

Susan and Deb will look in detail at the grant and figure out how much money we should ask donors for. We need to stay in touch with our donors and thank them for their support in 2019. It is important to write to our ad sponsors and our supporters to let them know what is happening.

A fundraising goal will be set once we determine what our financial needs will be

Are we dropping music fees? Paying membership fees helps pay for a sense of belonging to a community. After a short discussion it was decided that membership fees will be welcomed but not mandated.

**Librarian’s Report**- Sarah Bunkley

Ed Loranger and Kathy Hillier dropped off 3 boxes of old Pemi financial records onto Sarah’s “magical porch”. Deb will come get the boxes from Sarah. Deb has room in her barn for them and will go through these old records to see what needs to be kept and what should be tossed.

Two members have still not returned music folders. Ross will contact Glen Grannis and Susan and Allan will call Francine King to see if they could return their music.

Sarah has not yet ordered the small music storage boxes. She will send the bill for the boxes to Deb when the order gets placed.

**Other Business**

Robbin goes to the Plymouth Post Office twice a week. She could check the Pemi mailbox for Deb. Deb would be pleased to have Robbin do this. Dan will ask Ed Loranger if Pemi has an extra key for the Pemi’s postbox.

The next Pemi Board Meeting will be on Monday, September 21, 2020 at 5:00 pm, on zoom.

The meeting adjourned at 8:15 pm.

Respectfully Submitted by,

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