**Pemigewasset Choral Society**

**Board of Directors Meeting**

**September 13, 2021**

**In attendance:** Robbin Adams, Sarah Bunkley, Sue Chadwick, Deborah Corr, Eileen Curran-Kondrad, Will Gunn, Dan Hale, Mary Hazelton, Marilyn Pomerantz, Anita Ross, Logan Ross, Susan Scrimshaw, Allan Stern, Sarah Willingham.

**Absent:** None

**8/2/21 Minutes Approved by unanimous vote**

**Opening:** Marilyn thanked everyone for supporting her in her new role as Acting President of the group.

**Directors Report-Will**

* **First rehearsal**- 56 people attended first rehearsal and more on zoom. If sound on zoom needs improvement, he can bring a microphone.
* **Air Filter-**Mitigation measures we are using (vaccinations, masks) are thorough, but we aren’t able to distance well. A filtration system will add another measure of safety. His research indicates we can purchase a unit that will handle the flow for $200 to $500. He will check to see if PSU will share the cost but it is unlikely. Motion by Sarah: the board will spend up to $500 for a filtration system (not including shipping) of Will’s choice. Passed unanimously.
* **December concert-** We will need to be making decisions about a covid safety as we get closer to concert dates. Possibilities- limited seating, audience wears masks, chorus wears masks, live stream? Just be aware and thinking about it.

**Acting President’s Report-Marilyn**

* **Pot luck dinner-**can’t have it safely -we’ll rehearse at PSU on the Oct. 11 holiday
* **Choral workshop-**Gina Healy, new member, passed on flyers for an online workshop-Marilyn will announce it and Allan will put the information on the website.
* **Board Retreat-** Sat., Jan. 8, 10:00 am to 2:00 pm. Deb Corr’s House. Pot-Luck
* **50th Anniversary Celebration**-next year-need a planning committee. Marilyn will make an announcement to solicit chorus members. Susan S. offered to be on this committee for the fund-raising opportunity it offers; Dan will meet with past presidents for ideas.

**Vice President’s Report-Marilyn**

* 56 people registered at first rehearsal. Of those 7 are new.
* Some unvaccinated folks will join zoom, but are aware they won’t be singing in the concert.
* Will have more registrations over the next few weeks-Sarah will process new registrations tonight
* Marilyn will have final list for attendance takers at 3rd or 4th rehearsal.

**Treasurer’s Report-Deb**

* Income for August included unexpected donation of $455 from Network for Good. Other income included $2,300 in music fees. No significant expenses for month of August.
* By-laws require report from Treasurer on financial condition of Pemi by the 4th rehearsal in the fall. Deb will present a shortened version of the budget to membership and explain that it is traditional and prudent for non-profits to maintain a balance of a year’s budget.
* Fulfilling State of NH’s recommendation that non-profits hold a credit card is challenging because we don’t have a physical address. Deb is working on this and all the state requirements.
* PSU-we have a $1500 credit for spring of 2020 bringing this fall’s rent for space to $325. 2022 spring rental is $1825. It’s an additional $325 per semester to tune the concert piano. Will will talk with PSU about foregoing the spring tuning fee since we are covering the cost of the orchestra in our collaborative concert with PSU Chorale and Chamber singers.

**Nominating Committee-Dan**

Dan is concerned that the membership hasn’t been involved in the recent appointments of board members because Covid disrupted the ability of the group to follow election procedures as prescribed in the by-laws. All board members stayed on in 2020 since the group could not hold spring elections. He suggests we get back to term limits and elections. Result of discussion:

* Marilyn will stay on as acting president until a new president can be elected.
* All current board members’ terms will end in the spring of 2022. The slate of officers will include all positions and can include present board members. The election should happen no matter what issues covid presents.
* Sarah will review the by-laws prior to the January retreat to help address anything that needs to be changed to deal with the types of situations Covid created. We will discuss at retreat.
* Sarah will relieve Marilyn as section leader of the tenor 1’s.

**Publicity Report-Anita and Logan/Susan**

* The person who has been doing our programs retired. Peter Adams has offered to prepare the program pro bono. Lisa Lundari will design the cover. Board expressed appreciation for Peter’s offer.
* **Comments on Timetable for Marketing, Fundraising, Publicity document:** Susan and Anita will determine with printer the date materials need to be submitted to ensure the programs are ready in time for concerts. Susan needs as much time as possible to get ads and fundraising information in. Anita will negotiate paper quality early. They will get quotes, but so far Minuteman Press has been the most efficient and reasonable.
* The number of posters will cut back from 400 to 200. Posters will be divided up according to geographical area for members to distribute. Number of bookmarks (2500) and programs (600) will stay the same.

**Fundraising Committee Report-Susan S.**

* This year’s fundraising solicitation will cover both fall and spring as has been the case for the last few years before the Covid pause. Susan will find a sponsor for cello-$500.
* Susan will organize ad solicitation. Robbin and Susan will approach traditional advertisers and Susan will ask membership to help recruit additional ads.
* Dan will do syrup fundraiser this year.
* We will wait to decide on fruit fundraiser which will not occur this fall in any case.

**Librarian’s Report-Sarah**

Last two pieces of music are in. “The librarian’s life is always delightful!”

**Wardrobe-Eileen**

Nothing to report.

**Other Business**

Sue C.-info about the first rehearsal is on Facebook. Would like new folks to stand and introduce themselves, say where they are from and how they heard about us. Marilyn will introduce board members.

Board agreed that the minutes of our meetings should go on the website in the members’ section. Allan will add the Aug. 2 minutes now, and those following after they have been approved. Sensitive issues will be covered in executive session and will not be included in minutes published on the website. We will add this to our procedures at the retreat.

**Constant Contact** **Approval**. As requested by the board on Aug. 2, Sue C. researched and chose a platform for the Pemi’s external publicity. Because of limited meeting time at the Sept. 13th meeting, she presented her choice to Marilyn and the board via email in the days after the meeting. A majority of the board members approved adoption of Constant Contact as our marketing and promotion platform on Sept. 18 by email vote. The cost is $168 for 12 months if paid upfront. Sue. C. will pay and be reimbursed. The expense will be applied to the fundraising/concert promotion budget.

**Next Meeting-Monday, Oct. 4, 5:00 pm, Pease Public Library**