



Approved Minutes
California Women's Chorus
2023-2024 Board of Managers Meeting
January 11, 2024

Meredith starts the meeting at 10.06.

Approve the Minutes: Meredith Glaser

Motion:

Shawn Kelly moves to approve the minutes. Jean Sommerville seconds:

To approve the November 9, 2023 CWC Board of Managers Meeting minutes.

Motion voted and carried.

Financial Report: Anne Beachey-Kemp

Anne does a screen share of the financial report which shows the current income and the budget. She confirms that, to her knowledge, all the dues have come in unless there are some alumni members that have not paid yet.

She discusses some of the numbers and adds that the total income is \$3,734.00. The only expenses at this time include the scarves, the hotel deposit, the cost for state registration and insurance. She says there is a budget problem because the total income is much less than we are projecting our costs.

Anne says that our budget is estimated to be \$30,000 income and \$40,000 expenses. That is a \$10,000 difference and there are a couple of expenses that are not included.

Meredith adds that Anne and she are looking at ways to increase income and decrease expenses.

Sarah asks if the member choruses can each put in some money to help with the budget in addition to their regular submissions. Meredith responds that we would love to ask them, but they are spending money to come to the convention. We really want them to purchase the meals (which could reduce the cost of the dinner room rental expense). Diana suggested that Sarah was referring to the chorus, not the individuals. Maybe one or two fundraisers to benefit the convention.

Shirley adds that they have had donations from choruses in the past, generally to the scholarship fund, but we can talk with them about it. There is no reason that the choruses cannot share money with the CWC for expenses. She also suggests you can increase the cost of registration and hold fundraisers before or during the convention. She has experience with See's candy sales during the holidays. How about 'no-fundraiser, fundraiser' for donations.

Jean adds that we ask for donations on the scholarship form and then we have the raffle tickets. Also, mentioned at a previous meeting, is to just send something out saying expenses have increased, income is down. It costs this much for dinner, and you can contribute by making a check to CWC General. Anne says there is a line item on the budget for donations.

Meredith says that Anne and she have talked about raising the cost of attending the concert, increasing registration costs and adding some of the dinner tax and service charges on the meal cost. She has also asked the hotel to increase the room charge from \$154 to \$159 to use the additional \$5.00 against the master bill.

Shirley suggests that we wait to ask for donations until there is more information on the income vs shortfall. She adds that increasing the prices may discourage members from attending the concert. The option to make a donation may be a better choice.

Meredith says the meal cost is \$40 for Friday and \$70 for Saturday. Previously we voted as a committee for the CWC to pick up the tax and service charge for the meals which is about \$20. She and Anne talked about increasing the cost of the plate for Saturday to \$75 or \$80. She adds that we are guaranteeing we will sell 60 rooms; 20 on Friday and 40 on Saturday. The room rate does not change if we exceed those numbers.

It is suggested that the meal registration form state that the dinner charge includes tax and service charge if the cost is increased. It is agreed to wait to see what the registration numbers are.

Old Business: Meredith Glaser

Meredith says that apparently we approved the convention scarves. Debbie ordered them and they have been received. Pat has them at her house. (See other old business issues in the reports below.)

Committee Reports:

Registration: Patricia Petersen

Meredith pauses Registration Report until there is a decision on the registration fee.

Meredith moves on asking if anyone wants to do ticket sales explaining it is for the concert tickets. The job includes development, printing, management of ticket sales and distribution, etc. Meeting attendees will go back to their choruses to see if anyone will take the job.

Area Rehearsal: Debbie Schwartz (via email)

Area Rehearsal report via email from Debbie. She writes that she needs the certificate of insurance for the church and the custodian will clean the area following the rehearsal so chorus members will not have that responsibility. We need to vacate by 3 pm. We do not have a working traveling mike, but we have a regular mike. There is no WIFI in the church. Debbie will send out the list of food assignments at a later date.

Shirley confirms that the certificate of insurance has been taken care of. Meredith adds that no WIFI in the church is probably not a problem.

Rehearsal Date: Saturday, March 9th. Start time 8:00 a.m.

Location: Grace Lutheran Church
539 N Acacia
Rialto, CA 92376

Music: Judy Kertes

Judy says that Heidi asked her who will order the music for the alumni members attending the convention.

Meredith received an email from Heidi that there are three and possibly more ladies from Lake Wildwood Chorus that want to attend. Shirley says that the music purchase goes through the treasurer so Judy or Anne can order it.

Meredith adds that Heidi is responsible for contacting the alumni, etc., to find out what music they need. She will communicate with Judy about what music they need and how many copies. Judy will order it and have it sent to Heidi for distribution. Then Judy will get reimbursement from Anne.

Meredith asks Judy to send an email with the director's notes and the list of music to Leslie to be sent to everyone.

Judy reports that she has sent out the director's notes. If you did not receive them, let her know. She putting together the contracts for the director, Alexandra Grabarchuk, and the accompanist, Alex Lee. Since both use Alex, Judy will call the director, Dr. Alex, and the accompanist, Alex.

Judy asks, besides their stipend, what does the CWC offer the two? Previous contracts have offered two meals for themselves and Spouse/partner, plus two tickets to the concert for each director and accompanist: so four comped meals and four comped concert tickets, 2-days parking, plus Saturday night room hotel room for the director if she plans to stay. Both bios will be available for the website and the programs. No vote of approval from the board is needed for the comped items as it is general practice.

When Judy has the contracts prepared, she will bring them to the board to finalize them. She needs to prepare the contracts for the musicians and contact Kawai regarding the piano.

She still needs to send performance inquiries for the Saturday night banquet and the concert to ask if anyone will be entertaining at those times. Priscilla's Santa Barbara chorus is handling putting the evening together on Saturday night and Judy will be providing the people that will be in the program. The CWC Board will be deciding on the food.

Rehearsal tracks will begin recording tomorrow and hopefully be completed in a couple of weeks. Meredith asks how the tracks will be sent out. Judy says that in the past she has made CDs, however there is a possibility of putting convention tracks on the website for people to download. Somehow, she will make it happen.

Meredith asks Shawn if we have access to the CWC google drive. Shawn will verify and send it to everyone.

Approved convention performance pieces:

Come to the Celebration (combined chorus)

Seasons of Love (with solos)

Don't Rain on My Parade

Bridge over Troubled Water (with solos)

Les Misérables medley (with solos)

Peace Be to You

Hotel Audio-Visual: Meredith Glaser - Nothing to Report

Stage Manager: Barbara Vargas

Barbara says she has nothing to report. She asks what the room rate will be. Meredith responds that it is not finalized but if she is asked, say \$159.00.

Hospitality: Kathy Gast – Not in Attendance

Meredith reports that Harbor Singers is taking a sabbatical this spring as the director is ill. The chorus will not be attending the convention. As a result, no one is handling hospitality.

In that vein, Meredith adds that the hotel is charging \$700 for the hospitality suite because we are not doing enough room nights. She and others are talking about letting the room go and blending hospitality with the Friday night dinner. The thought is to start the event earlier, have a no-host bar before the meal, then hors d'oeuvres for the banquet meal. Nothing has been decided. Judy asks how these changes will affect the annual meeting. Meredith says it will be on zoom before the convention the same as last year.

Shirley says doesn't see any problem with eliminating hospitality. The convention practices will have to evolve as our choruses have evolved. Diana suggests having snacky things at registration in a bag for people to grab.

Meredith will try to keep hospitality pre-dinner.

Friday Night: Meredith Glaser - Nothing to report.

Saturday Night: Priscilla Marchus - Nothing to report.

Meredith asks if Santa Barbara is working on a theme. Priscilla thought they were to work around the convention theme. Meredith said they can select any theme.

Meredith asks Shirley if the Saturday Night hosts are responsible for the theme, decorating and entertainment. Shirley says that Judy organizes the entertainment. The convention committee does the entertainment and theme; the food has already been chosen.

Scholarship: Cathy Doub -not in attendance

Cathy sent an email that explains that she has the scholarship application almost complete and will send it to Shawn for the website, as well as to everyone else, for potential candidates. She questions the change of convention theme/name as it will need to be on the application and form.

Website/Resource: Shawn Kelly

Shawn says that the CWC website was hacked, and the old files were infected so they are all gone. She asks if Mary might have some of the old photos on her computer so Shawn can put together a photo gallery. She has the 50th anniversary CD so there are photos on that. The website is new and working. If anyone has a problem accessing the website, contact Shawn.

Shawn says she was not able to find a link to a CWC google folder. Shirley believes that she has it and will share it with Shawn. Shirley suggested a rewrite of the About Page with the history of the CWC. Shirley will assist with the history after checking with other or former members.

Shawn encourages people to send her information about upcoming events, concerts, etc. to go on the website and anything everyone should know about.

Diana suggests updating the chorus bios as they are put in the programs as well as on the website. She suggests sending them to the convention contacts. It was suggested to ask questions on the form to keep conformity from chorus to chorus.

Shawn would like a photo for the bio page. Diana will request a photo as well. Leslie will send Diana the list of convention contacts and include those names in the minutes.

Registration – Pat Petersen

Pat confirms that she has the scarves and speaks about the registration giveaway bags. Besides water and normal things, she will add a snack. She says she is revising the registration form listing meal options. Diana suggests that since choruses will not be bringing hospitality food, maybe they can contribute something to the registration bags.

Shirley suggests that the line item on the registration form be changed from scholarship donations to 'donations to the CWC' that can be used for the scholarship program.

Meredith asks about the date to issue the registration forms to which Pat responds that we want to have them out by February 1st and a return date about the 10th or 15th of March. The last cancellation date is April 1st.

Meredith will check the date the hotel releases the room block. Anne asks if the hotel information goes out with the registration form and Pat confirms that the hotel information goes out the registration form. Pat adds that the registration form goes out electronically and the choruses can make copies for others that need them.

Shirley says that the bylaws state that each individual's registration must be paid 45 days before the first day of convention. Pat says we are waiting for the room rate, registration fee, meal options before we can send out the form. Meredith says Pat will have the information to her by the end of the day.

Meredith confirms that we had a motion to keep the registration at \$65.00, but she would like to bump up the food cost. There is discussion about the membership count being higher than the previous year. Considering the event location, people may decide to drive each day rather than stay at the hotel and the CWC needs to reach the required room count. Members need to be encouraged to attend and stay in the hotel.

Motion:

Priscilla Marchus moves and Sarah Boigon seconds:
to increase registration cost from \$65 to \$70.

Motion voted and carried.

Meredith continues with a discussion of the CWC paying the tax and service charge for the meals on Friday and Saturday. That decision stands.

Shirley adds that in prior years the CWC host chorus did fund raising to finance the convention. Anne asks what the CWC saving account is used for. Shirley explains that the savings account is to cover any unexpected financial deficits suffered by the CWC. It can be used to advance money to the host chorus for the convention.

Opportunities/Vendors: Diana Tyson/Sarah Boulton

Diana says that she and Sarah have not really talked about it much. She adds that she had a vendor event where she received a lot of good names and says that other people from different areas could suggest people they want to have as a vendor. Then she and Sarah can reach out to them.

Before we can proceed there is information needed. Before we look for people to become our vendor, what should we ask them to contribute? What are the days and times that they need to be set up? Also, can we assure them that the room will be locked so they can keep their displays up overnight?

Pat says the vendor cost may depend on how many days they will be displaying and how many tables they have set up. In 2016 we charged \$25 per table per day. Also, she will look for the name of a vendor a few years ago that had caramel corn, etc., and he did great.

Meredith suggests that Diana decide the vendor hours. Registration will open about 3:00 pm on Friday and then late registration on Saturday morning. Since the Friday night event is just across the hall from the vendors, they can stay open until 8pm. Saturday the rehearsal is over about noon and Saturday's event is about 6:00, so the vendors can open from noon to 6 pm.

Shirley asks if the vendors give a percentage of the profits. Diana says, with her vendor events, they pay a table fee of \$25-30. If they sell \$100 or less they do not pay a percentage. If they sell over \$100 they give 10%.

If everyone agrees, Sarah and Diana will work on it. They will work on Opportunity Baskets as well.

Printing: Colleen Goodwin

Colleen asks Pat if she is doing the concert tickets. Pat confirms that she is doing them and can do the raffle tickets also. She says once she has them formatted, she will send Coleen the file. Then Coleen can get them printed.

Coleen asks if Shawn and Diana are doing the program. Diana says they are putting it together. Pat has the format for the programs and Diana or Shawn can change the information as needed. Then Coleen can have them printed.

Publicity: Denise Kress – Not in Attendance

Colleen said that publicity is unable to do anything until the information is available.

Ticket Sales: No one in the role

Raffle Tickets: Pat Petersen - Nothing to report

Pat has the format. She will put it together, once we know how many people are in each group, she can get them printed unless the raffle tickets should be printed by the same vendor that Coleen uses.

Diana suggests getting pricing from Pat's printer and Coleen's printer.

Shirley says that the raffle ticket sales go directly to support the scholarships, and it tax deductible by the buyer. The raffle process requires state approval.

Priscilla says one thing we can do is lower the award for the raffle ticket winners. Previously \$1000, \$500 and \$250.

Motion:

Sarah Boigon moves and Jean Sommerville seconds.

to reduce the raffle ticket winner prizes to \$500 for 1st prize, \$250 for 2nd prize and \$100 for 3rd prize.

Motion voted and carried.

Motion:

Sarah Boigon moves and Jean Sommerville seconds:

to include that we suggest each member sell at least three raffle tickets.

Amendment voted and passed.

Program and Ads: Shawn Kelly and Diana Tyson

Diana says that Pat plans to send her and Shawn the template for the programs, and she asks Pat to send the cost of the ads last year as well. We will encourage ads from businesses and from the choruses.

Priscilla says they have used in-memoriam notices placed by family members. Shirley adds that family members can place an ad to support their mother/grandmother in our chorus. She suggests that we could go through the convention contacts for that information.

Alumna Members: Heidi Cotner - Not in Attendance

Heidi's email comments are covered under Music.

Chorus Information: Shirley Stewart

Shirley says the tax payments have been made, and she will send in the registry for the charitable trust so all of our federal and state paperwork is done.

New Business:

Meredith is proposing that we rename the convention from A Singing Celebration to A Celebration of Musicals because a majority of the music comes from musicals.

Motion:

Jean Sommerville moves and Sarah Boigon seconds:
to change the name of the convention to A Celebration of Musicals.

Discussion takes place. It is decided to have members submit other ideas for a convention name to Meredith by January 18th.

Motion to Withdraw:

Jean Somersille moves. Sarah Boigon seconds.
to withdraw the motion to rename the convention A Celebration of Musicals.

Motion voted and carried.

Announcements

Anne asked Meredith to call her hotel contact to ask if they received the check as it has not been cashed yet.

Meredith says during the Burbank school auditorium remodel, the school moved all of the chorus property into another area. During that move, the CWC banner was discarded. Meredith needs direction on getting a replacement. Shirley suggests that the school may have insurance.

The next meeting is February 8 at 10 am.

Meredith closes the meeting at 12:03.

In Attendance:

Anne Beachey-Kemp	Barbara Vargas	Colleen Goodwin	Diana Tyson
Jean Sommerville	Judy Kertes	Kathy Gast	Leslie Bernard
Meredith Glaser	Patricia Petersen	Priscilla Marchus	
Sarah Boigon	Shawn Kelly	Shirley Stewart	

CALIFORNA WOMEN’S CHORUS BOARD OF MANAGERS 2023-24

Co-Chair

Meredith Glaser
9201 Kewen Avenue
Sun Valley 91352
818-679-1848 (cell)
meredithchorus@gmail.com

Co-Chair

Jean Sommerville
5183 Vista Miguel Drive
La Canada Flintridge 91011
818-952-7019 (home) 818-388-8028 (cell)
sommervillejean@hotmail.com

Secretary

Leslie Bernard

10327 Keokuk Avenue

Chatsworth 91311

818-207-3582

Leslie.a.bernard@gmail.com

Treasurer

Anne Beachey-Kemp

3553 Community Avenue

Glendale 91214

819-631-7756

Annebkemp@gmail.com

Music Director

Judy Kertes

10970 Amery Avenue

South Gate 90280

562-832-4985 (cell)

judykertes@hotmail.com

Resource Manager

Shawn Kelly

3930 Community Avenue

La Crescenta 91214

818-395-6035

Shawndraws@gmail.com

**CALIFORNIA WOMEN'S CHORUS
AREA REPRESENTATIVES' AREAS
2023-2024**

Northern Area Representative

Heidi Cotler

1550 Karen Drive

Benicia, CA 94510

(707) 748-7570 (home)

(510) 323-6317 (cell)

heidi.cotler@gmail.com

***Lake Wildwood Women's Chorus**

Central Area Representative

Priscilla Marchus

650 Andaman Way

Goleta, CA 93117

(805) 967-4009 (home)

(805) 451-9317 (cell)

pmarchus1@gmail.com

***Santa Barbara Treble Clef**

South Central Area Representatives

Cathy Doub

140 E. Francis Avenue

La Habra, CA 90631

(562) 690-1228 (home)

(562) 293-7800 (cell)

cathy.mi.doub@icloud.com

***New Century Singers Whittier**

***Verdugo Hills Women's Chorus**

Kathy Gast

4 Willowbrook

Irvine, CA 92604

(949) 262-0579 (home)

(949) 439-4332 (cell)

bk@gast.com

***Burbank Singers**

***Harbor Singers**

***Monday @ JoJo's**

Southeast Area Representative

Debbie Schwartz

3554 Oakwood Place
Riverside, CA 92506
(951) 684-4048 (home)
(951) 662-9863 (cell)
singingdeb@aol.com

***Riverside Mission Belles**

Southern Area Representative

Deanna Solomonsen

8301 Mission Gorge Road Space 200
Santee, CA 92071
(619) 334-4054
deannajoy@cox.net

***Sweet Harmony**

CONVENTION CONTACTS

Convention Contact Burbank Singers	Leslie Bernard 10327 Keokuk Ave. Chatsworth, CA 91311	leslie.a.bernard@gmail.com 818-207-3582
Convention Contact Harbor Singers	Kathy Gast 4 Willowbrook Irvine, CA 92604	bk@gast.com (949) 262-0579 (home) (949) 439-4332 (cell)
Convention Contact Lake Wildwood	Rebekah Freeman 12500 Jayhawk Ct Penn Valley, CA 95946	onediva2b@comcast.net 530-205-9059 - home 209-401-6986-cell
Convention Contact Monday @ JoJo's	Jean Sommerville 5183 Vista Miguel Dr. La Canada Flintridge, CA 91011	sommervillejean@hotmail.com 818-952-7019-home 818-388-8028-cell
Convention Contact New Century Singers	Barbara Vargas 13743 Walnut Whittier, CA 90602	bgv325@gmail.com 562-698-5739 home 562-762-8588 cell
Convention Contact Riverside Mission Belles	Debbie Schwartz 3554 Oakwood Pl. Riverside, CA 92506	singingdeb@aol.com 951-684-4048 home 951-662-9863 cell
Convention Contact Santa Barbara Treble Clef	Linda Martin 341 Moreton Bay Lane, #1 Goleta, CA 93117	Lmartin6262@yahoo.com Cell Phone 805-708-4918
Convention Contact Sweet Harmony	Pat Petersen	ppetersen1@san.rr.com 858-272-6248 (home) 858-228-6550 (cell)
Convention Contact Verdugo Hills	Jody Weems 3615 Altura Ave Glendale, CA 91214	sparkyweems@aol.com 818-701-4185 cell