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Proposed Minutes

California Women’s Chorus

2023-2024 Board of Managers Meeting

February 8, 2024

# Meredith starts the meeting at 10:05.

**Approve the Minutes: Meredith Glaser**

Motion:

Sarah Boigon moves to approve the minutes. Jean Sommerville seconds:

*To approve the January 11, 2024, CWC Board of Managers Meeting minutes.*

Motion voted and carried.

**Financial Report:      Anne Beachey-Kemp**

Anne says she does not have a lot to report this month. There was no income and two expenditures; the 50% deposit for the stages was $4250. The other expense was a $25.00 reimbursement to Shirley for the registry for the Charitable Trust. The total expense of $4275 leaving a checkbook balance of $6174.45. Once we get the registration and everything, we will have some income. She confirms that the deposit for the hotel was in last month’s report.

**Committee Reports:**

**Area Rehearsal: Debbie Schwartz (via email)**

Debbie says the area rehearsal is ready to go with planning for the food and the décor. The food assignment form was just sent out. The Harbor Singers will not be at the rehearsal; Burbank Singers will handle their part.

Heidi asks if we can Zoom the rehearsal. Debbie says there is no Wi-Fi at the church, however if someone will

take a video with their phone and make it available for the members. Shawn will consider the best way to make the video available to the choruses.

Debbie says that since the church is not charging anything for the space, will the board donate $100 to the church?

**Motion:**

Debbie Schwartz makes a motion and Diana Tyson and Sarah Boigon seconds:

*To donate $100 to the Grace Lutheran Church where the area rehearsal will be held.*

Motion voted and carried.

Debbie asks Anne to send the money to the church.

Location: Grace Lutheran Church

539 N Acacia

Rialto, CA 92376

Rehearsal Date: Saturday, March 9th. Refreshments start time 8:00 a.m. Rehearsal start time 9:00 a.m. Debbie reminds everyone not to park on the street. Park behind the church. The church entrance is at the back of the church also.

Meredith asks if the singer’s positions on the stage will be decided in advance. Diana says the signs for each section are in the Burbank Singers storage area. She will confirm.

**Music: Judy Kertes**

Judy says the rehearsal tracks are done and Shawn put them on the website. Judy sent out most of the sheet music, as well as the CDs, one for each part, to Heidi for the northern California members. Heidi says she has not received the package yet. Judy will send the rest of the music when it arrives. She ordered music for the director and the accompanist; the other musicians will receive music and/or CDs. The chorus will need to be reimbursed for those costs. She will contact Anne for the payment.

Regarding the piano rental and tuning, the piano will have to be delivered on Friday and picked up on Monday morning. The rental company may not move the piano or tune it. The hotel needs to be aware that a piano will be delivered and will need a room or storage space until Monday. Shirley will provide the insurance certificates to Judy as needed. Judy will advise Anne of the checks needed for the rental and tuning expenses.

Judy has a copy of the 2018 Director and Accompanist agreement and sees that the CWC covered travel expenses in the document. In addition to the previously agreed upon inclusions, she asks if the Board wants to include travel expenses coverage. Shirley adds that in the past the CWC paid for long-distance travel. Jean suggests dealing with expense reports and other issues, it is probably best not to offer per diem for local travel.

It is decided that the stipend covers those costs. No per diem will be offered.

Judy is still waiting to hear from Kawai piano company regarding the piano rental. She has other names for piano rental companies, piano movers and piano tuners as well. She says the piano movers asked about insurance. Shirley will provide insurance riders as needed.

The Request to Perform has been sent out to ask choruses to submit it if they want to perform on Saturday night or Sunday at the concert.

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Convention Theme:

Celebrate Broadway

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**

Meredith has questions about the sound setup at the convention performance. Do we use area mikes verses directional mikes? No one responds. Does anyone have a picture of the stage at a previous concert so she can show the audio company? Judy will email some photos. Meredith will reach out to Denise Dillard who does sound for Monday @ JoJo’s for assistance.

Meredith asks Judy if she will select an MC for Sunday and is told that is not her responsibility. Meredith asks Shirley if she will MC on Sunday and Shirley suggests that they should select someone else. If needed, she will do it.

There is another trip to the hotel on Thursday, Feb. 15 at 10 a.m. If anyone wants to go, just let Meredith know.

**Stage Manager: Barbara Vargas**

Barbara will go to the hotel on the 15th. She has nothing to report.

**Hospitality: Kathy Gast**

There will not be a Hospitality suite this year. Meredith plans to have a hospitality gathering out on the patio as well as a no-host bar before the Friday night dinner. Ideas are under development.

**Friday Night: Diana Tyson**

Diana says no chairperson has been chosen for the Friday night banquet, but there is someone in mind. The theme Friday night is “All That Country”. It is an opportunity to wear your cowboy hat or boots, etc., or not. There will be cowboy bingo, line dancing, if possible, and other fun things. The menu has not been worked up yet. It will be fun and active.

Pat asks what she should put on the registration form menu for Friday night. Meredith says hors d’oeuvres.

**Saturday Night: Priscilla Marchus**

Priscilla says the theme for the Saturday night banquet is “Puttin’ on the Ritz”. There are ideas for table decorations. For entertainment, her chorus would like to sing *Puttin’ on the Rit*z as a welcome and then do a Broadway sing-along.

Pat says she will need the menu items for Saturday menu too. Meredith will send it to her today.

**Scholarship: Cathy Doub**

Cathy says that Shawn will put the scholarship application on the website. There are two adjudicators lined up. She has the file from one of them and will send it to Diana for the program. Everything is ready up for the April 6th auditions. Priscilla says there is an online publication where singers look for auditions in the LA area and she does not know the name of it.

Several people have colleges near them and other locations or people where they may be able to distribute the flyers.

March 28th is the deadline to turn in the applications. The church is on board and there is a video hookup ready for the applicant videos. No flyer is available at this point.

Shirley suggests reaching out to Cal State LA since our convention is nearby, and she will send Cathy Rob Blaney’s contact information because he believes in our scholarship program, and he may know the website publication where singers look for auditions, and he has contact with vocal coaches.

Diana suggests Cal State Long Beach which has a beautiful music academy, USC, also Cal State Northridge. Another suggestion is LA City College. Meredith asks Cathy if she needs help and asks if anyone would like to help. Shawn will make the flyer. When individuals receive it, suggest they post it on their Facebook page.

Debbie previously sent a list of people for Cathy to contact. Debbie says she will make those contacts.

**Website/Resource: Shawn Kelly**

Shawn does not have anything new to report. She got the website working again and put up more photos that Debbie sent to her. Anyone else can send photos too. There is an event page on the website so if anyone has any events, please email or text them to Shawn.

She will put up the scholarship form as well.

**Registration – Pat Petersen**

Pat has a draft of the registration form and will update the banquet themes too. She shows $40 for Friday night with $70 for Saturday night meals. She asks about the CWC Concert cost. She has last year’s $15 pre-sale, with $10 for 10 or more tickets. The scarves cost $15. Scarves and pre-sold raffle tickets will go in the registration packet.

She will work on the raffle tickets, get them printed and sent out. If an someone orders raffle tickets in time, the raffle tickets will be in their registration packet. All costs will appear on the registration form including a line to make a general donation to the CWC. Anne will send the rosters to Pat so she can track the registration forms and the checks submitted. Pat will forward the checks to Anne as they come in.

Pat asks about the snacks for registration. It usually has water, some information and other items. She is thinking about energy bar so nothing that will be crushed. Meredith says maybe chips or something in a basket at registration for people to take.

On the registration form in the past it stated where the check-in registration will be held. This year there will be signs with that information.

For the Saturday menu, Caesar salad is selected. Cheesecake is decided for dessert. On the registration form gluten-free and vegetarian options will be included.

**Opportunities/Vendors: Diana Tyson/Sarah Boulton**

Sarah reminds everyone about a trip to the hotel on Thursday. Once she and Diana see the space they can determine how the room can be set up. The individual choruses can begin thinking about the baskets for the silent auction. Additional information will be sent out regarding the silent auction baskets location.

**Printing: Colleen Goodwin -** Not in Attendance

**Publicity: Denise Kress** – Not in Attendance

**Ticket Sales: No one in the role**

**Raffle Tickets: Pat Petersen**

She started layout of the raffle tickets with the new logo. She will have the tickets printed locally at a great price. She offered the printer a small ad in the program as accommodation. Printer: Direct to Press.

**Program and Ads: Shawn Kelly and Diana Tyson**

Diana says that every chorus’s liaison should have received an email requesting an updated bio regarding their group for the program. She sent information about an artificial intelligence website, ChatGPT, that takes written information and enhances the text. She is hoping to have updated bios for the choruses for the program and the website.

We will need the bios for the adjudicators and musicians for the programs. Pat sent the template from last year. Shawn will be putting that information together. Diana has the sizing and pricing of the ads from last year and there is no reason to change that. She will reach out to each chorus to have members consider a personal ad or one to memorialize someone or to mention someone in gratitude. Perhaps to approach a business to buy an ad.

Sarah agrees that it is a great way to create revenue for the CWC. Shawn and Diana will put together information on how to solicit ads.

**Alumna Members: Heidi Cotler -** Nothing to Report

She has not been able to reach the Lake Wildwood ladies. She will try again next week. There are four members coming from the Bay area. She will distribute the music and CDs coming from Judy.

Diana suggests to Judy that ‘some of us’ need to make a field trip up to a Lake Wildwood rehearsal and promote the CWC and the convention. Just a thought.

**Chorus Information: Shirley Stewart** - Nothing to Report

**New Business:**

Meredith suggests that the CWC change the way conventions are held. Every year the financial risk is too great. The hotels have room night commitments, CWC pays for those that are not met. Event room rentals cost per day. The evening meals have a minimum count guarantee; if not met the CWC pays for the unpurchased meals. Additionally, the CWC pays the tax and service charge for attendees at the dinners on Friday and Saturday night.

Burbank Singers talked about finding a nice hotel, being able to block the rooms without a guarantee; then having the banquet in a nice facility nearby where the host chorus can have the food catered for much less than the hotels charge.

She says host choruses need to change the model in relation to location and financial obligations. Also, groups are losing older members as they are retiring, often on a limited income. The younger ones that join are not willing to commit to that kind of money. Costs are going up. We cannot generate more money and we cannot let our members absorb that cost.

That is what I am going to propose to the 2025 Convention hosts, Burbank Singers, Verdugo Hills and Monday @ JoJo’s. Barbara asks if the CWC has ever thought of using a high school auditorium for the concert. She says that Whittier High School has a huge auditorium, and they have a banquet facility. Shirley adds that the auditorium seats 2500 people. Diana says that once it was in Glendale and people were bused to Glendale High School. Meredith adds that in Glendale there are many Armenian banquet facilities. Diana says she will ask her Armenian business associates for contacts for banquet facilities adding that purchasing the banquet food may be required and it may not be as expensive.

Shirley says that as an organization, we can encourage host choruses to follow the suggestion, but it is up to the individual choruses. Meredith believes that we need to inform the host choruses of the option of reducing costs by taking another path than hotel contracts.

Barbara asks if there is a code that will get the discount hotel price? Pat says there is a link on the registration form to take the individual to the site, and Shawn will put a QR code on the registration form for those that choose that method.

The CWC banner needs to be replaced after it was accidentally discarded by a remodeling crew in Burbank. During the discussion about a replacement, Shawn says if she can get the size, she can look for sources. Size information may no longer be available, but if a photo from last year and the measurement of the stage is known, the measurement can be determined. Do we want to redesign the banner? (No comments.)

Debbie asks about vendors. Diana says we don’t have the information to secure vendors at this point. Debbie compliments Judy on the tracks for the convention music. Judy says she may want to send out a couple of corrections to the timing, etc.

**Announcements:**

**The next meeting is March 14 at 10 am.**

Meredith closes the meeting at 11:58.

In Attendance:

Anne Beachey-Kemp Barbara Vargas Diana Tyson Heidi Cotler

Jean Sommerville Judy Kertes Kathy Gast Leslie Bernard

Meredith Glaser Patricia Petersen Priscilla Marchus Cathy Doub

Sarah Boigon Shawn Kelly Shirley Stewart Debbie Schwartz

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**CALIFORNIA WOMEN'S CHORUS**

**AREA REPRESENTATIVES' AREAS**

**2023-2024**

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**CONVENTION CONTACTS**

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| Convention Contact | Kathy Gast | bk@gast.com |
| Harbor Singers | 4 Willowbrook | (949) 262-0579 (home) |
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| Convention Contact | Rebekah Freeman | [onediva2b@comcast.net](mailto:onediva2b@comcast.net) |
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