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Approved Minutes

California Women’s Chorus

2023-2024 Board of Managers Meeting

September 14, 2023

Meredith opens the meeting at 10.02 am.

**Approve the Minutes:**

Motion:

Cathy Doub moved and Barbara Vargas seconded: *To approve the August 8th, CWC Board of Managers Meeting minutes.*

Motion voted and carried.

Discussion on distribution of the minutes to the Board Members and Chorus Leadership.

Shirley says that the bylaws do not address that issue. Meredith prefers to distribute the proposed minutes to the Board Members and committee chairs for any corrections.

Once the corrections are made, the Approved minutes are distributed the Incoming Convention Chairman, Shirley Stewart, the President, the Musical Director and the Convention Contact from each chorus.

Pat asks if the minutes should include who is in attendance? There is no mention in the bylaws but the list could be included.

**Financial Report:** Incoming Treasurer, Anne Beachey-Kemp.

Anne reports that the two CWC checking accounts are open and the money transferred. The accounts are to be used on alternate years. Aside from that nothing has happened to report.

Outgoing Treasurer, Patricia Petersen, adds that the numbers in the checking account are off by less than $100.

**Committee Reports:**

Hotel/Audio-Visual Meredith Glaser: Great news! We have a hotel, Meredith says.

The first hotel was too small. Denise, Colleen and Meredith visited the Courtyard by Marriott, 555 N. Atlantic Blvd., Monterey Park with a capacity for 500 individuals. There is a hold on 20 rooms for Friday night and 40 rooms for Saturday night at $154 per night.

The main ballroom/banquet room is downstairs and there is an ADA ramp. There are four meeting rooms upstairs across from the pool which hold a total of 150 each. Two will be used for the vendors.

Depending on the weather, Friday dinner and entertainment will be outdoors in the patio by the pool with no cost for the space or, if moved indoors, in the banquet room for $815. If the meal count

**(Committee Chair Reports, cont.)**

reaches 60 people, that space is free. If the meals are $40 plus tip and gratuity per plate the cost is $54.

For Saturday the cost quoted is $75 plus tax and gratuity totaling $95. Meredith negotiated Saturday’s meal down to $70 per place. Last year the tip and gratuity were paid by the committee. She asks if the committee wants to do that again. A motion is made to have the CWC pay those costs again this year and the approval is unanimous.

Motion:

Patricia Petersen moved and Colleen Goodwin seconded: *To have the CWC pay the tax and gratuity for the Friday and Saturday night banquet meals.*

Voted and carried.

Unless 150 meals are purchased on Saturday night, the ballroom/banquet room space will cost $1000 for Saturday. It also cost $1000 for Sunday and that includes the moving from theater seating to banquet and back again. The total cost for the five spaces for Saturday and Sunday is $3630 if Saturday’s meal count is not met. Fortunately, the cost for the meeting spaces is not contingent on the hotel guest room count.

Ann Beachey-Kemp says that a budget is needed.

Shirley suggests that some differences in costs can be covered by an increase in the registration fee. Last year it was $65 for registration. The cost is set by the board.

Banquet dates are confirmed for April 26, 27 and 28, 2024.

Area Rehearsal Judy Kertes: Judy is not in attendance. She sends an email as follows.

I am sorry to say I will be on the road and will not be able to meet on the Zoom for this Thursday's meeting.

Here's music info:  Linda Brown and I met and we discussed the dates that she would be needed for the convention.  She is available to lead an Area Rehearsal on Saturday, March 16, 2024.  She is not available on March 9.  New Century Singers are not available on Saturday, March 23, 2024, as that is our yearly Fundraiser.

We discussed again the dates for convention; I gave her Saturday, April 27 for a morning rehearsal and Sunday 28, 2024 for morning rehearsal as well as the concert on that afternoon at 2:00 p.m. (possibly 3:00p.m.)  I told her we would confirm the dates, time and convention venue to be sure that all are on the same page.

In our meeting we discussed the concert program (30 minutes of music) and ending program with "Peace Be To You".  I gave her a list of music that we have prepared for our conventions the last 10+ years.  I also shared with her a copy of our music library that most choruses would have access to because of previous convention music.  Linda gave me the date of October 1 as the date she would use to present her program music choices. I will discuss with her after she has submitted her ideas and get back to the board.

We also discussed that she would need to prepare director's notes (if any) to help the individual choruses prepare for the area rehearsal and convention.  We also discussed an accompanist, and she is contacting her accompanist to see if he might be available.  I know him quite well and feel

**(Committee Chair Reports, cont.)**

very confident with him as a choice (again, if he's available).  [Many accompanists have church jobs and it is sometimes hard to get away for a Sunday morning rehearsal.]

I'm hoping this will be enough encouraging news to get choruses excited about the up-coming year and the preparations behind it all. Let me know if I missed anything that you would need answered.

Judy

Cathy adds that March 16th will not work for rehearsal.

A text from Judy arrives with a change that Linda Brown will be available on March 9th for area rehearsal. Debbie is not in attendance. She can check with the rehearsal location regarding the date change. The area rehearsal will be on March 9th.

Publicity Denise Kress: Denise is not in attendance and sent Meredith the following message.

Good morning ladies. I have not been feeling well and so I will miss today’s meeting. I don’t have anything to report other than I will research local papers when we confirm the location. Also, if anyone is in touch with former scholarship awardees, it might be nice to pitch a human-interest story (nearer to convention) on how their experience was with CWC. Thanks, Denise

Pat will provide the information on the previous scholarship winners.

Stage Manager Barbara Vargas: There is nothing to report. Her phone number is 562-762-8588.

Meredith says she and Barbara need to work together regarding the hotel stage, etc.

Hospitality Kathy Gast: Kathy, Barbara, Meredith and perhaps Andrea will visit the hotel.

Friday Night Meredith Glaser: The Burbank Singers has agreed to take on Friday night banquet.

Cathy Doub asks about increasing the pay for the director. Meredith wants to table that for now.

Leslie asks about the form to be sent to each chorus to get the name and contact information for their president, music director and convention contact.

Shirley will send the name and contact form to go to each chorus. There is discussion about information that should go on the website. Pat will send Meredith all the forms.

Scholarship Cathy Doub: She has nothing to report at this time. She is looking for the scholarship form to be sent out to the schools. It should go on the website.

Website/Resource Shawn Kelly: The CWC website is dated looking, and she plans to make a clean slate by starting over. Send her what you think should be on the website.

Pat suggests showcasing our winners that have gone on to some success.

A contact list is needed to maintain and update the member list as well as identify leaders from each chorus.

Jean suggests a log-in section on the CWC website or a google drive with log-in access to see a contact list. Shirley says there is a need for connectivity. Send other ideas to Shawn.

**(Committee Chair Reports, cont.)**

Meredith says that Mary started an Adobe pdf fill-in-form with information but not everyone is computer knowledgeable.

Shawn says the website could have the history of past years and each year’s program. Pat has the information since she joined the CWC. She will send other documents to Shawn.

Registration Pat Peterson: There is difficulty in matching what comes in for registration with the way the form is set up. Also, the payments come in one complete check. Breaking it all down and with refund requests creates problems.

Pat plans to change the registration form to make it more friendly for the treasurer, to make it easier to match the registration information up with the spread sheet. Otherer than that, there is nothing to report.

Opportunities/Vendors Diana Tyson and Sarah Boulton: No report.

Printing Colleen Goodwin: Nothing to report.

Ticket Sales: No volunteer at this time.

Raffle Sales Pat Petersen: Outgoing Treasurer, Patricia Petersen, says the winners from last year were paid.

She has not completed the paperwork necessary to send in for State approval to hold a raffle at the convention in 2024. She will need the CWC final financial report to include and forward all documents to Anne to send into the state with a check.

Saturday night Banquet Prescilla Marchus: A few women from Santa Barbara’s rehearsal have agreed to take on the banquet. She needs a check list regarding steps for the banquet. Meredith will provide the list.

Debbie now has the box of center pieces without the vases, and she will meet someone halfway from Riverside to hand them off. Shirley says she will go to Riverside to get the center pieces and take the box to Santa Barbara.

Program and Ads Shawn Kelly and Diana Tyson: No report

Alumna Members Heidi Colter: Not in Attendance. No report.

Chorus Information Shirley Stewart: CWC Annual Report has been taken care of.

Ann asks when do we send out the request to the choruses for membership list and dues? Shirley reads the bylaws stating that the treasurer shall bill the choruses for the annual dues and the annual assessment fee.

The group assessment fee is determined by the insurance cost divided by the number of choruses; additional funds collected can be used for other expenses. Pat will send Anne the information.

**New Business:**

There is a recommendation to increase the group assessment fee.

Motion:

Anne Beachey-Kemp moved and Colleen Goodwin seconded: *To increase the group assessment fee to $60.00.*

Voted and carried.

Shirley adds that dues for Alumni members are collected at the same time. Pat has a list of those former members that have registered as alumni which she will send to Anne. Heidi Colter has agreed to be the contact for alumni members, however the request for dues will be sent by Anne.

We will ask Heidi to do a ‘push’ to alumni members who want to continue a connection with the CWC.

Leslie will send the contact form out to each chorus for the list of its president, the musical director, the treasurer and the convention contact to be completed and returned.

Shirley explains that it is important to have a list of members for each chorus to facilitate the registration process as well as to compare the list to verify that all members have paid the dues. Often, second-half of year new people are missed for the collection of dues. Anne will create a reminder for second-half of the year dues collection from new people.

The next meeting is October 12th  at 10:00. We may have to reconsider the 10:00 am start.

Meredith concludes the meeting at 11:17 am.

In Attendance:

Anne Beachey-Kemp

Barbara Vargas

Cathy Doub

Colleen Goodwin

Jean Summerville

Kathy Gast

Leslie Bernard

Meredith Glaser

Patricia Peterson

Priscilla Marchus

Shawn Kelly

Shirley Stewart

**CALIFORNA WOMEN’S CHORUS**

**BOARD OF MANAGERS**

**2023-2024**

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**2023-2024**

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