

Approved Minutes

California Women’s Chorus

2023-2024 Board of Managers Meeting

March 14, 2024

Meredith starts the meeting at 10:00.

**Approve the Minutes: Meredith Glaser**

Motion:

Patricia Pedersen moves to approve the minutes. Diana Tyson seconds:

*To approve the February 8, 2024, CWC Board of Managers Meeting minutes.*

Motion voted and carried.

**Financial Report: Anne Beachey-Kemp –** Anne is not in attendance.

Meredith screen shares Anne’s financial report. There is discussion on the $2,000 payment for the banquet and decorations.

**Convention Events: Meredith Glaser**

Meredith introduces the 2024 Convention Event Review to discuss the daily schedule from Friday through Sunday. The schedule is to provide a step-by-step process and to discuss additional steps needed.

She also shares that the room registration count is currently 29 for Friday night and 36 for Saturday. Sarah adds that Burbank Singers has 15 people going to the convention. Meredith asks about Riverside Mission Belles and Debbie is not certain of the count. Whittier’s New Century Singers has 17 signed up. Sweet Harmony in San Diego has registrations trickling in. Santa Barbara Treble Clef has 8 singers signed up. Shirley asks Heidi about the Alumni and Heidi says 4. There are 4 registered with Monday @ JoJo’s as two of the six are signed up under Burbank Singers.

Meredith begins to discuss the 2024 Convention Event Review. To review the schedule, see the document Meredith emailed on 3/13/2024.

**Committee Reports:**

# Music: Judy Kertes

Judy does not have a set time for the piano delivery; however it will be Friday afternoon. She will be there to meet the delivery people.

# Stage Manager: Barbara Vargas

Barbara will be in the ballroom on Friday to supervise the stage builders at 6pm. She has a question about hanging up the banner. Pat says the banner cannot be hung up until the stage is completely set up. Since the stage will be completed Friday night, Shirley suggests that the banner can be hung then too. The hotel may take care of it.

**Hotel Audio-Visual: Meredith Glaser** - No Report

# Friday Night: Meredith Glaser

Meredith covers the 6:00pm cocktails and hors d’oeuvres and hotel set-up plan. Burbank Singers is responsible for decorations and entertainment. Meredith and Denise Kress selected table centerpieces with country theme which Denise Kress donated, and Denise Dillard donated the picture backdrop and other items.

Meredith found line-dance teachers were too expensive. She called her old square-dancing teacher. He will take the job and bring his sound system for $200. He may provide dinner background music too.

There will be games at the tables too.

The hotel is waiting for Meredith to suggest food for the gluten-free and vegan guests. The meal has beef sliders, pork sliders, chicken strips, 2 kinds of fries and vegetables. The hotel will also serve Kosher so Sarah says that there will not be flour if it is Kosher. For the vegans, Meredith suggests a southwest bean and rice dish. Shawn adds it should not have cheese.

# Registration – Pat Petersen

On Friday, Pat will bring all the registration material with her and will not be there by 11am because her chorus has a class Friday morning. Pat is planning to arrive around noon. Diana mentions that registration opens at 1:00pm. Pat will talk with the instructor about not holding class and will suggest the instructor bring a sign-in sheet to convention to submit as participation in class which will count for the instructor’s class time.

Pat suggests that someone create a map or list of places within walking distance for lunch or other interests.

Shirley suggests that most hotels have a list of local places. Meredith will get it from the hotel and email it to Pat. She will put in the registration bags. Shirley asks Pat to call ahead of her arrival so people can help get the material from her car. Diana will be available to receive the call and have a trolley ready.

Meredith needs volunteers to purchase snacks for the registration baskets, then says that she will take care of it. She adds that registration will be in the upstairs lobby and the hotel will set up two 8-foot tables with tablecloths and six chairs.

She continues with discussion about easels in the lobby with directions to registration. Sarah volunteers to make the signs needed. She will use foamboard. Meredith will get the information to Sarah regarding the room names, etc., that need to be included. In a discussion of the number of signs, Sarah suggests that each of the three lobby signs should have information such as Registration in the Lobby, Shopping Experience 2nd Floor, etc.

Meredith adds another sign with arrows on the second floor near the elevator with directions to other locations. Another at the water station in the patio area. She questions if the hotel will have easels. Pat says that the hotel provided easels last year. Shawn says that JoJo’s has an easel. Meredith will check if the hotel provides the easels.

Priscilla says that the location members will go first is registration and says to specify CWC Registration on the sign.

The Registration Committee will give the final count for Friday night and banquet attendance to Meredith as people may register for those events at the registration table. The registration area is directly in sight of the decorated patio for Friday night event.

Meredith will bring the baskets for the Registration snacks and Hospitality. Diana has baskets, too. Friday Registration discussion concludes.

Meredith asks who does the schedule for rehearsals, etc. Judy will put it together. Pat does the schedule printing to put in the registration packet. She needs the schedule by the end of March. Priscilla reminds Meredith there is usually a small version the schedule on the back of the name tag. Pat says she can shrink the schedule and insert it in back of the name tag along with the meal tickets. Barbara will bring send lanyards to Pat @ 3665 Jennifer St, San Diego 92117

Shirley suggests that people leaving Saturday’s banquet drop their lanyards into a basket for next year.

**Hospitality: Meredith Glasser**

The hotel has a water station in the patio area and that is where the de facto hospitality area will be.

# Raffle Tickets: Pat Petersen

Barbara says the scholarship raffle tickets arrived without any instructions and asks how payment is made. Pat says that the individual’s checks are made out to their chorus, and each chorus writes one check for all raffle purchases to the CWC. The check and all the stubs are mailed to her or brought in to her at registration. If someone has written a check made out to CWC rather than their chorus, it is not necessary to rewrite the check. She will accept all checks made out to the CWC.

# Opportunities/Vendors: Diana Tyson/Sarah Boulton

Meredith reviews the convention schedule for Opportunities/Vendors and confirms Diana provided the diagram of the room and the need for 17 tables. Diana adds that the vendors usually bring their own tablecloths.

Meredith reviews the committee’s responsibilities to the opportunity drawings and to the vendors. Diana says she will put a list of venders together to send out and asks that CWC promote sales. The vendors can get water from the water station and snacks from the registration table.

Diana confirms that the boxes for the raffle tickets are at the Burbank school. Sarah volunteers to make the signup sheets for the silent auction. Diana will have someone available to assist the vendors.

Sarah asks what additional items she should pick up when she gets the foamboard. She can pick up double tickets. Diana will bring cellophane and clear tape.

# Saturday Night: Priscilla Marchus

Priscilla confirms Shirley delivered the decorations from the 2023 convention. They may be used along with the decorations selected for the banquet theme.

Meredith covers Saturday morning items from the schedule.

The section signs are in the Burbank storage closet and can be cleaned up.

Debbie asks about the mics for the soloists on Sunday. Meredith will take care of the mic placement. Debbie adds that she will redo her video audition for the concert solos and send it to Judy.

JoJo’s is loaning the banquet their sound equipment for Saturday because the cost of the AV rental for Saturday and Sunday is prohibitive. Jean confirms that either she or Denise will have to be all the Saturday rehearsals to manage the sound equipment because of the control board, etc.

Meredith covers the Saturday afternoon rehearsal schedule. Judy says that 15 minutes each is fine; she will confirm with Priscilla on the schedule for Saturday banquet and get with Meredith if there are changes.

For the banquet the number of attendees will be needed.

Diana and Debbie each will bring a clothes rack.

Barbara is responsible for making sure that the pipe and drape are set up for the costume changes. Meredith will work out who will be responsible to assemble the pipes and drapes. She will call the AV people to check if they will bring them. They gave the CWC 50% off the rental with Meredith’s husband’s referral.

Priscilla needs to know the attendees for table count. Linda is working on top hat center pieces. There will be a banquet menu with the theme on it for each place setting. They are thinking about doing a sing-along with music books, but she has not checked into the printing costs yet.

They need an accompanist for the sing-along and Diana volunteers.

Diana suggests to Judy that maybe the Saturday banquet performances need to be reviewed because of the large number of people scheduled to perform with few performing on Sunday. Judy responds that the groups requested Saturday. Some of them do not want to perform in front of a larger crowd.

Priscilla will think about her group doing a Sunday performance. Pat will discuss a change from Saturday night performance to Sunday with Sweet Harmony’s director and class.

Meredith asks Priscilla if there is a give-away at the Saturday banquet. Priscilla says the center pieces will be given away by putting something under one seat at the table, and the song books will be a party favor.

Meredith reminds Priscilla of the signs for each chorus at the table as well as table assignments. The hotel will provide little table stands.

Meredith asks if Puttin’ on the Ritz theme is 20s style, or 40s style, or just dressy. Priscilla answers, just a dressy evening.

Debbie asks if the performances on Saturday are before after dinner. The performances are after the meal and the opportunity basket drawings will be in between performances.

# Sunday Morning & Concert: Meredith Glaser

Meredith goes over the Sunday schedule. Santa Barbara and Whittier will perform and possibility Sweet Harmony. JoJo’s will consider performing on Sunday. They will need an accompanist for the rehearsal; however, the concert pianist will not be at the hotel until the concert.

Judy suggests that the rehearsals for individual group performances start at 8:15, not 8:00; Diana suggests that if there are four group performances, the rehearsals may have to start at 8:00.

The placement of chairs on the stage will be determined at the time and depend on adequate space for the other performers.

There is a question about checkout time on Sunday morning. Meredith will ask for 12:00pm.

Placement of the podium for the director will be determined later depending on the space available. The music stand will be placed wherever the director wants it.

Mistress of Ceremony: Judy asked Jeannie Brewer to do the MC job. Meredith asked Judy to check if the MC uses a lectern or only a mic. Judy sent the MC’s bio to Shawn last night. Shawn has the Director’s and the Accompanist’s bio, too.

Meredith’s husband suggests not to do a lectern as it is inconvenient to move it on and off the stage.

Priscilla asks about a location to put our personal items during the performance with access to pay for anything purchased at the silent auction. Shirley suggests that people have access to their belongings if they want to purchase something.

Diana confirms that the silent auction will be finalized the night before, not on Sunday morning. Sarah asks about credit card transactions for the silent auction. Diana says that it will be worked out.

Shirley suggests that plans be made to collect all the CWC/chorus items for the 2025 convention. Also each person who brought something that must go home is responsible to collect it.

Concert tickets are $15.00 if purchased in advance and $20.00 at the door. Pat will put both prices on the printed tickets. She confirms that advance concert tickets will be in the registration bags. If purchased in advance for a guest, the ticket can be left at the door (CWC will-call desk) for the individual.

# Program and Ads: Shawn Kelly and Diana Tyson

Before the program discussion begins, Meredith states that every single chorus should be taking out an ad in the program.

Diana says she has received all the chorus bios for the program and the website. The bios have been written for the choruses that are participating in the convention. She is asking if there should be bios for all the choruses, even those that are not participating this year. Pat says that everyone is listed whether they perform or not. Heidi will send a bio on the Alumni. Diana will send the list of questions for Heidi to refer to for the bio if needed.

Shawn says she has put the new bios up on the website and asks everyone to look at theirs to be certain it is correct. She reports that 3 ads have been submitted for the program and she will do one for her business and for JoJo’s; Diana adds that she will buy one for her business, too. Burbank is doing an ad and Sarah’s son will send one in. Shirley will send one in as well. Priscilla says Santa Barbara will send submit an in-memoriam ad for one of their members.

Shawn reminds everyone that she sent resent the email with the ad specifications on March 12. Please review the entire message she says. She can help with the design too. Please submit them by March 29.

Pat suggests printing enough copies for the seated audience, for all members of the chorus and then round it up a bit. She says she will need copies early enough to put them in registration bags when we get there on Friday. Debbie adds the vendors with ads will want a program too. Shawn says she can add to the order a few days before as needed.

**Alumna Members: Heidi Cotler**

Heidi says four Alumni will be coming to the convention.

# Printing: Colleen Goodwin -not in attendance

There is discussion on the selection of a printer. Meredith uses an online printer in Burbank, Got-Print. She asks people to take care of their own printing jobs. Pat has a printer she uses. Shawn will get quotes for the program printing.

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

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

# Scholarship: Cathy Doub - not in attendance

For the auditions, Judy reports that Cathy Doub has the church set up and the video as well as the adjudicators. Diana needs the bios and photo for the adjudicators for the program.

Shirley asks Judy since the Director works at Whittier College with vocal students if she will send applicants. Judy replies that the Director has the application. Shirley will contact her colleague, Rob, to ask him to reach out to his contacts again. She believes that the student applications will come in. The revised flyer will be sent again to our committee. Judy has people to contact too. Meredith sent the updated flyer to several locations. Debbie has reached out as well.

Meredith asks everyone to put the flyer on their social media page and ask everyone to share it. She also posted on a scholarship Facebook page.

# Chorus Information: Shirley Stewart - No Report

**Announcements**

The CWC Annual Meeting is tentatively scheduled for 6:30 pm on April 18th via zoom. Debbie will send the minutes from the CWC Annual Board Meeting from 2023 to Meredith and Leslie. Last year’s minutes and financial report are covered in the annual meeting. It is a meeting when all choruses share information about fund-raising, etc. Shirley will send out questions to the area reps related to the meeting. Meredith asks for the final 2023 Financial report.

Meredith will contact people to determine the best date and time for a hand-over meeting to the 2025 Convention Planning Board.

**The next meeting is April 11 at 10 am.**

Meredith concludes the meeting at 12:22

In Attendance:

Diana Tyson Heidi Cotler Barbara Vargas

Jean Sommerville Judy Kertes Leslie Bernard

Meredith Glaser Patricia Petersen Priscilla Marchus Sarah Boigon Shawn Kelly Shirley Stewart Debbie Schwartz

# CALIFORNA WOMEN’S CHORUS BOARD OF MANAGERS 2023-24

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| --- | --- | --- |
| **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@hotmal.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**

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**South Central Area Representatives**

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**Kathy Gast** **\*Burbank Singers**

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**CONVENTION CONTACTS**

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| --- | --- | --- |
| Convention Contact | Leslie Bernard | leslie.a.bernard@gmail.com |
| Burbank Singers | 10327 Keokuk Ave.  Chatsworth, CA 91311 | 818-207-3582 |
| Convention Contact | Kathy Gast | bk@gast.com |
| Harbor Singers | 4 Willowbrook | (949) 262-0579 (home) |
|  | Irvine, CA 92604 | (949) 439-4332 (cell) |
| Convention Contact | Rebekah Freeman | onediva2b@comcast.net |
| Lake Wildwood | 12500 Jayhawk Ct | 530-205-9059 - home |
|  | Penn Valley, CA 95946 | 209-401-6986-cell |
| Convention Contact | Jean Sommerville | sommervillejean@hotmail.com |
| Monday @ JoJo’s | 5183 Vista Miguel Dr. | 818-952-7019-home |
|  | La Canada Flintridge, CA 91011 | 818-388-8028-cell |
| Convention Contact | Barbara Vargas | bgv325@gmail.com |
| New Century Singers | 13743 Walnut | 562-698-5739 home |
|  | Whittier, CA 90602 | 562-762-8588 cell |
| Convention Contact | Debbie Schwartz | singingdeb@aol.com |
| Riverside Mission Belles | 3554 Oakwood Pl. | 951-684-4048 home |
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| Convention Contact | Linda Martin | Lmartin6262@yahoo.com |
| Santa Barbara Treble Clef | 341 Moreton Bay Lane #1  Goleta, CA 93117 | Cell Phone 805-708-4918 |
| Convention Contact | Pat Petersen | ppetersen1@san.rr.com |
| Sweet Harmony | 3665 Jennifer St. | 858-272-6248 (home) |
|  | San Diego, CA 92117 | 858-228-6550 (cell) |
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