

**Minutes**  
**Puna Men's Chorus BOD Meeting**  
**July 5, 2011**

**I. Call to Order:** Elyse Morishita called the meeting to order at 5:35 pm

**II. Present:** Elyse Morishita (Pres.), David Ellis (V. Pres.), Tracy Hedgecock (Sec.), John Puig (Treas.), Amy Yamasaki (Artistic Director), Erika Ginnis (Director), Sandi Alstrand (Director), David Shaw (Director), Noel Morata (Director)  
Guests: Jessica Takayama , (Executive Director) Nancy Kramer

**III. Guest Reports:**

**IV. Secretary's Minutes:** Minutes for the May 2011 board meeting were voted on and approved. (MSP - David S. David E.)

**V. Treasurer's Report:** The Treasurer's report for May 2011 was reviewed and approved (MSP - Tracy, Amy)

- a. Elyse asked our opinion on how fund raising is doing. It was agreed that we are doing the best job we can do so close to show time. It was stressed that we need more silent auction items.
- b. Nancy asked John to recap the costs for "Keepin it Country". There was discussion and cost comparisons made between last year's shows ExtrABBAGanza and HoliDAZED.

**VI. Committee Reports:**

1. Programming/Production Committee - Amy's report
  - a. Last weeks rehearsal was stage simulated to the size of HPP's stage. Amy reported the rehearsal went well.
  - b. Jessica is working with the stage tech, Don and Ed are working with the dancers.
  - c. There are two donated head-sets for Keith and Paul. They will arrive on Friday.
  - d. July 11 - Rehearsal with the Band.
  - e. July 13 - Dress rehearsal at HPP, with costumes from 5-9pm.
  - f. July 16 - First show.
  - g. Ari is designing the lighting for the Palace and Honoka'a shows, which will include a slide show of scenery in the background. Running time for the shows will be about an hour and 45 mins.
2. Marketing / PR Committee - Sandi's report
  - a. Tickets were taken to Taro Patch in Honoka'a and Music Exchange in Waimea, the ticket outlets for the Honoka'a show.
  - b. Press releases, PSA's and Web publications have been sent out.
  - c. Show time dates and times were sent to the Tribune/Herald to be

- posted in their Calendar section.
- d. Sandi received 7 more web postings from Noel.
  - e. Volunteers are in place for the questionnaire/survey table. The drawing will be at the end of the show. Amy will do the drawing. A t-shirt will be the prize.
  - f. Nancy will need a ticket sales person to help her at HPP.
  - g. Roger Hawney's wife and Arval's granddaughters will be asked to sell water and cookies.
  - h. Noel will publish the poster on facebook, using list from last years Halloween Party - 300 names and e-mails.
3. Fundraising Committee/ Executive Committee-
- a. Elyse reported that the Executive Committee is having meetings by telephone conference. They have been successful.
  - b. There has been \$1600.00 in ad sales. Elyse and Wayne got two items for silent auction, gift certificates from Abundant Life and Hilo Hatties.
  - c. Ads were sold by Henry Horton, Richard Koob and David S.
  - d. Nancy Kramer is donating 2 dozen orchids from Asia Pacific for silent auction.
  - e. Nancy suggested asking Pooki's to donate cookies for HPP vending. Elyse will follow up on that.
4. Volunteer Coordinators - (Tracy )
- a. Roger Hawney will do the sound at the palace. He will learn from Johnny at HPP.
  - b. Arval's granddaughter will do the follow light at the Palace and at Honoka'a.
  - c. David E. will pay for comp. ticket for the ticket outlets.
5. Executive Committee report - (Elyse)
- a. All musicians and dancers who need to get paid must submit an invoice to John.
  - b. There have been some communication problems involving website access for some board members. Tracy has been appointed the spokesperson to relate these problems to Ken the web master.
  - c. Jessica reported that we need a "Facebook Tech" to post important items on Facebook to be sent out to our friends and their friends, to help get PMC 'out there' and in everyone's face.

## **VII. Old Business:**

1. Brochure - It was decided that John should print 50 brochures per show.
2. Hosting - Tracy will talk to Ken about this issue.
3. 2012 Season Opportunities - Amy

- a. There will be a polling in January among the chorus members to get thoughts and ideas of what they want to sing. The top 5 will be selected and Amy will rate the the results and poll again.
- b. In 2012 we will go to several parades, the Winter Bash at Good Will, Black & White night at the Palace; the November 17th fund-raiser event has been pushed up to January 12th.
- c. Next year is the 5th anniversary of PMC. We will Invite old members to sing some old songs. Songs and ideas to fit with the mission statement. There will be 3 shows for next year.
4. Car Wash - We made \$344.00 and got the word out. We need more volunteers. Good effort.
  - a. John reported that 2 years ago we had a garage sale at HPP, we made \$200.00 in two hours.
  - b. KTA car wash in September. Jessica will set it up.
5. T-shirt redo - It was decided to print 2 dozen t-shirts with the "Keepin it Country" poster design in the front for country shows.
6. Grant writing - Jessica - To start in August with Holly Ady.
7. Audit - Nancy - Nancy will do a compilation, not an audit.
8. By laws - David E. has the by laws rewritten but not yet in readable form. They need to be typed up and edited in word processing form. They will then be ready to post on the website. John volunteered to retype them and David S. will edit them.
9. Discussion of By-laws for Treasurer's position. The board nominates and the chorus elects. We need nominations from the board for this position.

### **VIII. New Business:**

1. Fund raiser - Sandi proposed a Dog Wash at Rainbow Friends Animal Sanctuary. We'll need to check costs, dog washing equipment needed and liability.
2. State of the website? Who is responsible? David S.
  - a. There was some discussion around the e-mail David S. sent out listing items that apparently are not being updated on our website. There is some confusion as to who is responsible for doing this. Tracy has volunteered to contact Ken and make a report by e-mail.
3. Budget proposal - The budget that was proposed at the SPM with Hutt was based on the expectation of things that didn't happen this year, mainly grant money we didn't get. We will have to do some extra fundraisers to make up the difference. The "Keepin' It Country" show will help. Other ideas put forward were season tickets, a 5th Anniversary celebration, a Womens' chorus workshop and other plans to create needed volunteers and income.
4. Town hall meeting - Potluck At Ed and Ralph's with board and chorus. A question sheet will be sent by e-mail so all can have a chance to respond. Scheduled for Sunday, September 11, 2011
5. Silent Auction - The silent auction will be held on the side patio at HPP to allow more seating room. People will have to walk around to the

other side to enter. That will enable us to usher them directly by the silent auction. Elyse volunteered to be the Auctioneer. David E. will be at rehearsal to collect more silent auction items.

**IX. Other Business and Announcements:** none

**X. Next BOD Meeting:** The next board meeting will be hosted by David S. on Tuesday, August 2 , 2011 at 5:30 pm.

**XI. The meeting was adjourned at 8: 20 p.m.**

**Respectfully submitted by:** Tracy Hedgecock, Secretary