

Final approved: PMC Board Meeting Minutes 02FEB2012.

MINUTES - 02FEB2012 - Puna Mens' Chorus Board Meeting.

5:30pm at 13-3444 Luana St, Lelani Estates, Pahoia, HI.

I. Call to Order

5:35pm

II. Roll Call; Introduction and welcoming of Guests

Present:

Billy Shackley

David Ellis

Elyse Morishita

Nancy J Kramer

Noel Morata

Randolph McCreight

Steven Jacquier

Tracy Hedgecock

No Guests

III. Guest Reports

Kokua Committee (not a standing Board committee but an ad hoc effort within PMC singer membership): Steven relates Soul's efforts with photos and gifts for PMC leadership and volunteers. Board appreciates the initiative and good intention; has plans with regard to same and will proceed with such. Observes that asking members for donations of a set amount and identifying contributors by name

maybe puts some individuals in an awkward position; it may be more gracious and tactful to simply invite contributions as people are able and care to contribute, not spotlighting anyone individually for having done so or not done so. Singers' individual initiative and efforts to benefit PMC, as by ticket sales and promotion, are very appreciated by the Board.

IV. Secretary's Minutes- Review and approve January PMC Board meeting minutes.

Corrections: Spelling of Puig, clarification that the certificate of acknowledgement for PMC is from County Councilman Fred Blas' office in appreciation of PMC singing a song at the opening of a Council meeting (TBA).

Tracy moves the JAN PMC minutes be accepted as amended and read; Noel seconds; passes by unanimous consent.

V. Treasurer's Report

1. Review and approve January Treasurer's report

See attached Treasurer's Report for specifics (Nancy, is there one document we can attach in digital form for this purpose, or should I direct people to see the hard copy in the binder brought to each Monday evening practice? Apparently we have been in violation of the Bylaws by not bringing the binder to the Monday meetings. I suggest we have an archival copy safeguarded from accidental loss or theft by Jim keeping it at home, and another working binder which comes to the Monday practices and is updated with addition of each month's minutes).

Board directs that individual checks be identified in Treasurer's Reports so PMC members can see specifically where expenditures are being made.

2. Update on Aloha Broadway to date

In general, ticket sales have been running at half to two-thirds previous levels for each venue –way down from other seasons. This will be a topic for exploration by the Board at the retreat.

Grant application to the County is for \$8000. Numbers show us to be solvent and strong yet having a narrow profit margin over our break-even point.

Available cash is approx \$6000; we are sustained by the grant from a couple years ago.

\$2000 is outstanding to Artistic Director, \$100 to sound operator, \$110 to videographer. Balance after those payments is approximately \$7000.

PMC has enough cash to get through to the next show even though Aloha Broadway has not been financially productive.

Regarding PMC's 04FEB performance at Kalani, a schedule conflict will prevent many if not most guests and staff from attending. Kalani was given 20 tickets in lieu of \$200 rent, so no expenses except for chair rental. Kalani will provide 62 chairs and has 70 back-jacks available. Any ticket sales beyond the first 20 provided to Kalani accrues to PMC, as do silent auction proceeds. Chair rental is \$0.75/chair whether in Hilo or Puna; delivery is \$50 if contracted. Board decides to rent 30 chairs from Puna Rentals to be transported gratis by David Ellis; an offer is extended to pay for gas, but graciously declined.

Production Committee says lighting for Kalani 04FEB is covered.

VI. Committee Reports

1. Programming & Production Committee – Same as last month's report, plus:

For the Star Spangled Banner and Hawaii Pono'i, Don will play the piano and Ken is pulling up music.

The Board notes the upcoming Puna Music Festival prep as an item for attention.

Board invites to the 12FEB meeting & wrap party all current and former PMC singers and supporters, from noon to 4pm at Randolph's, with the DVD of Aloha Broadway to be played after the meeting portion, and the Board providing BBQ and inviting side dishes & beverages. *[ACTION NEEDED: notice to be sent to PMC members]*.

Nancy moves \$150 be authorized for the purchase of BBQ food supplies; seconded by David, passed by unanimous consent.

Board retreat meeting is set for 11am-2pm at Randolph's, Sunday, 05FEB. Potluck.

2. Marketing/PR Committee – Billy, Noel –

Email lists, media articles, and other pathways via which Aloha Broadway was advertized were discussed in broad outline.

Board requests creation of a checklist for use in future seasons to facilitate complete and efficient coverage of all possible routes and outlets for getting word out about an upcoming performance or season's shows.

Noel will put together a FEB newsletter, with Ken and Board members invited to contribute.

Press release asap in FEB promoting fresh new PMC approach and Ken as C.C., commitment to singer satisfaction. Undertake outreach directed to former PMC members withy same message. Billy has asked for list of such but not yet rec'd anything.

Billy asks if the Board wants to purchase a set of Merrie Monarch tees at \$16 each. Board agrees a uniform look is good, comments are made that wearing a Merrie Monarch tee anywhere except in that venue is perhaps not appropriate; several say more color in a new PMC tee would be great; Nancy comments it is more cost-effective to print up a PMC tee which can be worn at multiple venues and for

outreach singing; Steven says he has inquired and a colorful music-motif design is available for adaptation from Anchorage, free. Direction from the Board is to go with printing up new tees after sharing the Anchorage design with the PMC singers and requesting their own original design ideas for creation of a new PMC tee. Singers to decide on a design. Noel notes extra tees can be sold at events.

3. Executive Committee / Fundraising Committee, outreach projects – Elyse – The record should reflect that Ed wanted to front the purchase money for a lollipop fundraiser idea out of his own pocket, to be reimbursed by sales with all profits going to PMC.

Doug's intention with the Vaudeville event was for it to benefit PMC in a big way, as indeed it did, though not as easily or perhaps as fully as it might if PMC had its act more integrated and together at the time. The Board has learned from the various communications breakdowns encountered within PMC's structure and will strive to ensure that all similar such efforts in future are understood, coordinated, and executed in better fashion such that the experience is entirely positive and productive for all involved. The Board deeply appreciates Douglas and his partner as valued PMC ohana and looks forward to future collaborative efforts such as guest performer spots, show partnerships, and however else may be of mutual benefit.

4. Volunteers – Tracy – Volunteers at the Palace are due big recognition and thanks from the Board; such will be published in the next newsletter. Also published will be solicitation for new volunteers to Production Committee and the newsletter.

[Break, 6:37-6:48pm]

VII. Old Business

1. Lighting equipment purchase update: The spotlight used at HPP was borrowed from Hawaii Sound & Vision; it is in Nancy's garage. Discussion considers merits of lighting options.

David moves to purchase MCC's lighting set for \$700, with a minimum of \$300 payable now and a minimum of \$200 after each of the next two shows, the entire \$700 sum to be paid in full by 18 months after purchasing. Tracy seconds. Ayes: Billy, David,

**Elyse, Nancy, Randolph, Steven, Tracy. Nays: none.
Abstentions: Noel. Motion passes.**

2. Sound update: On behalf of the bass section Steven congratulates Johnny on outstanding sound job at the Palace, as comments from listeners in the audience indicate this is the first time the bass section has really been heard clearly in a show. The need some singers have expressed for section-specific microphone equipment is explained to Board. Issue tabled for lack of time; discussion to be continued at some future date.

3. HAAS contact update: no report.

4. By-law update: report forthcoming at next Board meeting.

5. Accompanist search update: Noel will check on ad rates and place ads.

David moves PMC run ads for 30 days at the minimum rate, not to exceed \$150, for both Craigslist and Tribune. Tracy seconds. Passed by unanimous consent.

6. Puna Music Festival at Kalani, May 19, 2012, possible performance update: new communication with Drew at Kalani indicates PMC may not be only performer and \$1000 may not be available as payment (as was the case the last time PMC performed). The total budget for the event is \$2000 and plans are still in formation. PMC is not yet contractually committed but appreciates the value of building a good relationship with Kalani and will remain available should the event coalesce with PMC as part.

7. Silent auction status and current needs update: will happen at Kalani 04FEB, still have items to sell, could especially use more donations of B&B and massage certificates.

8. Posting minutes of PMC Board meetings within 48 hrs

Discussion affirms a new and ongoing **POLICY** of the Secretary providing a rough draft to the Board via email asap following the monthly meeting (preferably the same night or following morning).

Board members individually correct and amend the draft **with changes and additions clearly flagged** and send back to Secretary asap, preferably within 24 hours. Secretary collates and reconciles corrections & additions into a second draft and sends back out again asap to Board members. Board members reply with any further corrections and a vote on whether or not to accept the minutes as official for posting to the website. Any member not heard from timely is taken to be indicating approval by automatic default according to standing convention of the Board. Final approved official minutes are then provided by the Secretary for posting to the PMC website by a PMC website administrator-authorized Board member or the webmaster.

By request and direction of the Board, any communication from the Secretary to Board members shall be subject headed with prefix "IMMD ACTION REQUIRED."

VIII. New Business

1. Upcoming PMC commitments & opportunities: schedule of venues and dates from February through March, April, May, & June, 2012
2. How are all the necessary tasks for the above in VIII #1 going to be accomplished? Who does what, by when?
3. Composing committees, defining responsibilities & protocols, and setting committee meeting dates.

Items 1-3 to be the focus of the Board retreat on 05FEB, with Ken invited (along with the alaka'i and anyone else he wishes to assist) in order to best determine the wording in written guidelines which will both honor the Board's commitment to singers' expressed concerns & satisfaction while also honoring and empowering the Choral Conductor's position with the appropriate authority and discretion to make needed artistic and operational decisions. Ken's communications to Elyse were shared with the Board and the Board acknowledged the concerns and frustrations as valid, needing swift attention, and resolved to have them resolved in a manner satisfactory to all by the end of the Board retreat meeting 05FEB.

It was further noted by Nancy that the Board is seeking funding to pay Ken for arranging time as well as conducting, in future, and Steven

mentioned an item for further discussion is how best to structure and incorporate a tangible performance incentive & reward for the Conductor's position.

4. Aloha gift for Artistic Director: Tracy will purchase lei for presentation to the Artistic Director.

5. Marketing of new Choral Conductor: to be discussed at the Board retreat.

6. PMC CD production: Billy has contacted a studio in Keaau which will record and mix sound for a PMC CD at a cost of \$50/hour. PMC provides musicians and cover art. Estimated cost for a CD approximately estimated to be \$1400. Note is made that this is a good opportunity for a PMC-wide collaboration with creative energy and fun, from researching the music rights issues (David has a lead on this) to singing to the cover art. Billy wants the footwork and therefore the sense of ownership and pride of accomplishment to belong to the committees and singers. He makes the further valuable observation for the Board's education: PMC members have expressed the feeling that leadership is wanted, and yet at the same time there is a very human desire by every person to feel needed – this sort of effort can afford an opportunity for both at once, calling forth the leadership within individual members and empowering them to accomplish tasks with the assistance of others.

7. PMC website administrator: Noel will request administrator level access so there are two people able to deal with website needs.

8. Solicit items for placing on PMC Board retreat agenda: Items indicated above will be the main focus of the 05FEB meeting but additional items are being solicited for attention at the first available opportunity.

IX. Other Business and Announcements

1. Informational item & questions regarding TTBB music in Public Domain, "reproducible," purchased as original sets, not purchased as a set but originating from 1880-1930 era, and definitely under active copyright. Billy notes Clay as a resource and David notes a potential expert, Craig, who may be available to educate the Board on these

distinctions and music rights issues. Tabled for the moment, but topic noted as pressing and deserving attention asap.

X. Scheduling of the next PMC BOD Meeting

Next BOD meeting is set for Noel's at 5:30PM on 07MAR (the first Wednesday in March) located at the address 16-1643 34th Orchidland and to be posted as such to the PMC online calendar.

XI. Adjournment at 7:57pm