

**The Phoenix Symphony Chorus Advisory Council**  
**Minutes of Meeting: April 15, 2018**  
**Host: Brian Matas**

**Attendees** (in yellow): **Joel Auernheimer, Lisa Autrey, Wayne Baxter,** Tom Bookhout, **Tia Coates, Leslie Ellingson, Erin Entringer,** Wendy Gould, **Gary Hubartt, Stephen Hwang, Lynn Jech, Katie Jones, David Kahrs,** Jane Kniffen, **Karen Martin, Adriana Martinez, Susie Phillips, Lisa Rolland-Keith, Dan Russ, Ivylyn Scott,** Stephanie Seigla, Lynne Traverse, **Diane Van Dyke, John Vousden**

Joel Auernheimer called the meeting to order at 5:00 p.m.

Welcome to new members!

**Brahms**

Tuesday dress rehearsal added. Because there are three dress rehearsals and seven straight days of rehearsals and concerts section reps may be lenient with dress rehearsal attendance.

Don't yet know final numbers for how many singers we will be able to have on stage. Joel or Dan to check:

- Is one dress rehearsal an open rehearsal for major donors?
- Are we in the second half?

Service recognition (5/10/15 years) – Lynn Jech is making boutinnieres. Will be worn during the Friday Brahms concert (which is also TPS' volunteer recognition night).

Malia's replacement has been hired, to start May 29.

**Next season**

No word yet from Tom on audition/rehearing plans.

Do have some people who have asked about auditions – Dan has a list to hand over to Erin.

Usually auditions are held in early August before rehearsals start. However, our first concert this year is Sept. 14-16, so may need to start auditions earlier than usual.

Tia: There was a similar situation in 2009. Held a mid-summer rehearsal to run through the piece, get it in everyone's heads, and then had several weeks off (while auditions were held, perhaps), until the start of regular rehearsals.

Will need to decide:

- when to hold auditions (Tom/Dan/Erin)
- when to start rehearsals (Tom)
- if/when to do a summer rehearsal (Tom)
- make sure calendar is up to date (Joel)

Everyone: if you know people (especially tenors) who would be a good fit for TPSC, encourage them to audition.

Do auditions have to be Monday nights? If not, that frees up Mondays to start B9 rehearsals earlier in August.

## **Handbook review**

### Points to update in the Handbook:

Notification of absences must be in writing, but can be electronic or paper. Also:

- Members should notify BOTH reps in case one is unavailable
- Contact your reps as early as possible. Before rehearsal, not during.
- Asking a friend to notify the reps on your behalf is not sufficient.
- As on the old attendance form, do let your reps know WHY you cannot be at rehearsal.
- Please do contact your reps even for absences listed on your commitment form.

Cell phones should be silenced and put away during rehearsal.

Update group history to include summer 2017 travels and March 2018 solo concert.

Update performance list through spring 2018.

Make sure there are no remaining links to the old Google site.

### Points that should be updated in future:

Add guidelines about Chorus Connection when we get it going.

Add TPS' emergency protocol when they have updated it.

## **Website**

Can we add Vienna pictures to the website?

Katie to put Lisa in touch with Dana Belmonte, who traveled with us and took some lovely shots of our performances.

### **Chorus management software**

Wayne has met with Gary Egan, TPS' new CFO. He wants Malia's replacement to re-review the matter before proceeding – wants their buy-in. Any purchase would be made after the new fiscal year begins in July.

Some combination of Dan/Joel/Erin/Wayne/Tom to come up with an action plan of 3-4 items to try to discuss with the new person when they arrive.

Katie to send Wayne notes on the benefits of Chorus Connection and why we picked it over the other options.

### **Social chair update**

Catering for the end of year party has been set up with Tom's Barbecue for the Hawaiian luau. With full service and 20% gratuity, it comes to \$1600 assuming 70 people, which comes to about \$18.50 per person. (Almost exactly what we're asking.)

Need a clean-up crew of TPSC people to at least deal with trash and recycling at the end of the night. We would also cover the cost of a day after cleaning service for the Scotts if they have one they like.

Do we need a set-up crew? Catering will handle the food things.

Ivylyn notes that there is a parking option beyond the street in front of her house: park at the Presbyterian Church across the street. Perhaps could shuttle people across in a golf cart?

Will start collecting money tomorrow. \$20 per person, \$35 per couple.  
(And if you get a tenor to audition, they get to come to the party for free! Kidding.)

Last theme night of the year: Color wars

### **Librarians**

Nearly all the music from the March concert has been collected (missing one piece from someone).

We were left with a small number of donated or TPS-purchased copies. TPS will take the Durufle and Bernstein (which we might conceivably do with the orchestra in future), Tom gets the a cappella pieces.

### **Treasurer**

\$6,335.26 in the account.

Paying \$53.36 to Lynn Jech for the boutinneres.

Wayne met with Stacy and new TPS CFO Gary Egan. Took Lynne off the paperwork for the account and put Wayne on.

TPS would like to emphasize that if someone wants to donate to TPS and have it be tax deductible, they must go through TPS. If they want to donate to the chorus and don't care about taxes, they can go straight to chorus.

In future, when we go on trips as the Phoenix Symphony Chorus, the CFO would like to review the terms/conditions of any contracts in order to check that we're getting good terms. (Any trips where, e.g., a handful of members independently choose to join Tom when he conducts in NYC or elsewhere – that's our own business.)

Stacy and Wayne will redo how they do expenses – will now track payee and category.

Reimbursement for cough drops and pain medicines for the chorus? Turn in receipts to president or VP for sign off, then to the treasurer.

### **Volunteer night**

May 11 is TPS' annual volunteer appreciation night. We will need to RSVP as usual; more details to come.

### **Women's outfits**

Elizabeth Rosensteel would like someone to take over managing the women's uniforms. She has a stock of different sizes that she brings in when appropriate to help people get fitted. Would need someone with the storage space for that collection.

Karen Martin says she has an alto who may be interested.

### **Rehearsal space**

Dan to call CUMC and see if they can turn up the AC.

Wayne to check in with CFO about status of our lease at CUMC.

### **Prescott busses**

Probably picking up from Tempe Marketplace and MetroCenter, but not 100% sure yet.

Call time for busses at noon and 12:30?

Concrete information still to come.

### **Council transition**

Thanks to outgoing members Ivylyn Scott and Katie Jones.

### 2018-19 Council:

President Dan Russ

VP Erin Entringer  
Past president Joel Auernheimer  
Treasurer Wayne Baxter  
Attendance secretary Lisa Autrey  
Recording secretary David Kahrs  
Social co-chairs Tia Coates and Wendy Gould  
Section representatives:  
    Soprano: Adriana Martinez and Leslie Ellingson  
    Alto: Karen Martin and Lynne Traverse  
    Tenor: Stephen Hwang and Lynn Jech  
    Bass: John Vousden and Gary Hubartt  
Librarians Diane Van Dyke, Susie Phillips, Jane Kniffen and Stephanie Siegla  
Webmaster Lisa Rolland-Keith

**Next meeting**

Council retreat? TBD

First meeting of 2018-19 will be August.

Meeting adjourned 6:15 p.m.