

The Phoenix Symphony Chorus Advisory Council

Minutes of Meeting: August 12, 2018

Host: Lisa Autrey (Odyssey Institute, Buckeye)

2018-2019 Advisory Council Attendance					
P	President	Dan Russ	P	Vice President	Erin Entringer
	Chorus Master	Tom Bookhout		TPS Representative	Lana Arne
P	Treasurer	Wayne Baxter	P	Past President	Joel Auernheimer
P	Roster Secretary	Lisa Autrey	P	Recording Secretary	David Kahrs
	Co-Junior Soprano Rep	Leslie Ellingson	P	Co-Junior Soprano Rep	Lorna Kertész
P	Senior Alto Rep	Karen Martin	P	Junior Alto Rep	Lynne Traverse
	Senior Tenor Rep	Stephen Hwang	P	Junior Tenor Rep	Lynn Jech
P	Senior Bass Rep	John Vousden		Junior Bass Rep	Gary Hubartt
	Social Co-Chair	Tia Coates		Social Co-Chair	Wendy Gould
	Librarian	Jane Kniffen	P	Librarian	Susie Phillips
	Librarian	Stephanie Seigla	P	Librarian	Diane VanDyke
P	Webmaster	Lisa Rolland-Keith			

Dan Russ called the meeting to order at 4:55 p.m.

Thank you to the past council members who helped evaluate chorus management software, including Chorus Connection, and Lisa Autrey for setting it up.

Beethoven and James Horner

Labor Day (Labor Night) rehearsal is planned. Short turnaround between Beethoven and Horner. Horner concert is confirmed, with approximately 70 singers.

Awaiting final rehearsal schedule for Beethoven.

Dress rehearsal for Horner October 4.

Don't yet know final numbers for how many singers we will be able to have on stage, and commitment forms have not been provided because rehearsal schedule is still pending from TPS.

Auditions and New Members

14 auditions are scheduled for August 13 and 14. TPS representative will attend auditions. Acceptance should be within several days of auditions. Numbers per section:

- Sopranos: 8, including 3 that may be assigned as Altos.
- Altos: 1.
- Tenors: 2.
- Basses: 3.

After acceptance, contact information will be provided to Section Reps and Roster Secretary.

Vice President will gather new members, hopefully with Section Reps, at second rehearsal to provide orientation. New members will be asked to arrive 30 minutes early.

New members should create TPS ticket purchase account to receive discount, and verify discount is working.

Roster Secretary Report

Rehearsal dates expected from TPS this week, so commitment forms will be sent out shortly after.

Roster is current, TPSC email list is current, pending audition results.

TPS representative needs roster, especially for Beethoven, as soon as possible to complete program.

Vice President will provide Section Reps with current roster for each section.

Library Report

Scores are available for Beethoven. Awaiting Pops, Horner, Harry Potter, Messiah.

Existing notes from Dr. Bookhout are available on the website, but not Chorus Connection yet. Need to verify that notes are from correct conductor.

Treasury Report

\$6,021.22 in the account. Nothing payable or receivable, and all transactions are reconciled.

TPS would like to review check register each month.

End-of-year expense report: net cost to TPSC of \$257.68. A \$10 discrepancy was found.

The goal is revenue neutrality in most cases.

Website Report

Uncertain when Chorus Connection will be provided to members to create accounts. Email is ready to go once roster is finalized, potentially after first rehearsal.

Shift of content to Chorus Connection will occur along with other upcoming website updates.

With password-protected materials moved to Chorus Connection, website could be downgraded to a lower cost and would only contain public material.

Paris

Survey is due August 12. Refer questions to Dr. Bookhout.

Social Chair Report

Tentative regional dinner date was proposed for September 29. Consideration of Horner concert is needed, and Council recommends a date in October.

Dessert night may be too much food in too little time. Decisions to be made.

Question regarding the status of an October choral festival event, and whether the event is still occurring. President will follow up with organizer.

Wayne Baxter suggested a theme night: What I Did On My Summer Vacation clothes or accessories.

Handbook Update

Comments and finalization of document were reviewed, including clarification on past phrasing, including deposits taken from members that were not handing in music.

Webmaster will post updated pdf to website. Include update in email to TPSC members.

Add TPS's emergency protocol when they have updated it. TPS may still be finalizing their own. Webmaster will follow up. President will check with CUMC for a site-specific evacuation plan.

Women's outfits

Kristi Christian will coordinate dress orders, which must be done promptly because of the early concert date.

Council Meeting Schedule

Attempt to stay with second Sunday for entire year. Attempt to find a central and consistent location for meetings. Rental rooms, libraries, Bookman's, TPS offices, or restaurants, or other facilities will be considered.

Next meeting will be scheduled for September 9, unless major conflicts arise.

Section Rep Comments

President has raised the issue of a need for a tighter attendance policy with Dr. Bookhout. Enforcement can be challenging in a volunteer setting.

Council members noted the following issues:

- Second-hand communication regarding absences.
- Encouragement from section reps does not always take effect.
- Honesty regarding member's ability to commit should be provided by section reps (with Chorus Master input) if member is unwilling to recognize the issue.
- Attendance is a priority even when repertoire is already familiar, for ensemble, morale, and other reasons.
- Ad hoc admissions to TPSC have been seen to result in poor outcomes – poor attendance and commitment.
- Misuse and overuse of phones and electronic devices.
- Failure to take notes, even when singer does not know music or follow notes.
- Failure to sing.
- Jewelry and clothing that does not follow handbook standards.

Chorus Connection Training

Attendance cannot be recorded for individuals until their account is created. Use Stephen Hwang's account as test case on setting up a new account. Test for notification to set up new account, and how accounts do or do not appear in a roster depending on whether chorus member has responded to invitation to activate account.

Council is encouraged to set a good example by completing their profile.

Council will all have access to member information. Not all council members have full admin privileges. Adaptation will be needed as we become familiar with options.

Calendar currently matches TPSC website, but updates will be needed once full schedule is provided by TPS.

Music page primarily for audio files, rather than library management. Pdf notes, handbook, and other items will be posted under Files.

Bulletin Board may require guidelines to be developed for posting. Bulletin Board is secure and not open or shareable, unlike Facebook. May be used for carpools, social coordination, or other communications with private information. Limitations on posting may be needed. Any admin can moderate – led by social chairs or President/Vice President, possibly. No desire to limit Facebook, so Chorus Connection may be a good repository for secure information.

Options for notifications of new posts are available.

Groups option allows section-specific or concert-specific tasks, but email function may need more information before using.

Suggestion to list officers on homepage, and link to important documents.

Need to investigate if email addresses can be changed or updated.

As recommended by Treasurer, TPSC will not use the Stripe-based payment function because fees are 2.9% + \$0.30 per payment, extracted from payment amount. Manual payments can be tracked through Chorus Connection.

Council meeting used as test seating chart.

Meeting adjourned 6:35 p.m.