

**The Phoenix Symphony Chorus Advisory Council**  
**Minutes of Meeting: February 11, 2018**  
**Host: Lynne Traverse**

**Attendees** (in yellow): **Joel Auernheimer**, Tom Bookhout, Tia Coates, **Erin Entringer**, Wendy Gould, **Steven 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, Malia Arguello, Symphony Representative

Joel Auernheimer called the meeting to order at 6:10 p.m.

**March concert**

Number of tickets sold? Only TPS knows – would like to know from Malia.  
(Update via email: 74 tickets sold as of Feb. 15)

Layout? Tom working on ideas.

Attendance problems – section reps, please pay attention to who has missed over 25% and escalate those issues to Joel and Tom.

Record concert? Would be nice. Craig Spaulding perhaps could help?

**Arizona Horizon**

Everyone on board for a TPSC group to appear on “Arizona Horizon” on Arizona PBS. Todd Vigil has given his blessing for us to proceed.

Show producers have us tentatively on the calendar for Tuesday, March 20. Would need us there and ready to go at 4:30 p.m. Can fit about 20 singers in the studio.

Tom to weigh in on how to select singers.

**Brahms**

Parking passes have been ordered for May.

**Chorus Management Software**

Malia should have what she needs now to get payments set up. Will let us know when it has been purchased.

Timing: work on getting it set up and training officers (new and continuing) in April/May.

**Election**

Ask Wendy to send a correction/reminder of key dates (March, not May!)

Should change from March 19 to the week after (March 26) – the 19<sup>th</sup> is our dress rehearsal for the solo concert, so don't want to (a) take time away from that or (b) exclude singers who are not in that concert.

Could also do the election online?

### **Handbook**

We'll do our usual handbook review at the end of the season, but with elections coming up, a couple of things are relevant now:

- Webmaster position is not yet in the handbook. Add description and term of office. Will handle like librarians: indefinite term, but with a 2 year minimum to limit turnover.
- Librarians. Add a note that council should explicitly check in with each librarian to see whether they are willing to continue for another year. No fair assuming!
- Check for links to the old TPSC Google site and update them.

Katie to draft proposed updates and send around to council before next meeting.

Other ideas to consider further during the full handbook review:

- Is the election process specified in the handbook? (i.e. could we do it online if we wanted to?)
- Absence forms. Handbook still says members must fill them out; update to say that members must provide notice in writing (email, text, written note)
- Emergency protocol at Symphony Hall: what happens in an emergency, what everyone is supposed to do. Get info from TPS and add to handbook where people can review it annually. Ask Malia? (Update via email: TPS is revising their own emergency protocol at the moment – Malia will let us know when they've finished.)

Old Google site – take down or archive. Lisa and Joel to handle.

### **Attendance**

Alto reps suggest that we need a way to note when singers do not attend because they are not needed (i.e., are not singing in the concert for which we are rehearsing). Going forward, section reps are to use N/A in these cases. (No expectation of changing notes for past rehearsals.)

### **Librarian**

Have a few extra sets of music for March concert after people dropped out.

### **Treasurer**

\$7,854.26

Still high from member payments for music. Everyone has paid!

**Other**

Reminder to all wear nametags! Helps new people.

**Concert flyers**

Need it approved by TPS – presumably will want it to incorporate their branding. Tom/TPS should be the final say. (Update via email from Malia: TPS Marketing department is working on a flier for us.)

Trading ads with Phoenix Chorale in Pinnacle concert programs – we will have a half-page in their program, will include their ad in ours.

**Next meeting**

March 18 – Tia volunteered to host. Will confirm with her that the date is ok.

Adjourned 7:07 p.m.