

TCW Choir Parent Organization

Meeting Minutes
December 12th, 2020 via zoom
9 am

- Attendees
  - Directors: Erich Wangeman, Wendee Wolf-Schlarf, and Emerick Dee.
  - Zoom participants: Tom Hoxsie, Heather Hoxsie, Kami Michael, Robert & Yumi Moeser, Angela Wiliford, Katie Verschaeve, HT & Lauren Snowday, Alison Kadlec, David Hassing, Kim Sipple, Sharon Zywicki, James Perrault, Lisa Woodcox
- Welcome & Introductions - Tom Hoxsie
  - Called to order at 9:09 am.
  - Trying to find creative ways to support choir program during this unique time.
- Approval of prior meeting minutes from 11/14/20
  - Motion to accept - Robert Moeser
  - Second the motion - Kami Michael
- Consent agenda - pre-reviewed
  - Directors Reports
    - Wendee Wolf-Schlarf
      - *Students have been doing the best they can with regards to practicing music with the hopes of being able to record our holiday selections on the 18th. With the news that we will be*

remote until at least Dec. 21, it has been a challenging few days. That being said, the musicians in Cantate and Bel Canto are rallying. We continue our progressive work in music theory and are starting on our holiday singing gram project. We will work in some social/fun time to lighten the mood as we approach the winter break.

- *Students are being asked to turn in their fundraising money and unsold cards before Dec. 18. They can bring the items to the WSH Main Office at school between 7:30 am - 3:30 pm. If dropping off during the day isn't possible for families, then we are looking to arrange an evening drop off time on a specific day next week.*

■ Erich Wangeman

- *Though we are disappointed not to be returning before the Holiday Break, the safety and well-being of our community must be first priority. Based on informal surveys, students are divided about whether they prefer online learning versus F2F. We are disappointed that the work we'd been doing to prepare for a Holiday Assessment Activity/Performance Video will not happen. Some of the music will transfer over into second semester but some of the holiday tunes will, of course, be scrapped. To the cause of learning and music education our work on those pieces was not in vane.*
- *As Wendee stated, our mission is to provide worthwhile singing opportunities to our students in the next couple of weeks. We're working on projects that will further their love of singing and hopefully add some spirit to the holidays.*
- *Special thanks to those folks who met to discuss the forward direction of the Ads and Sponsor Program. That committee has made some progress and will have some recommendations for the entire organization.*
- *To that end it is amazing to see how well our new structure is serving the TCWCPO . Having committees meet outside of the monthly meetings to discuss and work on projects really helps to further our mission. Additionally, this consent agenda is another great way to ensure we have more time for new business. We greatly appreciate the work that Tom and Heather are doing!*

        - Emerick Dee
            - *I don't have much to report for West Middle School Choirs. I am thankful that we are back in person and the students sounded great singing in class today for the first time in several weeks! I have Choir Code SING! t-shirts to hand out as a bit of a Christmas present. I'm hoping that we'll be able to continue to have school in person going forward. It makes a HUGE difference in connections with the students! I will probably have a December Choir newsletter to send out just before break that will feature some links to recordings to share with family and friends over the holidays. That's all for now.* SING! :-)

    - Budget/Treasurer report
        - *Attached are the Profit and Loss Statement, Balance Sheet Statement and the latest Bank Statement for the TCWCO. I have resent requests for payment for our Account Receivable items that are listed on the Balance Sheet. $100 is still outstanding from MSVMA for the lunches provided to the adjudicators for the Solo & Ensemble and the renewal fee for the WMS for MSVMA. The IRS Form 1023 (Enrollment for Non-Profit Status) has been filed. If you think I should include a copy of the 1023 form, I can include this also. I have also filed the most recent Income Tax return (Form 990). I will be filing the prior years also in the upcoming weeks.*

- Student Rep. Report - Not present, no report
- Committee reports
    - Social media-Angela Wiliford - Arranged to re-recognize ads/sponsors due to getting advertisement for only one concert last year. Posted on TCAPS social media, and reminded families to support these small businesses as much as possible.
    - Ads and Sponsors-(Heather Fewins, Katie Verschaeve, Heather Hoxsie) - see new business below.

- Scholarships - Looking for lead, Robin Keller volunteered to help. Subcommittee to create applications and roll out to the kids. Plans for the interview process to be included, which is good experience for the kids. Award can by used in any manner to enrich student music experience - for example may be used for vocal music camps.
- Uniforms (Natalie, Kami, Lauren S. - Subcommittee to meet and formulate plan for relocating to clear room for upcoming musical.
- Choir spirit (Sarah Newcomb) - Online store closed currently, but plans to reopen soon. Working on water bottle design.
- Booster rep (Tom H.) - Enjoyed the speaker, Mary Land, regarding the struggles of teaching at this challenging time.
  - Mini grant approvals - $4000 awarded.
- Website (HT Snowday) - about to launch Google Suite
  - Tcwestchoirs.com (Check it out).
  - He is taking recommendations for prioritizing what aspect will be developed next.
  - Social media feed (reflects Facebook), though provides additional avenues for posting videos.
  - Choir lists to be clarified.
  - Link to store page.
  - Calendar links are updated.
  - Middle school program will be linked to website as well.
  - We are very close to non-profit status which allows free access to this service.
- Front of the House-(Lisa W.) - No report

    - Mix and Mingle (M&M) - Still on hold . Timing is a consideration as we will need to coordinate with upcoming musical and potential upcoming middle school singa-thon.
        - Site/Location-Angela Wiliford
        - Silent auction- (not yet confirmed)
- Old business
    - Middle school did not participate in choir card sales, and no plans to fund raise until singathon which will be WMS focused.
    - Mr. Wangeman - outlined M&M and cabaret will be WSH focused events.

    - Heather SL reminded us money raised that is not related to our mission is taxable income.

- New business
    - Musical upcoming in March in some form or fashion - TBA.
    - Discuss Ads and Sponsors and where to go with it in consideration of covid times - Subcommittee report
        - Plan to run last year's ads again for upcoming events at smaller size.
        - Plans to roll out new sales after Christmas break - Due date 1/22/21 (soft deadline through 1/29/21).
        - Concern raised for selling ads at the beginning of the 2021, then looking ahead to turn around and sell again a few months later in the fall. It was noted that there is added value with posting ads on our social media. Considering the difficult economic times, sales may be

more challenging. Will proceed (later winter sale this school year and fall sale next year), and expect some businesses may opt out.
        - Brochures are nearly ready for print deadline Monday.
        - Will have some paper brochures, and a PDF file to share.
        - Potential conflict issues through Youtube - Will not be able to post ads/sponsors here. Need to avoid monetizing on youtube or risk of being shut down. Dilemma would be solved by linking to our social media home page.
        - Discussed setting up links to buy ad sponsorships w/ credit cards. Currently we don't have a credit card option for businesses to purchase ads. We are set-up only to buy/pay via check. Ideally would have "click here" to pay online. Group decided to continue status quo, and keep collecting via check this year. Hopefully can work through logistics and streamline this process for next year.
    - Discussed upcoming booklet production and what to use in lieu of group photos.
        - Seniors have professional headshots that would work, though need to gather photos from underclassmen.
        - May use photographer that photographed choirs in the past
    - Directors to consider updating bio.

- Adjourned meeting at 10:46 am.

  Minutes respectfully submitted by Natalie Gray