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| Welcome and Introductions!Minutes of May 19, 2021 Board Meeting (Jennifer M)Business: Assignments/GoalsSelect Board Meeting Date and TimeSecretary Jennifer Miller* + 1. 2021/22 Roster and post on private website
		2. Maintain master calendar, and ensure appropriate parts are visible on public and private website
		3. Work with PIO/webmaster as appropriate

Treasurer Tadeusz Wroblewski* + 1. New Bank

Auditor Elisa LevyClose 2020/21 FinancialsBudget 2021/22Change of CPAPublic Information Officer Jennifer Simmons* + 1. Coordinate with Webmaster
		2. Public Website
			1. Update photo gallery
			2. Add links to YouTube and Facebook
		3. Private Side of Website
			1. Add links to Flickr (private photos)
		4. Update Officers and contact info where appropriate on website
		5. Update Student Leadership where appropriate (maintain prior year’s leaders)
		6. Update photo banner on Facebook

Octet Coordinator John Leckie* + 1. Obtain contacts from Eric Bastin for calendared Octets
		2. Contact them to reserve dates and times
		3. Coordinate State Capitol with Jazz choir
		4. Obtain from DJUSD all forms needed for:
			1. Chaperones, Field Trips, Medication, Drivers, Medical Authorization
			2. Determine which can be submitted electronically
		5. Create signup form on private website for students and drivers
			1. Determine best approach to remiders/notice/car assignments/etc.
			2. Communicate process/solution to PIO for posting on private website

Fundraising Coordinator (VACANT)Costume Co-Coordinators Martina Faller, Wendy Haworth* + 1. Prepare budget for 2021/2022 Costume Closet
		2. Contemplate needs for next 3 years
		3. Polos and Sweatshirts
		4. Light weight jackets?
		5. Other costume issues?

Madrigal Dinner Co-Coordinators Jennifer Adams, Jane HerrmannBudget* + 1. Needs

Alumni Coordinator Mike BobellNewsletter scheduleNeeds1. **Reports**
	1. President

RetreatTrip* 1. Treasurer/Auditor
		1. Interim financial Report
	2. Director’s Report
	3. Others?
1. **Calendar Run (see attached)**
2. **Adjourn**
 | 7:008:00 |

* Board Meetings: 3rd Wednesday at 7:00 PM
* Parent Meetings: 1st Tuesday at 7:00 PM (starting September)

**Board of Directors**

## President, Mike Levy

## Secretary, Jennifer Miller

## Treasurer, Tadeusz Wroblewski

## Auditor, Elisa Levy

## Public Information Officer, Jennifer Simmons

## Octet Coordinator, John Leckie

## Fundraising Coordinator (VACANT)

## Costume Co-Coordinators, Martina Faller/Wendy Haworth

## Madrigal Dinner Co-Coordinators, Jennifer Adams/Jane Herrmann

## Alumni Coordinator, Mike Bobell

## Other Volunteers

## Webmaste,r Qiang Wang

## Auction Coordinator, Shannah Whithaus

## Retreat Coordinator, Cannie Lorico Hertz

## Wine Pour Coordinator, Diccon Westworth

## Junior Madrigals and Kids Workshops, Amber Robinson-Burmester