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| Welcome and Introductions!Minutes of May 19, 2021 Board Meeting (Jennifer M)- tabled until July meetingBusiness: Assignments/GoalsSelect Board Meeting Date and TimeBoard Meeting schedule confirmed for 3rd Wednesday of each month at 7pm; 1st Tuesday of each month at 7pm are Parent MeetingsSecretary Jennifer Miller  * + 1. Finalize 2021/22 Roster and work with Webmaster to post on private area of website     2. Maintain master calendar, and ensure appropriate activities are visible on public and private website; work with Jennifer Simmons and Wang and Mike to figure out how to set up  Treasurer Tadeusz WroblewskiSwitching to Travis Credit Union- Auditor and Treasurer reported they have identified Travis Credit Union as our new financial institution and have proposed moving our accounts from USE to Travis. The Board indicated approval by acclimation.  * + 1. Have a couple of checks received/pending deposit     2. Spent $1350 for Senior dinner     3. Just about broke even for End of Year Celebration event (cash/checks received)  Auditor Elisa LevyClose 2020/21 Financials- tabled until next meeting; budget will close August 31Budget 2021/22- will adopt the budget for the year during August Parent meetingChange of CPA- Matthew WeinerPublic Information Officer Jennifer Simmons  * + 1. Coordinate with Webmaster     2. Public Website        1. Update photo gallery        2. Add links to YouTube and Facebook - YouTube account- uploads need to be vetted for appropriateness/legal     3. Private Side of Website        1. Add links to Flickr (private photos)           1. Need to add/post login: dhsmads@yahoo.com and password (Brunelle2019!)        2. Update Officers and contact info where appropriate on website        3. Contact updates (troubleshoot); consider Auctria interface?        4. Update Student Leadership where appropriate – maintain history        5. Update photo banner on Facebook & Instagram- get passwords/account information from Jennifer Chapman        6. Use Peach Jar and Davis Enterprise to promote events  Octet Coordinator John Leckie  * + 1. Met with Eric Bastin for orientation; has information from Eric to make contacts and reserve dates and times; spreadsheets for costs     2. Coordinate State Capitol with Jazz choir- Erin Renfrey     3. Carpool website for signups and information sharing; GroupMe     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 reminders/notice/car assignments/etc.        2. Communicate process/solution to PIO for posting on private website  Shoshana Zatz used to coordinate; 4th and Hope in Woodland serving meals once a monthFundraising Coordinator (VACANT)Jennifer Adams has a friend who is willing to help supportCostume Co-Coordinators Martina Faller/Wendy Haworth  * + 1. Prepare budget for 2021/2022 Costume Closet- see Wendy’s handout. Recommendation to raise cost to $325/year. Ask families for trim/fabric donations to help stock the sample library. Plan for $5000.00 annual expenses from general fund to be earmarked for costume closet. Motion to approve $5500.00- 1st: Elisa; 2nd: John     2. Polos and Sweatshirts- only received 1 form to date; Jennifer Miller to send Martina/Wendy spreadsheet with contact information. There is a small number remaining in inventory.     3. Light weight jackets- check with Ink Monkey about a lightweight blazer or jacket for use when chaperoning; possibly name tags; lanyards for trips     4. Wendy has designed a new costume orientation process for next Spring.  Madrigal Dinner Co-Coordinators Jennifer Adams/Jane HerrmannBudget- need to identify minimum amount of proceeds and then budget built around meeting that target. Need this by July Board meeting.  * + 1. Jennifer A, Jennifer C and Jane Herrmann plan to meet soon.     2. Recommendation to have parent sign-up sheet ready in November so parents can plan ahead for volunteering.  Alumni Coordinator Mike BobellNewsletter schedule- how to help encourage student submissions in the future- possibly assign Section Leads as point person; set production deadlines; considering an alumni reunion in early August; need to select college information nights.  1. **Reports**    1. President  Retreat- September 17-19; Cannie Hertz found Zephyr Point in South Lake Tahoe. If we book there is a non-refundable deposit of 20% of approximately $6,700.00. Recommendation that we place the deposit. Parents in cabins and students in dormitories. Move to place the deposit- 1st: Jen M.; 2nd: JohnTrip- possibly Scotland; Karen will begin research after her vacation  * 1. Treasurer/Auditor      1. Interim financial Report   2. Director’s Report - none   3. Others?  1. **Calendar Run (see attached)** 2. **Adjourn** | 7:15  8:17 |

* 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

## Webmaster, Qiang Wang

## Auction Coordinator, Shannah Whithaus

## Retreat Coordinator, Cannie Lorico Hertz

## Wine Pour Coordinator, Diccon Westworth

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