|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Start** | 7:20pm |  |  |
| **Attendees** | Mike Levy, Elisa Levy, Karen Gardias, Sara Fiscus, Alex Lowrie, Gabor Hertz, Cannie Hertz, John Leckie, Jennifer Adams, Jennifer Simmons | | |
| President Levy began the meeting at 7:20pm and all attendees introduced themselves. The following was discussed. | | |  |
| 1. **May 18, 2022 Board Meeting Minutes** | Not read; approval tabled to August 17 meeting. | |  |
| 1. **Calendar Run** | **Board Meetings 3rd Wednesday/Mo./7pm/Levy Home:** | | |
|  | August 17, 2022  Sept 21, 2022  Oct. 19, 2022  Nov 16, 2022  No Dec mtg. | Jan 18, 2023  Feb 15, 2023  March 15, 2023  April 19, 2023  May 17, 2023 |  |
|  | **Parent Meetings 1st Tuesday/Mo./7pm/Dr. Gardias’ Classroom:** | |  |
|  | Aug. 30, 2022\*  Oct. 4, 2022  Nov 1, 2022  Nov. 29, 2022 (in place of Dec. Mtg.)\* | Jan 3, 2023  February 7, 2023  March 7, 2023  April 4, 2023  May 2, 2023  June 6, 2023  \*Denotes unique date |  |
|  |  |  |  |
|  | **Events** 2022 Welcome Potluck Dinner: August 30, 6:00 PMRetreat: October 7 – 9; University of Redlands San Anselmo CenterWine Pour: October 23, 7pm Bet HaverimVeteran’s Day Performance: November 11, 10 AM, Davis CemeteryKids Workshop: November 11, time TBDDowntown Davis Tree Lighting: December 1, time TBDMadrigal Dinner/Silent Auction: December 2 – 3Events Cont…Winter Concert: December 6Madrigal Alumni Sing-along: December 17, venue TBD (new event)Additional December, 2022 Engagements: Full choir and Octet performances as requested by publicAuditions for 2023/24 Choir: March 6DJUSD Spring Break: March 27-31New York Trip: April 13-18, 2023 (tentative; Eric Whitacre/Lincoln Center)Memorial Day Performance: May 29, 10am, Davis CemeteryPops Concert Dress Rehearsal: June 2Pops Concert: June 3Possible EventsPaul Phoenix visit to Davis: workshop and concert (TBD) | | |
| 1. **Business** | Review Roles and Responsibilities (see agenda for board/volunteer lists and responsibilities) | | |
| **Officer/Volunteer Reports** | President Mike LevyStressed importance of taking detailed minutes and keeping good records. | | |
| **Secretary Sara Fiscus**   * President Levy reviewed the following critical responsibilities of this role   + Create/maintain student-family roster   + Update internal website with board and volunteers   + Create/maintain master calendar and update on internal website   + Draft, circulate, maintain meeting agendas and minutes; ensure posted to internal website   + Circulate meeting notices to parents and board IN ADVANCE of each meeting with a link to the materials on website.   + Sara said she’ll do her best and still needs to meet with Jennifer Miller, past secretary, for training on how the internal website is administered. | | |
| **Treasurer Tadeusz Wroblewski: Not present** | | |
| **Auditor Elisa Levy**   * Monthly financials close the day before the parent meeting each month. * 22-23 budget will be prepared and circulated in next few weeks; to be reviewed at August 17 board meeting. | | |
| **Public Information Officer Jennifer Simmons**   * Request made to Jenny to review the website photo upload; Flikr isn’t working well. * Ping students/parents from UK trip to provide photos and videos from the trip. * Auctria used for ticket sales and auction. | | |
| **Octet Coordinator John Leckie**   * Field trip forms for Octets and for the retreat; get from DHS and have copies for parents to sign at the August 30 parent meeting.   + - Octet form is open dates (just say TBD), retreat form is October 7-9.   + Coordinate DJUSD Parent driver forms and process   + Madrigals medical/emergency contact form??? | | |
| **Fundraising Coordinator Alex Lowrie**   * Too late to apply for federal and state grants. Alex will organize the big grant applications this spring for next year. * Alex requested list of funding sources from past. Answer: No past history, not a lot of focus on this due to resource constraints. Elisa suggests a separate fundraising meeting to do a deeper dive into what has been done in the past. * Nugget Script Card. Alex needs to get the cards and set up. * Amazon Smile. Need to distribute the URL for this. Elisa has deets. * Karen brought up question of motivating sponsors. How do we recognize? Elisa mentioned sponsor logos can be listed on Auctria with a hyperlink. * Elisa and Alex will meet offline to discuss fundraising in general and new ideas including sponsorship. | | |
| **Costume Co-Coordinator Gabor Hertz**   * Will coordinate with Wendy Haworth * Organize polo and sweatshirt sales * Work with Wendy to set a costume budget for 22/23 season and agree to stipend for Wendy. | | |
| Madrigal Dinner Jennifer Adams  * Tasting this Saturday in Vacaville, 5pm. * Need to purchase carpet for the stage.   + Also need to build a stage, which will drive the carpet dimensions.   + Venue for the Madrigal Dinner changes, and drives the size of the stage.   + Maria, Raychel, Sophia, and Georgia are designing the stage.   + Idea to base the size on what was used last year.   + Jennifer will research it and f/u with stage designers –Maria, Raychel, Sophia, and Georgia. She will obtain dimensions of the stage and carpet set up that was used in the past.   + Mike gave approval to go ahead and buy carpet   + Jennifer will look for donation/discount/sponsorship opportunity with carpet purchase. * Request that auction donations solicitation begin sooner. | | |
| Alumni Coordinator Martina Bobell: Not present. | | |
| Retreat Coordinator Cannie HertzRetreat: October 7 – 9; University of Redlands San Anselmo Center$220/person including food  * Karen needs chaperone names for retreat ASAP. Minimum 6 chaperone names by July 22. * John will provide a draft email. Sara needs to get it out to parents ASAP.  Chaperones need to complete the DJUSD driver form. | | |
| 1. **Aug. 17 Board Meeting Agenda** | TopicsGeneral BudgetCostume BudgetNY TripAugust 30 Parent MeetingCalendarRosterField Trip FormsOther FormsCirculate agenda in advance and be well organized. | | |
| **Meeting Adjourned** | 9:15pm | | |