



PASADENA  
SHOWCASE  
HOUSE  
*for the Arts*

## PASADENA SHOWCASE HOUSE FOR THE ARTS

### **General Meeting Minutes - Approved Wednesday, November 05, 2008 Pasadena Conservatory of Music**

#### **CALL TO ORDER**

Board President Joy Sullivan called the meeting to order at 9:36 AM. Joy thanked members Barbara Damerel and Dana Marevich for setting up the refreshments.

Joy announced that today's meeting would go out of order from the agenda. Shelly Reisch introduced Mr. Stephen McCurry, Executive Director, Pasadena Conservatory of Music. Mr. McCurry thanked the members of Pasadena Showcase House for the Arts for the support and partnership and acknowledged the success of the Music Mobile program. On behalf of PSHA, Joy presented Mr. McCurry with two tickets to Walt Disney Concert Hall.

Joy made the following announcements:

- 1) October 18, 2008 – Receipt of award by Women in Theater –  
The award honors individuals and organizations for distinguished service to the Theatrical Arts in the greater Los Angeles area. PSHA received two certificates including one from the California State Senate. Joy thanked the members who attended the awards luncheon with her: Suzanne Abbott, Marti Farley, Beverly Marksbury, Delise Menik, Gretchen McNally, Kaytie Watkins, and Phyllis Wilburn.
- 2) October 19, 2008 - PSHA's 60<sup>th</sup> Anniversary Celebration -  
Approximately 280 people attended. Joy thanked Vicki and Kerry McCluggage for allowing PSHA to use their home, and committee members for their work on the event. The committee members were: Suzanne Abbott & Vicki McCluggage, Flowers & Rentals; Karen Stracka & Barbara Voors, Caterer Liasons; Jennifer Johnson, Delise Menik, & Gretchen McNally, Invitations; Doris Christy, Reservations & Gifts; Marilyn Anderson, Gifts; Donna Gotch, Minutes & History of the House; Fran Biles, Locating Past Members; Charlotte Varner, Name Tags; Marti Farley, Budget; Jennifer Higginbotham, Wine.
- 3) Policies and Procedure change – The Board voted that beginning this year, Provisionals will be allowed to staff Key Positions during Showcase House.

#### **RECORDING SECRETARY: LISA LOEFFLER**

*Lisa motioned that the minutes of the October 01, 2008, General Meeting be approved.  
Motion carried.*

#### **CORRESPONDING SECRETARY: LINDA JENKINS**

No report.

**BOARD TREASURER: CINDY STEFFEN**

Union Bank of California -

Cindy reported the balances as of the reporting period as:

Board Interest Checking Account:	\$18,052.94
Money Market Business Account:	\$99,774.20

The report was filed.

**BENEFIT TREASURER: MARY ANN CLAYTON - Absent**

Union Bank of California -

Cindy reported the balances as of the reporting period as:

Regular Checking:	\$13,638.68
Interest Checking:	\$12,468.09

**INVESTMENT FUND: RARY SIMMONS – Absent**

Joy reported the balance as of the reporting period as: \$2,015,377.65

**1<sup>ST</sup> VICE PRESIDENT: DELISE MENIK**

Delise reported that at the October 15, 2008, Board meeting the following changes to the By Laws, as recommended by the Policies and Procedures Committee, were approved by the Board.

Delise stated that the Policies and Procedures committee had met in September; and prior to the Policies and Procedures meeting, the Executive Board had met and made recommendations. Due to the decrease in membership the main focus was: 1) How to increase membership through promoting the benefits of membership and 2) Reducing membership requirements.

*Members of the Policies and Procedures Committee (appointed by the President) are:* Joy Sullivan, Marti Farley, Kathy Feely, Donna Gotch, Jennifer Higginbotham, Jennifer Johnson, Beverly Marksbury, Delise Menik, Gretchen McNally, Monica Miller Walsh, and Suzanne Wilcox.

*Members of the Ad Hoc Committee on Membership are:* Joy Sullivan, Marilyn Anderson, Marti Farley, Kathy Feely, Marilynn Frances, Donna Gotch, Linda Jenkins, Lisa Lipman, Beverly Marksbury, Jan McEachern, Delise Menik, Gretchen McNally, Micheline Ré, Shelly Reisch, Barbara Sanchez, Kaytie Watkins, Janet Wilcox.

Delise distributed a report outlining the proposed changes to the Standing Rules, ByLaws, and Policies and Procedures. A copy of the Report is attached to the minutes.

*The following motions were made by Delise:*

## STANDING RULES (pg 20)

### **1. FINANCIAL OBLIGATIONS -**

#### ***Motion:***

*All Active members shall pay annual dues of one hundred dollars (\$100.00). Active member benefits include: season tickets to a Los Angeles Philharmonic performance, lunch at the October General Meeting, lunch at Punch & Lunch, the Closing Party, and the Year End Celebration.*

*All Business members shall pay annual dues of one hundred dollars (\$100.00). Business member benefits include: season tickets to a Los Angeles Philharmonic performance, lunch at the October General Meeting, lunch at Punch & Lunch, the Closing Party, and the Year End Celebration.*

*All Provisional members shall pay annual dues of one hundred dollars (\$100.00). Provisional member benefits include: season tickets to a Los Angeles Philharmonic performance, lunch at the October General Meeting, lunch at Punch & Lunch, the Closing Party, and the Year End Celebration.*

*All Intermediate members shall pay annual dues of one hundred dollars (\$100.00). Intermediate member benefits include: the Closing Party, Tea and Tour and the Year End Celebration. Optional season tickets \$150.00.*

*All Associate members shall pay annual dues of one hundred dollars (\$100.00). Associate member benefits include: Tea and Tour and the Year End Celebration. Optional season tickets \$150.00.*

*All Non-resident members shall pay dues of one hundred dollars (\$100.00).*

***Motion carried.***

### **2. MEMBERSHIP SERVICE RESPONSIBILITIES (pg 21)**

***Motion:*** (New item 2. B. 3. read): *All PSHA Music Program support will be on a first come, first serve basis. Motion carried.*

***Motion:*** *Under MEMBERSHIP SERVICE RESPONSIBILITIES item C Showcase House, exterior work day be excluded from all categories (1-3). Motion carried.*

## BYLAWS (pg 24)

### **ARTICLE III – MEMBERSHIP (pg 24)**

#### **Section B. Proposing a Provisional Candidate**

***Motion:*** (At item 2. change letters 'e' and 'f') *Provisional members may propose or second a candidate (e) and all other Sponsor exclusions be eliminated (f). Motion carried.*

#### **Section D. Membership Definition & Requirements**

***Motion:*** (At item 3. a. 2)) *Change to Provisional members may be eligible to propose or second a candidate for membership and (At item c.) Change PROVISIONAL FEE to PROVISIONAL DUES. Motion carried.*

**ARTICLE IV. – FINANCIAL POLICY (pg 32)**  
**Section B. Financial Obligations**

*Motion: (At item 2) Change PROVISIONAL FEE to PROVISIONAL DUES and Delete item 3. SEASON TICKETS. Motion carried.*

*Motion made by Donna Gotch: Under PROPOSED FINANCIAL OBLIGATIONS, STANDING RULES page 20,C. should now read All Provisional members shall pay Provisional dues... Motion carried.*

**ARTICLE VI. – BOARD OF DIRECTORS (pg 35)**  
**Section B. Length of Term**

*Motion: Section B read: The Board of Directors shall serve one-year beginning at July 1 and ending June 30. The exceptions shall be the 3<sup>rd</sup> Vice President – Finance, Board Treasurer and Benefit Treasurer whose terms shall run August 1 to July 31. Motion carried.*

**ARTICLE VII. – DUTIES OF OFFICERS AND CHAIRMEN (pg 37)**  
**Section A. The Executive Committee**

*Motion: At Item 1. PRESIDENT, add, Shall appoint three (3) members to serve on the Audit Committee. Motion carried.*

**Section B. Standing Committee**

*Motion: (Item 9.) Under PUBLICATIONS CHAIRMAN letter 'f' is added and should read: Shall coordinate the oversight of the PSHA website. Motion carried.*

**2<sup>ND</sup> VICE PRESIDENT: MARTI FARLEY**

Marti reported that she had secured the 2009 Showcase House. Located in the Estate area of San Marino, the 9,000 square foot house sits on 2.1 acres. The house was designed by Pasadena architect G. Lawrence Stimson and built in 1917 in the style of Italian Renaissance Revival.

Reports were made by the following Benefit Committee members:  
*Melinda Snyder, Staffing* – Pre-staffing and Staffing schedules will be managed via PSHA's web site this year. Pre-staffing begins February 02, 2009. Members who do not have internet access are requested to contact Michaeline Ré. Members are no longer required to bring snacks to staffing work days. Melinda reminded the members that Active & Provisionals are required to work 2 staffings and Business 1 staffing.

*Nicole DeWeese, Gift certificates* – Certificates will be available to purchase beginning in December. Members may purchase up to 10 certificates.

*Andrell Panconi, Promotion Items* - Andrell presented items available for purchase.

**3<sup>RD</sup> VICE PRESIDENT: SUZANNE WILCOX - Absent**

No report.

#### **4<sup>TH</sup> VICE PRESIDENT: KATHY FEELY**

Kathy reported receipt of 62 gifts and grants applications, a substantial increase from 2007/2008. Kathy shared a letter received from a parent of a student at Pasadena High School thanking PSHA for the production grant that helped fund the school's 2008 musical.

Kathy acknowledged the 2008/2009 Gifts and Grants committee: Marilyn Anderson, Liz Giordano, Brigett Guitron, Jan McEachern, Gretchen McNally, Lynn Mehl, Delise Menik, Undine Schwarz, Cindy Steffen, Joy Sullivan, and Julie Withers. The committee will hold its first meeting November 13, 2008.

#### **HOSPITALITY: BARBARA DAMEREL**

Barbara announced that PSHA's annual Holiday party would be held December 07, 2008 at the home of Doug & Jan McEachern. The party will be catered by The Spot and the cost is \$50 per person.

#### **INSTRUMENTAL COMPETITION: KAYTIE WATKINS**

Kaytie reported that the 2008 Instrumental Competition would again be held at Westridge School, Pasadena. Initially Westridge stated a conflict with the November 20th date, but wanted to support PSHA so re-arranged its schedule. In addition, the rental fee of \$1500 has been waived. The 2008 Head Judge will be David Garrett.

#### **MEMBERSHIP: BEVERLY MARKSBURY**

Beverly reported that the following membership status change requests were approved at the October 15, 2008, Board meeting:

1. *Cathy Raacke - granted a one-year leave of absence.*
2. *Paulette Geragos - granted a change of status from Active to Resigned.*
3. *Georgette Cooper - granted a change of status from Associate to Resigned.*

There is a prospective member event scheduled for February 07, 2009 from 2:00 – 4:00, at Showcase House. The event is designed to allow prospective members to meet PSHA members in an informal setting and to see Showcase House before work begins. New this year, prospective new members may volunteer to staff Showcase House.

Members may bring guests to the January and February 2009 General meetings.

#### **MUSIC MOBILE: SHELLY REISCH**

Shelly announced that the first presentation of Music Mobile is scheduled for December 03, 2008. Those members interested in staffing should contact Shelly via email.

#### **PROVISIONALS: DONNA GOTHCH**

Donna introduced new provisional Jill Fosselman. Jill was unable to attend the October General meeting (when the 2008/2009 Provisional class was introduced).

**PUBLICATIONS: DANIELLE TAKATA**

Danielle reported that the November issue of *Just in Showcase* was the first electronic issue to be produced and mailed electronically. Members without an email address will continue to receive hard copies of *Just in Showcase*. Members should contact Danielle if they haven't received November's *Just in Showcase*.

**PUBLIC RELATIONS: PHYLLIS WILBURN**

Phyllis reported working on various Fall Press Releases and the upcoming Instrumental Competition, Youth Concert, and Empty House Party. Members with personal media and/or press contacts are asked to contact Phyllis.

Phyllis presented the organization with an American Flag and Certificate of Authentication. The flag was flown over the White House on October 30, 2008, in celebration of Pasadena Showcase House for the Arts 60<sup>th</sup> Anniversary.

**SEASON TICKETS: LYNN MEHL**

Lynn reported on the status of 2008/2009 Walt Disney Concert Hall season tickets. Priority seating closed November 03, 2008. Members who responded received their first choice selections. Lynn will keep members on the wait list updated. Lynn clarified that because the Founders Room is a private club we are required to pre-order beverages.

**YOUTH CONCERT: JAN McEACHERN**

Jan reported that PSHA's 55<sup>th</sup> annual Youth Concert would be held November 20, 2008, at Walt Disney Concert Hall. 4,200 students have signed up; this year's concert is sold out. This year's performance is 'The Impressionist' and will incorporate both music and art. Jan will be emailing all volunteers their assignment details.

**ASSOCIATE REPRESENTATIVES: FRAN BILES (Absent) AND VICKI McCLUGGAGE – Absent**

**See Intermediate.**

**INTERMEDIATE REPRESENTATIVES: JENNIFER JOHNSON AND BARBARA VOORS - (Absent)**

Jennifer reported on be-half of the Associate and Intermediate representatives. PSHA has over 200 Intermediate and Associate members. Each year two representatives from each group sit on PSHA's Board and this year the representatives are: Intermediate: Jennifer Johnson and Barbara Voors; and Associate: Fran Biles and Vicki McCluggage. Sneak Peek will take place Monday, November 10, 2008, 4:00 – 6:00. All Associates and Intermediates are invited.

**HISTORIAN: DORIS CHRISTY**

No report.

**TELEPHONES: CHERI GRAHAM**

Cheri reminded members that in order to place an outgoing message, she must receive a written script. Cheri records all outgoing messages.

**ADVISOR/PARLIAMENTARIAN: GRETCHEN McNALLY**

No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Joy directed everyone's attention to the upcoming PSHA events posted on the agenda, one correction was noted: the Board meeting is scheduled for November 19<sup>th</sup>, not the 15<sup>th</sup>.

**ADJOURNEMENT**

The meeting adjourned at 11:01AM.

*Lisa A. Loeffler*  
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Lisa Loeffler, 2008/2009 Recording Secretary

*January 07, '09*  
\_\_\_\_\_  
Date