



PASADENA  
SHOWCASE  
HOUSE  
*for the Arts*

## PASADENA SHOWCASE HOUSE FOR THE ARTS

### **General Meeting Minutes** **Wednesday, February 04, 2009** *Approved*

**CALL TO ORDER:** A regular meeting of the Pasadena Showcase House for the Arts was held at the Shakespeare League, Pasadena, California, on February 04, 2009. The president, Joy Sullivan, and recording secretary, Lisa Loeffler was present. The meeting was called to order at 9:35 AM.

**APPROVAL OF MINUTES:** *A motion was made by Lisa Loeffler to approve the minutes of the General Meeting held January 07, 2009. Motion carried.*

#### **OFFICER'S REPORTS:**

##### ***PRESIDENT – JOY SULLIVAN***

Joy acknowledged Publications Chairman, Danielle Takata, for her part in getting *Just in Showcase* distributed to the members via email, noting that this saves PSHA the cost of postage and contributes towards its efforts of operating 'green.'

Joy announced that today's guest speakers were Kjrste Hillig and Kristin Thibedeau from The M.U.S.I.C. Foundation – The Music Unlocks Success In Children Foundation. The M.U.S.I.C. Foundation was a 2008 PSHA grant recipient.

Joy announced that today's agenda would be out of order. Shelly has another commitment and will need to leave early.

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

Shelly reported receiving an excellent response from PSHA's membership to her request to staff the Music Mobile programs.

The Pasadena Music Conservatory (PSM) staff does an excellent job at delivering the program and the children still enjoy the seeing and participating in it.

PSM is thankful to PSHA for approving the request of an additional \$1500 to support the program. The money pays for an additional PSM staff member to assist with the program. Although Shelly tries to schedule one PSHA member to assist with every program, with the addition of the PSM staff, our members are freed up to staff other vital programs that PSHA offers. It also relieves our members of having to staff Music Mobile during April/May while the Benefit is running.

Shelly thanked the members for continuing to support the Music Mobile program.

**2<sup>ND</sup> VICE PRESIDENT - BENEFIT: MARTI FARLEY** *(out of order from the Agenda)*

Marti thanked Delise Menik and Gretchen McNally for their work on the Empty House Party held Friday, January 23, 2009. She also thanked Judee Welch for her work on the Neighbor's Party held the next day.

The demolition work at the house is on schedule to finish up Friday, February 06<sup>th</sup>. Parking continues to be a challenge. Members may only park on the street to drop off or pick up items. There are reserved parking spots on the property for pre-staffers.

Reports were made by the following Benefit Committee members:

*Staffing Chairman, Michaeline Ré* – Thanked the members for their assistance with pre-staffing and made the following pre-staffing announcements:

1. New this year, pre-staffers are to ensure that the vehicle placards are placed in each vehicle parked in the driveway. The placards identify the name of the driver and their work location on the property.
2. The reminder calls have been changed from one day to two days advance notice. Please remember to make the reminder call.
3. Regarding setting out food, cakes and donuts in the morning and cookies in the afternoon.

*Ticket Co-Chairman, Barbara Sanchez* – Barbara reported that the ticket flyers are printed and available for distribution. She also reported that PSHA's on-line ticket sales are live and running smoothly. Barbara thanked Danielle Takata for her work with coordinating the website with the on-line ticket sales.

Marti reminded members that Gift Certificates would be available for purchase through February. Gift Certificates are \$25 each; have no day/time restrictions; and are not for resale.

*Promotion Co-Chairmen, Callie Hoffer and Andrell Panconi* – Presented the 2009 PSHA promotion line, available for all members to purchase.

*Shops at Showcase Co-Chairmen, Marilyn Anderson and Georgia Coye* – Announced that this year's Shops would have 28 vendors.

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

Delise made the following report: The Policies and Procedures Committee met January 12, 2009, to review PSHA's Board positions and consider restructuring some positions including: dividing up small tasks between existing positions; combining certain positions; and shifting and redefining other positions. *A copy of the report was filed with the minutes.*

*Based on recommendations from the January 12, 2009 Policies & Procedures Committee meeting, Delise made the following motions:*

**Motion:** *Article VII Section A: The Executive Committee Bylaws President Item I, have an additional item added, point i. - Shall notify the members of the Board of Directors of meetings. Motion carried.*

**Motion:** That Article VII Section A, BYLAW item 6 a. be 'Shall keep a complete record of the services performed by all members of PSHA and shall receive all excuses, dues collection, and change of status requests. **Motion carried.**

**Motion:** The positions of Recording and Corresponding Secretary's be consolidated and that our BYLAW now read, Article VII Section A, BYLAW Secretary, item 7:

- a. Shall keep minutes of all PSHA General Meetings and Board of Directors Meetings;
- b. Shall conduct PSHA general correspondence and maintain a file thereof;
- c. Shall be responsible for maintaining a permanent record of the organization's minutes and legal documents; and
- d. Shall make an annual report. **Motion carried.**

Delise advised that currently PSHA has the positions of Board and Benefit Treasurer. The committee recommends the following changes and refinements to the positions of Board and Benefit Treasurers:

1. Change the title of Board Treasurer to Treasurer
2. Out-source the bank account reconciliation (effective 2009)
3. Refine the duties of Article VII Section B. Bylaw TREASURER Item 1

**Motion:** Article VII Section B, BYLAW TREASURER item 1. shall be

- a. Shall oversee the receipt and disbursement of all monies in accordance with the budget, with the approval of the Board of Directors and in accordance with these Bylaws;
- b. Shall keep full and accurate chart of accounts for both the Board of Directors and Benefit Committee;
- c. Shall oversee the retention of skilled personnel to reconcile all bank accounts;
- d. Shall oversee the activities of the Assistant Treasurer;
- e. Shall present a summary of cash balances at regular PSHA General Meetings and Board of Director Meetings;
- f. Shall present a Year-to-Date Budget-to-Actual Comparison report at regular Board of Directors Meetings; and
- g. Shall make an annual report. **Motion carried**

**Motion:** Article VII Section B, BYLAW BENEFIT TREASURER item 2. is deleted and moved to ASSISTANT TREASURER. **Motion carried.**

Delise clarified that the new position of ASSISTANT TREASURER could be found under the Policies and Procedures section and the description will now read:

- a. Is responsible to the Treasurer;
- b. Shall follow the supplemental financial procedures;
- c. Oversees that all expenditures in excess of \$7,500 require three bids or waiver;
- d. Only submits to the Treasurer receipts that have been submitted with valid contracts or reimbursement forms documentation expenses;
- e. Oversees that the appropriate chairman of each committee must co-sign all committee reimbursement forms submitted to the Treasurer;
- f. Shall present a Year-to-Date Budget-to-Actual Comparison report at regular Benefit Meetings

**Motion:** Article VII Section B., BYLAW, HOSPITALITY CHAIRMAN, item 4., point b. now reads: b. Collection of hospitality financial obligations, sending of general meeting notices, and program coordination. **Motion carried.**

**Motion:** Article VII Section B., BYLAW, PUBLICATIONS CHAIRMAN, Item 9. a bullet point be added: 'Shall distribute via mail to each member a current copy of the roster and Bylaws.' **Motion carried.**

Delise noted that for general information under Policies and Procedures the following items had been added:

1. *Addition of Retention of Records* - Non-Finance/non-tax/non-legal/ related reports – 3 years.
2. *Job clarification, Membership Chairman* - Shall manage prospective new member outreach event(s) with the assistance of the membership committee.
3. *Addition of Audit committee* – Audit committee responsibilities are recommended as follows:  
The audit committee is to be defined as outlined in the California Nonprofit Integrity Act of 2004. The audit committee, under the Board of Directors supervision, is responsible for making recommendations to the Board of Directors for the hiring and firing of independent certified public accountants (CPS's). The audit committee shall negotiate the independent CPA's compensation, on behalf of the Board of Directors.
4. *Addition of position of ADVISOR* - Shall assume all duties of the Benefit Chairman if they are unable to fulfill their obligations due to illness or emergency.

Delise advised the members that the Board recommend that, for one year, the position of Instrumental Competition be moved from a Board position to an appointed position by the President. This would allow the position to be filled by any member, regardless of the member's classification.

**Motion:** Moved by Delise Menik that the position of Instrumental Competition Chairman be an appointed position by the president for the 2009/2010 year. **Motion carried.**

**Motion:** Moved by Delise Menik that the 2009/2010 appointed Instrumental Competition Chairman oversee an Ad Hoc committee to study the restructuring and feasibility of the Instrumental Competition. **Motion carried.**

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

No report.

**4<sup>TH</sup> VICE PRESIDENT – GIFTS AND GRANTS: KATHY FEELY**

Kathy acknowledged today's presentation by representatives of The M.U.S.I.C. Foundation, a 2008 grant recipient.

Kathy reminded members that while The Pasadena Showcase House of Design is a wonderful event in and of itself, it is a means to an end and that end is the Pasadena Showcase House for the Arts Gifts and Grants Program.

Members of the Gifts and Grants committee will meet February 12<sup>th</sup> and 13<sup>th</sup> to review this year's applications. Kathy stated that a total of 62 applications would be considered by the

committee. The applications are wide in their reach and include: programs, like today's presentation, that bring music into schools that, in many cases, do not have music; social services programs helping problem youths; orchestras; chamber music, chamber singers; master chorales, just to name a few.

Kathy acknowledged Delise Menik, 2008 Benefit Chairman, and the 2008 Benefit Committee, and credited the success of the 2008 Showcase House with the substantial amount of money available to distribute to this year's applicants. The 2009 grant recipients will be announced at the March General Meeting.

**BOARD TREASURER: CINDY STEFFEN - Absent**

The president reported the balances for the reporting period:

*Union Bank of California -*

Business Interest Checking:	\$123,054.71	} Board
Business Checking (Analysis):	\$ 71.32	
Business MoneyMarket:	\$ 681.96	

Business Interest Checking:	\$ 14,143.28	} Benefit
Business Checking (Analysis):	\$ 76,528.78	
<i>Sub-total:</i>	\$ 214,480.56	

*American Funds -*

U.S. Treasury Fund:	\$ 825,989.92
Investment Fund:	<u>\$1,834,272.46</u>
<i>Sub-total:</i>	\$2,660,262.38
<i>Grand Total:</i>	\$2,874,742.94

*The bank reports were filed with the Minutes.*

**BOARD AND COMMITTEE REPORTS:**

***CORRESPONDING SECRETARY: LINDA JENKINS***

No report.

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

See report of Board Treasurer.

***INVESTMENT FUND: RARY SIMMONS - Absent***

See report of Board Treasurer.

***HOSPITALITY: BARBARA DAMEREL***

Barbara reminded the members that the March General meeting would be held at Kidspace and catered by Wolfgang Puck. The March meeting is one of the required meetings because the picture for the Program will be taken. Joy suggested that members dress in spring colors.

***INSTRUMENTAL COMPETITION: KAYTIE WATKINS***

No report.

***MEMBERSHIP: BEVERLY MARKSBURY***

Beverly thanked Joy Sullivan for creating the membership Ad Hoc committee and acknowledged the committee for all of the ideas and changes that have come about as a result.

Beverly reported that there are 37 prospective members scheduled to attend the Prospective Member event Saturday, February 7<sup>th</sup>, 2:00 – 4:00PM. The event will be catered by The Spot. Dress is casual. Beverly will email the New Member packet. Beverly reminded members of a second prospective/new member reception scheduled for May 2<sup>nd</sup>, at 4:00 PM, at the Showcase House. New member applications are due May 17<sup>th</sup>.

***2010 Membership changes include:***

- No post staffing requirement
- Dues are reduced from \$185 to \$100
- 2 tickets to the LA Philharmonic, prime seating
- Lunch at the October General Meeting
- Lunch at Punch & Lunch
- Dinner at Closing Party
- Refreshments at the June General meeting celebration
- Invitation to Empty House Party & Premiere Night

***PROVISIONALS: DONNA GOTHCH***

Donna thanked the Provisionals for selling drink tickets at the Empty House Party. She thanked Pam Ragus and Erin Dundee for preparing the House Ops inventory. Each Provisional has signed-up to re-stock two week's worth of supply items, providing them good exposure to the Benefit project.

Donna thanked Kait Sullivan and Stephani Tyler for inviting the Provisionals to assist with the Closing Party.

Donna acknowledged all of the Provisionals in attendance at today's meeting and asked them to stand.

***PUBLICATIONS: DANIELLE TAKATA***

Danielle reported that online ticket sales for this year's Showcase House kicked off at 12:01 AM, Monday, February 2<sup>nd</sup>.

***PUBLIC RELATIONS: PHYLLIS WILBURN - Absent***

The president reported on behalf of Phyllis.

Fifty different media and their guests attended the Empty House Party. All had positive reports.

Members of the PR Committee are working hard: Linda Jenkins and Beverly Marksbury sent out press releases on the Empty House Party and the beginning of ticket sales. Lynn Mehl is working on magazines and Callie Hoffer is working on radio connections. Jenine Baines is fielding questions from television stations and preparing for visits to the Showcase property. There is a lot of interest from the newspapers.

Members are encouraged to visit the Pasadena Showcase House Blog.

Send any media contacts to Phyllis.

**SEASON TICKETS: LYNN MEHL – Absent**

No report.

**YOUTH CONCERT: JAN McEACHERN – Absent**

No report.

**ASSOCIATE REPRESENTATIVES: FRAN BILES AND VICKI McCLUGGAGE - Absent**

No report.

**INTERMEDIATE REPRESENTATIVES: JENNIFER JOHNSON AND BARBARA VOORS**

Jennifer reported that the traditional Tea and Tour was coming up the same day as Punch and Lunch.

**HISTORIAN: DORIS CHRISTY**

No report.

**TELEPHONES: CHERI GRAHAM**

Cheri requested that members send her any written voice mail scripts they want recorded. She is emailing voice mail messages as they come in.

**ADVISOR/PARLIAMENTARIAN: GRETCHEN McNALLY**

No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Joy reminded the members of upcoming Calendar dates:

- February 7<sup>th</sup> – Prospect New Member Reception, Showcase House, 2:00PM – 4:00PM*
- February 18<sup>th</sup> – Board Meeting, Thurnher House*
- March 4<sup>th</sup> – Mandatory General Meeting, Kidspace*
- March 18<sup>th</sup> – Board Meeting, Thurnher*
- April 15<sup>th</sup> – Punch and Lunch*

Joy thanked Delise Menik and Gretchen McNally for a wonderful Empty House Party.

**ADJOURNEMENT**

The meeting adjourned at 10:56 AM.

  
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Lisa Loeffler, 2008/2009 Recording Secretary

*03-11-09*  
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Date