



PASADENA  
SHOWCASE  
HOUSE  
*for the Arts*

## Pasadena Showcase House for the Arts

Minutes

Meeting of the General Membership

March 5, 2014

9:00 a.m.

Approved

### Call to Order

The meeting of the General Membership of Pasadena Showcase for the Arts was held at the Altadena Town & Country Club. Donna Gotch, President, called the meeting to order at 9:20 a.m. Beverly Muench, Secretary, was present.

### Quorum

There were 48 voting members present.

### Approval of Minutes

Ms. Graham moved and Mr. Rubin seconded that the minutes of the February 5, 2014 General Membership meeting be approved. Motion carried.

### Officers Reports

#### **President: Donna Gotch**

Ms. Gotch began the meeting by calling upon Ms. Biles to give the 50th Anniversary Book Committee report. Ms. Biles, Ms. McCluggage and Ms. Varner showed the membership the finished copy of the book and the donated book shipping box. Ms. Biles proceeded to thank her committee members and circulated three copies of the book for the membership to review. Ms. Biles received a standing ovation and was recognized by Ms. Gotch for her years of hard work on this project with a bouquet of flowers. Ms. Gotch then announced that members receive a discount if they mail their order in and encouraged members to purchase them. Books are also available for sale to the public online.

Ms. Gotch then reported that the Colburn School has invited PSHA members to attend a 7:30 p.m. concert on March 8, 2014, with a reception to honor PSHA members beginning at 6:30 p.m. Ms. Gotch reported that many members of the Board of Directors, Gifts & Grants Committee members and Public Relations/Marketing Committee members plan to attend. Ms. Gotch extended the invitation to the entire membership. If anyone wants to attend, contact [rsvp@colburnschool.edu](mailto:rsvp@colburnschool.edu).

#### **1<sup>st</sup> Vice President: Katherine Watkins**

Ms. Watkins thanked the members of the Policies and Procedures Committee for the work they have done to review and revise the Bylaws and the Policies and Procedures Manual. The Bylaw changes and changes to the Policies and Procedures Manual approved by the Board of Directors on January 15, 2014 were previously sent to the membership on January 29, 2014. At the February 5, 2014 General Membership meeting, the Policies and Procedures Manual changes approved by the Board of Directors were announced to the membership. At today's meeting, the Bylaw changes were presented to the membership for approval. The proposed changes are noted by the use of red ink. Blue ink indicates existing language that has been moved to a new location. The page numbers refer to the 2013-2014 roster.

**Ms. Watkins moved and Ms. Anderson seconded that the fiscal year and the membership year be stated.**

**ARTICLE III  
MEMBERSHIP**

**Section A. Eligibility and Classification of Membership**

1. Individuals over the age of twenty-one (21) shall be eligible for membership.
2. PSHA does not discriminate on the basis of race, gender, creed or national origin.
3. PSHA shall consist of Active, Business, Provisional, Intermediate, Associate, Non-Resident and Emeritus members.
4. ~~The membership year shall begin July 1.~~

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**ARTICLE V  
FINANCIAL POLICIES**

~~This corporation's fiscal year is August 1 to July 31.~~ The primary and specific financial policies and obligations of PSHA membership are:

**Motion carried.**

**Ms. Watkins moved and Ms. Tyler seconded that the geographic area served be changed in the Bylaws to correspond with the Gifts & Grants Guidelines and practices.**

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**ARTICLE II  
PURPOSES**

The primary and specific purposes for which this corporation is formed are:

1. To support and further the work of the Los Angeles Philharmonic Association and other local public benefit symphonic associations to promote and sustain public enthusiasm for symphony.
2. To foster public interest in and appreciation for symphony and to support symphonic cultural and educational programs for young people in ~~the greater Pasadena area~~ Los Angeles County, ~~of~~ California.

**Motion carried.**

**Ms. Watkins moved and Ms. Tompkins seconded that the Non-resident category of membership be eliminated and that the few members in this category become Associate Members.**

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**ARTICLE III  
MEMBERSHIP**

**5. ASSOCIATE MEMBERS**

- a. Description:
  - 1) Shall be those members who have been previously Active, in good standing, for at least six (6) years, including the Provisional year, and have made application to the Membership Chair prior to June 1;
  - 2) Shall be entitled to attend all meetings and invited to attend and support all fundraising and social events; and
  - 3) Shall not be eligible to vote or to hold elected office.
- b. Benefits:
  - 1) May purchase two (2) season tickets to a Los Angeles Philharmonic performance for one hundred fifty dollars (\$150.00);
  - 2) Tea and Tour;



- 3) The Closing Party for those who complete four (4) or more Showcase shifts or chair a Benefit subcommittee; and
- 4) The June General Meeting (Year End Celebration).

#### ~~6. NON RESIDENT MEMBERS~~

- ~~a— Shall be those members previously Active in good standing for at least six (6) years, including the Provisional year, but who are now unable to fulfill the requirements for membership because of their absence from the area and, in writing, have so informed the Membership Chair who shall notify the Board of Directors.~~
- ~~b— Shall not be eligible to vote or to hold office.~~

Category would also need to be eliminated on:

Page 17, Article III, Section A. #3

Page 24, Article III, Section F. #4, a.

Page 45, 1. Conflict of Interest

**Motion carried.**

**Ms. Watkins moved and Ms. Butcher seconded that members who have been removed from membership for nonpayment of dues be reinstated upon payment of dues and the penalty fee, subject to the approval of the Board of Directors.**

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### **ARTICLE III MEMBERSHIP**

#### **Section F. Change of Status and Resignation**

##### **4. REINSTATEMENT**

- a. Members who resigned in good standing may be reinstated to Active, Business, Provisional, Intermediate, Associate or Non-Resident membership by request and upon payment of current dues, subject to approval of the Board of Directors.
- b. Membership that has been terminated by the Board of Directors shall not be reinstated.
- c. ~~Members who have been removed from membership for nonpayment of dues may be reinstated upon payment of current dues and penalty fee, subject to approval by the Board of Directors.~~

**Motion carried.**

**Ms. Watkins moved and Mr. Rubin seconded that any member who is on probation shall be immediately removed from membership for non-payment of dues after June 30 (plus some revisions in order to follow a logical timeline).**

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### **ARTICLE III MEMBERSHIP**

#### **Section E. Probation**

1. Members who fail to comply with either service requirements or financial obligations (other than annual dues) as set forth in Article V and as determined by the Board of Directors, shall be placed on probation for one (1) year. ~~At the end of the probation period, such member may be reinstated, requested to resign or her/his membership terminated, as determined by the Board of Directors.~~
2. ~~Members placed on probation shall be immediately removed from membership if annual dues are not received by June 30.~~

3. During the probationary period, such member:
  - a. Shall not be considered a member in good standing;
  - b. Shall satisfy any delinquent service or financial obligations as ~~specified by the Membership Committee~~ approved by the Board of Directors; and
  - c. Shall not be eligible to vote or to hold office.
4. ~~At the end of the probation period, such member may be reinstated, requested to resign or her/his membership terminated, as determined by the Board of Directors.~~

**Motion carried.**

**Ms. Watkins moved and Ms. Fosselman seconded that the Bylaws regarding the June election be amended as follows to formalize our current practice:**

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## ARTICLE VI NOMINATION AND ELECTION

### **Section B. Nomination of Officers**

#### 2. SUBMISSION OF SLATE

The ~~Nominating Committee~~ Advisor/Parliamentarian shall submit the slate for approval to the Board of Directors at the February Board Meeting and shall submit the approved slate in writing to the General Membership at least seven (7) days prior to the March General Meeting.

### **Section D. Nomination ~~and Election~~ of Finance, Gifts & Grants, Membership, Nominating and Policies & Procedures Committee Members**

The Nominating Committee shall slate members (who are in good standing) as candidates for the following committees as set forth below. Candidates shall be Active or Business members for the term slated and may not be a Provisional member in the year nominated. ~~Members on the Nominating Committee shall be eligible to be slated, with the exception of the Nominating Committee slate. The slates shall be presented to the Board of Directors for approval. The election for each such committee shall be by ballot at the June General Meeting.~~

1. FINANCE COMMITTEE
2. GIFTS & GRANTS COMMITTEE
3. MEMBERSHIP COMMITTEE
4. NOMINATING COMMITTEE
5. POLICIES & PROCEDURES COMMITTEE

### **Section E. Election of the Finance, Gifts & Grants, Membership, Nominating and Policies & Procedures Committees**

~~The Advisor/ Parliamentarian shall submit the slates for approval to the Board of Directors and shall submit the approved slate in writing to the General Membership at least seven (7) days prior to the June General Meeting. The election for each such committee shall be by ballot at the June General Meeting.~~

1. ~~The President shall appoint three (3) tellers who have not been slated.~~
2. ~~All ballots shall be submitted to a teller to ensure that only eligible (Active and Business) members vote.~~
3. ~~Two tellers shall separately count ballots and the Secretary shall confirm the results.~~
4. ~~The names of the elected members and alternates shall be sent in writing to the General Membership .~~
5. ~~A member may confirm the vote tally or confirm the results, if a request is made to the President.~~



**Motion carried.**

**Ms. Watkins moved and Ms. Rehman-Dittu seconded that there be clarification regarding the privileges of Members on Leave and that the obligation to pay for staffings be amended regarding the number and the deadline to notify PSHA.**

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**ARTICLE III  
MEMBERSHIP**

**Section F. Change of Status and Resignation**

**2. LEAVE OF ABSENCE**

- a. A Leave of Absence may be granted to members in good standing at the discretion of the Board of Directors and shall be reviewed on a yearly basis.
- b. ~~Members on a Leave of Absence shall be entitled to receive the newsletter and shall be invited to attend all meetings and social events.~~
- c. ~~Members on leave are responsible for financial obligations as set forth in Article V.~~
- d. Members on leave are not eligible to vote or hold office.

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**ARTICLE V  
FINANCIAL POLICIES**

**2. FINANCIAL OBLIGATIONS**

- a. Reservations are made for all Active, Business and Provisional members when a luncheon is scheduled for a General Meeting. Active, Business and Provisional members are financially obligated, unless they notify the Hospitality Chair by the stated date.
- b. Intermediate and Associate members who wish to attend any of the General Meetings shall RSVP and make payment in the appropriate amount to the Hospitality Chair by the stated date.
- c. ~~Members on leave who wish to attend any of the General Meetings shall RSVP and make payment in the appropriate amount to the Hospitality Chair by the stated date.~~
- d. ~~Any Active, Business or Intermediate member who requests a Leave of Absence after January 1 shall be financially responsible for all unfulfilled staffings of the Annual Benefit, unless otherwise approved by the Board of Directors.~~
- e. A member delinquent in any financial or service obligation, other than annual dues, after June 30 shall be placed on probation, as set forth in Article III, Section E above.

~~**4. LEAVE OF ABSENCE**~~

~~Any Active, Business or Intermediate member who requests a Leave of Absence after October 1 shall be financially responsible for four (4) paid staffings if she/he were unable to fulfill the requirements of the Annual Benefit.~~

**Motion carried.**

**Ms. Watkins moved and Ms. Kelly seconded that the following changes be made for clarity and consistency of status changes:**

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## ARTICLE VIII DUTIES OF OFFICERS

### Section A. Executive Committee

#### 6. MEMBERSHIP CHAIR:

- a. Shall keep a complete record of the services performed by all members and shall receive all excuses, dues and change of status requests;
- b. Shall take attendance at General Meetings and verify a quorum;
- c. Shall solicit and maintain Conflict of Interest Statements;
- d. Shall assist in placing Active and Business members on appropriate committees.
- e. Shall chair the Membership Committee;
- f. Shall act with her/his committee on all membership issues and status changes and present recommendations to the Board of Directors for approval;
- g. Shall sit as an ex-officio member of the Nominating Committee;
- ~~g. Shall chair the Membership Committee~~
- h. Shall schedule an informational reception for prospective members, Membership Committee, President and Benefit Chair; and
- i. Shall schedule individual or group interviews with prospective members.

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#### 25. MEMBERSHIP CHAIR

- Shall maintain confidentiality.
- Shall send dues notices on April 1 and subsequent notices as needed in order to collect membership dues and meet the deadline of June 1.
- Shall conduct a Membership Committee meeting to review applications of prospective members, requests for status changes and non-fulfillment of service obligations.
- Shall ~~present status changes to the Board of Directors for approval and informs the membership~~ inform the membership of status changes approved by the Board of Directors.
- Shall make recommendations to Policies & Procedures Committee for any changes to policies with regard to Board and Benefit jobs.
- Shall review membership files for candidates considered during the nominating deliberation process.
- Shall prepare member preference sheets for the incoming Benefit Chair.
- Only the immediate past or current Benefit Chairs or Presidents may submit comments about a member's job performance. If such comments are submitted, the Membership Chair shall notify the member in writing and give the member an opportunity to respond in writing within fifteen (15) days

**Motion carried.**

#### 2<sup>nd</sup> Vice President: Mary Ann Clayton

Absent. Ms. Gotch reported that much progress is being made at the House. A recent walk through with Alex Vertikoff, Feature Photographer, indicated that rooms would be ready for Program photography that begins on March 24, 2014. She also reported that the neighbors are pleased with the progress and we have received no complaints. There will be a Neighbors Night on the first Thursday evening Showcase is open when immediate neighbors will be invited to a reception.



### **Benefit Committee Reports**

#### **Exterior: Karen Butcher and Annette Sellon**

The Exterior Chairs reported that they were working with eight amazing designers and things were really coming along.

#### **Interior: Karol Franks**

Absent. Ms. Gotch reported that Ms. Franks was working with 17 hardworking designers and beautiful details were being added all the time. Progress on the House can be observed on Facebook.

#### **Premiere Night: Vicki Liske and Debra Scott**

Premiere Night will celebrate the 50 years of Showcase and pay tribute to the membership. Invitations will be sent in a few days and everyone is encouraged to attend.

#### **Program: Danielle Takata**

Ms. Takata explained that ad space is still available in the program. If members are aware of any candidates for advertising, please send the contact information to Ms. Takata or the Program Assistant, Ms. Delu. She also circulated a clipboard for members to note Special Friends. She clarified that Special Friends could donate goods and/or services, or be paid, but far exceed expectations.

#### **Promotions: Erin Dundee and Pam Ragus**

Promotional items are on sale now, and will also be available at Punch and Lunch and Tea and Tour. Members can also use the online order form on our website.

#### **Restaurant at Showcase: Penny Arroyo and Christine Upton**

The restaurant this year will be catered by Taste Buds. The restaurant will be called *Table 50* and the grab 'n go will be *Pub 50*. Frequent Dining Cards will again be available, with a free entree after the purchase of five. Friday evening themed dinners will be \$25 and will include Mardi Gras Night, Fiesta Night, Burgers and Brews and Pizza Night. Friday Night Themed menus will be listed in the April issue of *Just in Showcase*.

#### **Staffing: Barbara Damerel and Stephani Tyler**

Ms. Tyler reported that members must trade shifts, not merely cancel, if they can no longer staff an assigned shift. Ms. Tyler is available to provide assistance; however, when the House opens, instructions for trading shifts are available on the PSHA website. If the need arises during pre-staffing, Ms. Tyler can provide a roster and assist with trading shifts. She announced the dates of the key position/Community Staffer training sessions - Saturday, March 29, 2014, from 2:00 - 4:00 p.m., and Saturday, April 5, 2014, from 10:00 - noon. Park at the Rose Bowl and shuttles will run from 1:00 - 5:00 p.m. on March 29 and 9:00 - 1:00 p.m. on April 5. Anyone wanting to help on those days to lead tours of the House should contact the staffing chairs.

#### **Tickets: Debra Qurtman**

To date, over 5,000 tickets have been sold totaling over \$200,000, with 919 tickets sold the first day.

#### **Complimentary Tickets: Lynn Mehl**

Complimentary tickets will be distributed today. All members were asked to keep a log tracking distribution, and tickets not used are to be returned to Ms. Mehl.

**Gift Certificates: Beverly Muench**

Today is the last day to purchase Gift Certificates. They are \$25 and are good any day, any time while Showcase is open to the public and cannot be resold. The limit of 30 per member has been lifted.

**Member Tickets: Judee Welch**

Member Tickets are on sale now. Tickets are \$30 and members can purchase up to 50. They are non -primetime tickets and are good only after noon on Opening Day and after noon Tuesday through Friday for the duration of Showcase.

Ms. Gotch added that this year, Twilight tickets will be sold to the public targeting the times when there has traditionally been a lull in sales. Tickets are two for \$50, from 5:30 - 7:30 p.m. on six specific evenings.

**3<sup>rd</sup> Vice President: Susie Caron**

No report.

**4<sup>th</sup> Vice President: Cheri Graham**

Ms. Graham thanked the Gifts & Grants Committee for all their work in recommending this year's grant recipients. Thanks to the success of last year's Showcase House, there was \$685,000 available to award. The L.A. Phil was given a gift of \$275,000, the Pasadena Arts Council was given a gift of \$1,000 and \$41,000 was allocated to the community organizations that staff the House. This year's grant recipients are:

Academy of Music for the Blind  
Alhambra Educational Foundation  
American Composers Forum of L.A.  
American Youth Symphony  
Angelica Center for Arts and Music  
Arcadia Music Club  
Blair IB Magnet High School  
Braille Institute  
Burbank HS Instrumental Music Assn.  
California Dance Institute  
California State Summer School Arts Foundation  
Colburn School  
Culver City Education Foundation  
Don Benito Fundamental School  
Don Bosco Technical Institute  
Dunsmore Elementary School Foundation  
Education Through Music - Los Angeles  
Frostig Center  
Glendale Youth Orchestra  
Harmony Project  
Hillsides - Music Education Program  
Institute of Art, Music Science  
John Burroughs HS Vocal Music Assn.  
KUSC - Classical KUSC  
Los Angeles Opera Company  
L.A. Goal



L.A. Chamber Orchestra Society, Inc.  
L.A. County HS for the Arts Foundation  
Los Angeles County Museum of Art  
Los Angeles Youth Orchestra  
Marshall Music Boosters  
Monrovia Unified School District  
Monte Vista PTA  
Mr. Holland's Opus Foundation  
Music Unlocks Success in Children (MUSIC)  
Musyca  
Neighborhood Music School Association  
Pasadena Community Orchestra Assn.  
Pasadena Conservatory of Music  
Pasadena HS Instrumental Music Club  
Pasadena Master Chorale Association  
Pasadena Opera Guild  
Pasadena Presbyterian Church  
Pasadena Senior Center  
Rio Hondo Music Department  
Rio Hondo Symphony  
San Gabriel Educational Foundation  
Shumei Arts Council  
South Pasadena Educational Fund  
Southwest Chamber Music  
Therapeutic Living Center for the Blind  
Thomas Jefferson Elem. School Booster  
Verdugo Young Musicians Association  
Washington STEAM Magnet Academy  
YOLA - Los Angeles Philharmonic  
Young Musicians Foundation

Members are encouraged to attend the Gifts & Grants reception at the House on April 23, 2014, from 3:00 p.m. to 5:00 p.m.

**Membership: Jan Emamian**

The second Prospective Member Reception will be on May 3, 2014, from 2:00 - 4:00 p.m. at the House. Please invite any prospective members to attend.

**Secretary: Beverly Muench**

No report.

**Advisor/Parliamentarian: Kathryn Hofgaarden**

Ms. Hofgaarden thanked the Nominating Committee for all their work in developing the slate for the 2014-2015 Board of Directors. The slate approved by the Board of Directors is as follows:

Executive Committee  
President - Katherine Watkins  
1st Vice President - Mary Ann Clayton  
2nd Vice President (Benefit) - Lynn Mehl

3rd Vice President (Finance) - Undine Schwarz  
4th Vice President (Gifts & Grants) - Eileen Reilly  
Membership - Penny Arroyo  
Secretary - Cynthia Legato  
Advisor/Parliamentarian - Donna Gotch

**Officers**

Hospitality - Karen Butcher  
PSH Instrumental Competition - Suzanne Hart  
PSH Music Mobile™ - Barbara Damerel  
PSH Youth Concert - Gretchen McNally  
Provisional - Marybeth Rehman-Dittu  
Public Relations/Marketing - Annette Sellon  
Publications - Lisa Loeffler  
Season Tickets - Vikki Sung  
Treasurer - Jenny Chiang

Ms. Hofgaarden moved and Ms. Muench seconded that the slate for the 2014-2015 Board of Directors be approved as recommended by the Nominating Committee and approved by the Board of Directors. Motion carried.

**Hospitality: Penny Arroyo**

Ms. Arroyo thanked members who RSVP'd for today's mandatory meeting. 20 members who attended had not responded, and while PSHA is pleased they could attend, no responses make it difficult to plan for seating, refreshments and the luncheon. The next General meeting is Punch and Lunch, and members are asked to RSVP.

**Instrumental Competition: Chuck Rubin**

No report. Ms. Gotch reported that now that the new Instrumental Competition Chair has been selected, the ad hoc committee can meet to review the Instrumental Competition process.

**Music Mobile™: Andrea Kelly**

Ms. Kelly thanked volunteers for staffing 42 assemblies at 18 schools. The assemblies in March are staffed and there are four openings next month, April 21, 22, 23 and 29.

**Youth Concert: Jill Fosselman**

The next Youth Concert will be on Wednesday, October 15, 2014.

**Provisional: Stephani Tyler**

All attending Keys were introduced to the membership.

**Public Relations/Marketing: Chini Johnson-Taylor**

The PR committee has been very busy. Many press releases have been written and multiple articles have been published in magazines and newspapers, including *The Quarterly Magazine*, L.A. City Employees newsletter, *Performances Magazine*, *Pasadena Outlook* and the Colburn newsletter. Magazine ads will start later this month. There will be a media reception on opening day, and there are several other media days scheduled. Ms. Johnson-Taylor recognized Ms. Franks for her work on Facebook, reporting that PSHA has received more than 15,360 views.



**Publications: Undine Schwarz**

*Just in Showcase* was emailed to the membership on March 1, 2014. Ms. Schwarz noted that two roster changes were included, email address changes for Judy Frank and Jan Tompkins. Articles for the next issue are due on March 19, 2014 with the April issue to be distributed on April 1. The last *Just in Showcase* will be published in June.

**Season Tickets: Linda Polwrek**

Absent.

**Treasurer: Jenny Chiang**

As of March 5, 2014 the account balances were as follows:

Operating Account - \$88,712.54

Tickets Account - \$1,148,206.71

**Archivist/Historian: Joy Sullivan**

Ms. Sullivan has the key to the storage facility if anyone needs access.

**Associate Representatives: Vicki McCluggage & Charlotte Varner**

**Intermediate Representative: Marcia Kreditor**

Ms. Varner reported that they are getting ready for Tea and Tour, from 2:00 - 4:00 p.m. on April 9, 2014. They are hoping for a good turnout.

**Investment Fund: Fran Biles**

The Investment Fund Committee met with the financial advisor and considering the \$600,000+ growth the fund has experienced, it was decided not to change investments.

**Telephones: Debra Scott**

There is an increase in calls to the PSHA telephone line.

**Unfinished Business**

None.


**New Business**

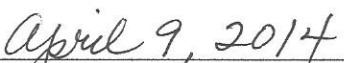
Ms. Gotch highlighted upcoming dates. The next General Membership meeting is on April 9, 2014 at the House at 10:00 a.m. Coffee will be available from 9:30 a.m. April 13, 2014 is Opening Day, and Jennifer Johnson, Mona Mapel and Joy Sullivan are planning a reception for the Board and the 50 Benefit Chairs that day. The Closing Party will be on May 11, 2014.

**Adjournment**

Ms. Gotch adjourned the meeting at 10:50 a.m.

Respectfully submitted,

  
Beverly Muench  
Secretary 2013/2014

  
Date