



PASADENA
SHOWCASE
H O U S E
for the Arts

PASADENA SHOWCASE HOUSE *for the Arts*

General Meeting Approved Minutes June 14, 2023

Call to Order

The June 14, 2023 General Meeting of the Pasadena Showcase House for the Arts was held at the San Gabriel Country Club, 350 E Hermosa Drive, San Gabriel, CA 91775.

President Vikki Sung called the meeting to order at 4:08 PM.

Quorum

Statistics provided by Ms. Dotty Ewing, Membership:

	7
Total Attended 06/14/23	3
	4
Active and Business attending today	0
	2
Provisionals	1
	1
Associates	2

A quorum was in attendance for voting purposes.

Approval of the Minutes

A motion was made by Stephanie Johnson to approve the Minutes of the March 1, 2023 General Meeting. The motion was seconded and unanimously approved.

Reports

Executive Committee

President: Vikki Sung

- Vikki Sung thanked the members for a fabulous year. The Showcase House was a big success. She reminded the members of the summer break and she looks forward to the next General Meeting at Disney Hall in October.

1st Vice President: Eileen Reilly

- Eileen Reilly referred the members to the proposed changes to the Bylaws that were included in the last JIS and sent out in advance of this meeting (see below).

At its meeting on March 15th, the Board approved changes to the Bylaws that resulted from recommendations made by the Policies & Procedures Committee at its meeting on March 8th. Most of the changes were “housekeeping” changes, e.g.: moving the sentence allowing second term Gifts & Grants Committee members to be Associates from Article VI, D.2.c and Article IX, A. 5 to Article IX, C.3.c.; rearranging the order of names of the committees in Article IX, A.5. to reflect the order in which the committees are listed in Article IX, C.; and, stating that the members of the Audit Committee may be Associates, which has long been the practice. **The only substantive recommended change to the Bylaws is stating, in Article IX, C.5.b., that the immediate past Advisor/Parliamentarian or Presidential appointee on the Nominating Committee, who is a non-voting member on that committee, may serve as an Associate member.** The rationale for that change is that, usually, that person has served on the Board for many years and, especially in light of the fact that it is a non-voting position, that person should be able to serve as an Associate if he/she chooses, rather than losing that person’s experience and guidance on the committee.

ARTICLE VI NOMINATION AND ELECTION

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

2. GIFTS & GRANTS COMMITTEE

- a. The Nominating Committee shall prepare a slate of four (4) members as candidates for the following year's Gifts & Grants Committee.
- b. The elected Gifts & Grants Committee members shall serve a two (2) year term.
- ~~c. If an Active or Business member changes to an Associate member status after the first term, such member may serve as an Associate member for the second term.~~

**ARTICLE IX
COMMITTEES**

Section A. Standing Committees

1. Shall consist of:
 - a. Executive;
 - b. Finance;
 - c. Gifts & Grants;
 - d. Membership;
 - e. Nominating;
 - f. Policies & Procedures; and
 - g. Audit.
2. Shall report to the Board of Directors and shall be responsible to the President between meetings of the Board of Directors. The Board of Directors shall approve policy, supplemental guidelines and manuals set by a committee.
3. The President shall be an ex-officio member of all committees, with the exception of the Audit Committee and Nominating Committees.
4. With the exception of some members of the Finance Committee and Gifts & Grants Committee, committee members shall serve a one (1) year term beginning on July 1. If, for any reason, a committee member vacates her/his position before their term ends, her/his successor shall serve only for the remainder of the predecessor's term.
5. With the exception of the Gifts & Grants Committee, ~~and~~ Membership Committee, ~~Nominating Committee and Audit Committee~~ on which Associate members may serve as set forth in Section C. below, committee members shall be Active or Business members. ~~If an Active or Business member on the Gifts & Grants Committee changes to an Associate member status after the first term, such member may serve as an Associate member for the second term.~~

* * *

Section C. Standing Committee Composition and Duties

3. GIFTS & GRANTS COMMITTEE
 - a. Shall be chaired by the 4th Vice President and shall include:
 - 1) Advisor/Parliamentarian;
 - 2) 1st Vice President;
 - 3) Treasurer;
 - 4) Immediate Past Gifts & Grants Chair; and
 - 5) Eight (8) members elected by the General Membership pursuant to Article VI.
 - b. Shall evaluate all requests and make recommendations on gifts and grants.
 - c. ~~If an Active or Business member on the Gifts & Grants Committee changes to Associate member status after the first term, such member may serve as an Associate member for the second term.~~

* * *

5. NOMINATING COMMITTEE
 - a. Shall be chaired by the Advisor/Parliamentarian as set forth in Article VI, Section A and shall include:
 - 1) Membership Chair;
 - 2) Immediate past Advisor/Parliamentarian; and
 - 3) Five (5) members elected by the General Membership pursuant to Article VI;
 - b. The immediate past Advisor/Parliamentarian or Presidential appointee serves as a non-voting member ~~and may serve as an Associate member.~~
 - c. The nominating deliberations shall be strictly confidential.

* * *

7. AUDIT COMMITTEE
 - a. Shall be chaired by a member elected by the committee and shall consist of three (3) members, ~~who may be Associate members,~~ appointed by the President pursuant to the

California Nonprofit Integrity Act of 2004: Only one (1) member of the Finance Committee may serve on the committee but shall not chair the committee.

- a) Shall make recommendations for the retention of Certified Public Accountants.
- b) Shall confer with the Certified Public Accountants to ensure that the financial affairs are in order.
- c) Shall negotiate the Certified Public Accountant's fee.

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- A motion was made by Eileen Reilly to approve changes to the Bylaws section ARTICLE VI - NOMINATION AND ELECTION, as indicated above. The motion was seconded and unanimously approved.
- A motion was made by Eileen Reilly to approve changes to the Bylaws section ARTICLE IX – COMMITTEES, as indicated above. The motion was seconded and unanimously approved.

2nd Vice President (Benefit): Matthew McIntyre

- Matt McIntyre thanked the membership for a successful year.
- Work is underway to leave the House. He and Vikki Sung had a good walkthrough with the Homeowners and work is expected to be completed by month-end.
- The following are approximate revenue and attendance figures:
 - Attendance: 24,000 (30% more than last year).
 - Ticket sales: over \$1.2 million
 - Shops: PSHA receives \$503,000, which is 25% of gross sales (gross sales + tax \$2.2 million, second highest gross after 2017 House).
 - Restaurant: goal to breakeven, expect to do a bit better.

3rd Vice President (Finance): Undine Schwartz

- No report.

4th Vice President (Gifts & Grants): Suzanne Hart

- The reception for Grant recipients had a wonderful turnout, with 65 of the 70 recipients in attendance.
- Many thank you letters have been received and were displayed for members to read.

Membership: Dotty Ewing

- Membership Committee members were thanked for their work.
- A New Members meeting was held at the House with a good turnout.
- The efforts this year resulted in 53 new members, 7 members rejoined and 1 returned.
- The members were reminded that today (June 14, 2023) is the last day to pay Dues. Delinquent payments will be assessed a \$50 late fee.
- The members were reminded that Buyouts for House shifts are due by June 30, 2023. Members who are delinquent will be dropped from the Roster.

Secretary: Stephanie Johnson

No report.

Advisor/Parliamentarian: Gretchen McNally

- The nominating process for the 2023/2024 Standing Committees is completed.
- The proposed slate was announced:



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**Nominating Committee Recommendations
2023-2024 Standing Committees for Membership Approval**

Finance

Stephanie Johnson
Lisa Loeffler
Lani Moore

Gifts & Grants

Serving 1st year of 2 year term
Susan Barilich
Bee Campbell
Judy Carter
Judy Tsai

Cathy Hilton – replacement for Lisa Loeffler 2nd year
Christine Upton – replacement for Suzanne Hart Immediate Past Chair

Membership

Bobbie Nansen
Barbara Lyle
Analily Park
Britta Piotrowski
Debra Qurtman

Nominating

Garrett Collins
Michele Lembo
Christina Louie
Colleen Robertson
Debra Qurtman

Policies & Procedures

Jennifer Crastz
Eileen Reilly
Lydia Rubin

- Gretchen McNally moved to approve the Proposed Slate for the Standing Committees – 2023/2024, as presented. The motion was seconded and approved.

Officers

Hospitality: Britta Piotrowski

- Britta Piotrowski thanked the members of the Hospitality Committee for their work.
- The last meeting of the year will be a Board Meeting to be held on June 21st at the Pasadena Conservatory of Music.

Instrumental Competition – Christine Upton

Absent – Vikki Sung reporting.

- A head judge has been selected for the Instrumental Competition and work is in progress to select a date for the event.

Music Mobile™ - Marsha Seyffert

- No report.

Youth Concert – Helen Gipson

- Helen Gipson thanked the members for their participation in the Youth Concert.
- A meeting was held with the Los Angeles Philharmonic staff to discuss the 2024 Youth Concert.
- The LA Philharmonic requires background checks for everyone who works with minors. Stephanie Johnson made a motion to institute a background check for members who are volunteering at Youth Concert, as required by the Los Angeles Philharmonic Association. A discussion followed regarding the scope of the background check, the cost, and general process. Vikki Sung indicated that research is underway, and details are not yet determined. The motion was seconded and approved.

Provisionals– Colleen Robertson

Absent – Dotty Ewing reporting.

- Provisionals are now first year Active/Business members. The Provisional members were announced and gathered for a photo.

Public Relations/Marketing – Garrett Collins

Absent. Vikki Sung reporting.

- The Public Relations committee was congratulated for their excellent work this year.

Publications – Cathy Hilton

- Cathy Hilton reminded the members to review their information in

the Roster that is on the web site and to make any changes.

- The Provisional members who are now Active/Business members will be added to the Active/Business email mailing lists as applicable. They are reminded that they need to Accept the email request to become a member of the mailing list.

Season Tickets – Michele Lembo

- Michele Lembo is working with the LA Philharmonic for our Hollywood Bowl tickets. The member survey has closed and tickets will be assigned by June 23rd.

Treasurer – Jenny Chiang

The Union Bank account balances as of June 14, 2023, are:

	Balance
	06/15/2023
Union Bank – Tickets Account	\$986,257.58
Union Bank – Operating Account	<u>\$774,762.86</u>
-	\$1,761,020.44

Honorary Members

Archivist/Historian – Dana Marevich

No report.

Associate Representatives – Erin Dundee and Lynn Mehl

- Erin Dundee gave a recap of Associate events this year and thanked the Associates for their contributions.

Nominating Committee Presentation of Awards - Gretchen McNally

- Gretchen McNally thanked Vikki Sung for her leadership.
- The *Volunteer of the Year* award was presented to Ani Manjikian.

- The *Distinguished Service* award was presented to Eileen Reilly.

Unfinished Business

None

New Business

- Ms. Suzanne Hart moves that the General Membership approve the Board recommendation for a temporary waiver on a bylaw requirement that Presidential appointments to the Finance Committee must include a former Treasurer. Given the repetitive fulfillment of current finance officer positions for the organization, the pool of Active or Business candidates who meet that requirement is very limited. Additionally, the requirement has no reflection on a member's ability or qualifications to act as a Finance Committee member. The motion was seconded and approved.

Adjournment

President Sung thanked members for their time and adjourned the meeting at 4:50 PM.



Submitted By
Charlotte Lacey, Secretary