**Attendees**: Debbie Johnson, David Adkins, Ron Wallace, Cindy Harder, Sheila Winsor, Jim Winsor, Mari Viola, Becky Miller, Richard Clark, Marilyn Woodruff, Janice Wolff, Jim Carter, Jennifer Breitzmann, Mike Guillory, Zach Shirley, Rebecca Gebhardt (by phone), Jean Stephens

The February 2020 PCB Board meeting was called to order at 19:32.

* **Reports**
  + **Artistic Director (presented by Jim on behalf of Joe)**
    - Monday concert was a huge success
    - Both M4L sessions were well received
    - Summer plans are developing
    - Attendance Committee will meet again soon to discuss guidelines for summer attendance policy/guideline
    - As we prepared for the March 2 concert Communication from band members to Joe regarding absences was very good
  + **Associate Conductor (Jim C.)**
    - Pleased with Monday’s rehearsal for the Senior Center on March 12
      * Will send an email reminder to bring stands for this gig
    - David Adkins will pick up a bass drum from storage, Jim will bring the rest of the percussion
    - Has received the audio files for the March 2 concert, will make 50 CDs
    - Has been working with Baron on videos
      * For posting on the website
      * To include in the Plano grant
      * Will work with Marilyn on updating videos on the website
    - Will send email to members regarding parts for the Big Band piece for the April 26 concert
  + **Treasurer** (**Jennifer**)
    - January 2020
      * Income $576.01
      * Expense $1,616.02
    - February 2020
      * Income $6,556.59
      * Expense $4,998.19
    - Received second grant installment from the City of Plano ($3,612.00)
  + **Marketing (Mike & Sheila)**
    - Mike used newly acquired software to edit the March 2 program file before it went to print, allowing him to correct some things (more efficient than MetPress being the only resource to make changes)
    - Mike continues building a good working relationship with MetPress
    - April 26 Concert
      * Working on posters and the program
      * Jim will print programs the Thursday before the concert
      * Donor information on the website must be current by April 15 to be accurately reflected in the program
      * We will solicit ads for the program
        + Suggestion to contact those who have previously advertised in our programs and businesses who have liked our FB page
      * Confirmed we will have basketeers for this concert
    - 2020 AsiaFest has been cancelled due to COVID-19 concerns
      * We will not create new summer series magnets (were planning to hand them out at Asia Fest)
      * We will repurpose the magnet design for posters (we have to pay for the design services regardless of how we use it)
    - Programs for Senior Center concert on March 12 are all set
* **Action Items (Jean)**

| **Open Action Items** | | **Responsibility** | **Due Date** |
| --- | --- | --- | --- |
| 1 | Contact Metropolitan Children’s Chorus re performing with us on June 15 and/or July 3  ***3/10/20****: cannot do July 3rd with us because they have a gig on July 4. Denise is pursuing other groups. Will contact Derrick Brookins about partnering with Brothers in Song.* | Denise | 03/10/20 |
| 2 | Get updated attendance policy verbiage from Joe, update the bylaws, distribute Word version to the PCB Board, send Marilyn a PDF version to post on the website | Jean | 04/07/20 |
| 3 | Present recommendations on how to best utilize WRR advertising dollars for the July 3 concert | Marketing | 04/07/20 |
| 4 | Confirm with Michael that JPII does not need percussion equipment on April 15, May5, or May 6 (Peak Music Festival) | Jim C. | 04/07/20 |
| 5 | Send a copy of PCB library contents to the board | Becky | 04/07/20 |
| 6 | Contact the North Texas Food Bank about sponsoring/participating in a food drive in conjunction with one of our July summer concerts | Mike | 04/07/20 |
| 7 | Determine when PCB membership dues were raised from $40 to $50 | Jean | 04/07/20 |
|  | **Action items closed since the last meeting** |  |  |
| \* | Check with CRUMC choir about performing with us on July 3  3/11/20: CRUMC choir will not perform with us on July 3 | Jim C. | 03/10/20 |
| \* | **March 2020 Agenda item**: decide if we want to keep the WRR ad spots we reserved for the April concert  **03/10/20**: See Advertising on WRR under Old Business | Jean | 03/10/20 |

* **Old Business**
  + Music4Life
    - Good engagement with both bands
    - Renner students were especially appreciative
  + Attendance policy change
    - PCB bylaws need to be edited to include changes to the attendance policy
    - Updated PCB bylaws need to be uploaded to the website
    - Updated PCB bylaws will submitted as part of the City of Plano grant
  + Advertising on WRR
    - The Marketing committee with speak with WRR to determine the best use of our dollars for the July 3 concert and make a recommendation to the Board at the April 2020 meeting
    - The Board voted to cancel WRR advertisements for the April 26, 2020 concert
  + April Concert
    - Richard has posted the music available to date on the website
  + Summer Series
    - Themes have been chosen
      * June 1: Night at the Museum
      * June 15: Kids’ Night Out
      * July 3: Patriotic Celebration
      * July 13: National Parks
      * July 27: Frisco Jazz Band (Jim C. has confirmed with Michael)
    - Update from Mari on partnership with Moms Out Marketing for the Kids’ Night Out concert
      * Vendor participation fees will cover the cost of the artisans we usually hire for this concert (balloon artist, face painter, henna tattoos)
      * The Board voted to do a peanut butter drive for the North Texas Food Bank at Kids’ Night Out to support Moms Out Marketing philanthropic efforts
      * The Board discussed doing a food drive for North Texas Food Bank at one of our July concerts, no firm decision made at this meeting
* **New Business**
  + Lions Club
    - Would like the PCB to participate in the 4th of July parade, they would provide a truck
    - The Board voted to decline the invitation
  + Peak Music Festival percussion rental
    - Dates are April 15, May 5, and May 6
    - Jim will check with Michael to ensure JPII does not need the equipment on these days
    - Overnight storage at the Eisemann
      * Not an issue for consecutive days (May 5-6)
      * Will have to rent a truck to move percussion to/from the Eisemann for April 15
* **Future Business**
  + COVID-19 virus
    - The Eisemann is waiting on direction from the City of Richardson re cancelling events
    - If PISD shuts down it is likely JPII will shut down
    - We need to be prepared to talk to our membership about the potential impacts of this situation
  + ACB 2021 – Sante Fe
    - Application is due August 1
    - Planning to include audio clips from the April 26 performance
    - Denise has the application and is waiting or music clips from Jim and Joe
  + Partner band for February 2021
    - Must be an organization that can afford to pay half of the hall fee unless someone sponsors the performance through the website
      * Jim is pursuing partnering with *The Vocal Majority*
    - The Board agreed this performance, should we do it, be scheduled for a Sunday
  + Raise PCB Dues
    - A proposal was made to raise annual PCB membership dues from $50 to $75
      * The difference would increase our income by $1,750
    - The Board voted to increase annual PCB membership dues to $75 (if paid by cash or check) and $80 (if paid online)
      * Lifetime members are grandfathered/excluded from this change
      * Member couples are grandfathered/excluded from this change
* **Move to adjourn**
  + The March 2020 PCB Board meeting adjourned at 21:00.

The next scheduled PCB Board meeting is Tuesday, April 7th, 2020 at CRUMC.

**End of March 2020 PCB Board Meeting minutes**