**Attendees**: Denise Guilbert, Marilyn Woodruff, Jennifer Breitzmann, Becky Miller, David Adkins, Sheila Winsor, Joe Frank, Jim Winsor, Richard Clark, Debbie Johnson, Janice Wolff, Cindy Harder, Jim Carter, Rebecca Gebhardt, Bob Straka, Zach Shirley, Jean Stephens

The August 2020 PCB Board meeting was called to order at 19:31. This meeting was conducted via Zoom video conferencing due to group size limits and social distancing rules enacted by city, county, and state agencies in response to COVID-19.

* **Reports**
  + **Artistic Director (Joe)**
    - First Monday for September rehearsals could be the 14th
    - How would literature planning affect rehearsals?
      * Reduce difficulty of selected pieces to accommodate shorter rehearsals
      * Quantity and length of pieces would need to come down
        + Accommodate reduced rehearsal time
        + Eisemann does not want an intermission
      * Fit the literature to match rehearsal capacity and section population
    - What will rehearsals actually look like?
      * Rehearse outdoors with social distancing
      * Require masks when not playing (between pieces and during rests)
      * Rehearse the entire group together
      * Attendance on a volunteer basis
        + Do not enforce attendance requirements
      * Consider starting earlier (e.g., 6:45pm)
        + Need to take into consideration the reduction in daylight hours as we moved towards the fall
      * Limit to one hour
      * Encourage cool clothing, hats, and sunglasses
      * Each member is responsible for:
        + Chair
        + Stand
        + Music (print, bring, and secure while outside)
        + Bottled water
      * The number of outdoor rehearsals we would require is TBD
      * All of the above is contingent upon JPII administration, Denise is communicating with Michael Brown. As of this meeting JPII is planning to start in-person classes on August 20.
    - Review all JPII outside areas to determine feasibility of using as rehearsal space
    - Send a document to the band explaining all of the above
    - Recommendation to conduct a poll to determine what percentage of each section is willing to participate
      * Too early right now, need to get further down the road to determine the viability of our approach (JPII reopening plans, COVID-19 numbers, etc.)
  + **Associate Conductor (Jim C.)**
    - Need to consider percussion use if rehearsing outside (what can/should be moved in/out of the building). Selected literature may not require large percussion items (e.g., timpani and marimba).
  + **Treasurer** (**Jennifer**)
    - July 2020
      * Income $7,479.96
      * Expense $2,879.90
    - Received the third installment from the City of Plano
    - Received private donations, many in memory of Hal Wolff and for Eisemann seat name plaques
      * Received more than enough donations ($786) to cover the cost of two seats ($500 - Janice’s father and mother). Janice will talk with her mother and brother to determine how to spend the remaining $286.
    - Remaining advertising money ($300) must be spent by September 30. City of Plano states we can repurpose money to other expenses in our grant budget. If we do that we must submit an amended budget to show how the money will be spent.
      * Marilyn Woodruff made a motion to apply the $300 towards U-Haul storage, Cindy Harder seconded the motion. The board voted in favor of the motion.
      * Jennifer will submit a revised budget to the City of Plano
      * Jennifer will give the seat plaque payment to Denise, Denise will hand-deliver to the Eisemann.
    - We keep track of donors to the band for one calendar year. Donor names stay on the website for one year and appear in spring and fall concert programs. We have not updated the website to show who has donated this calendar year (data from 2019 is still there) because we did not have an April concert. Do we hold on to the names of those who would have been in the April concert program and put them in the November concert program?
      * Zach made a motion to include the donation year in the program, Marilyn seconded the motion. The board voted in favor of the motion.
  + **Marketing (Mike & Sheila)**
    - North Texas Giving Day
      * September 17, 2020
      * Sheila will send out a Constant Contact communication and post the event on our Facebook page.
        + 1,100 people like our FB page
      * Will send three emails
        + September 01 to save the date (9/17/2020)
        + Early giving reminder
        + On the date
      * Will ask a few people to review draft of the email
      * Will send a separate email directly to band members suggesting they donate directly to the band through the PCB website vs donating through NTGD, especially if their company has a donation matching program
    - We continue to connect with our followers, patrons, and the public through Facebook
* **Action Items (Jean)**

| **Open Action Items** | | **Responsibility** | **Due Date** |
| --- | --- | --- | --- |
| 1 | Sign and notarize updated PCB Bylaws. Notary Public must witness the signatures (to be completed when COVID-19 restrictions are lifted) | Board | TBD |
| 2 | Advertising for Fall concert with WRR | Mike | TBD |
| 3 | Review all JPII outside areas that could be used for rehearsals | Cindy | 09/01/20 |
| 4 | Send an email to band members explaining the items listed under ‘What will rehearsals actually look like?” | Denise/Joe | 09/01/20 |
| 5 | Send North Texas Giving Day “save the date” via Constant Contact | Sheila | 09/01/20 |
| 6 | Send City of Plano revised budget noting Advertising money to be used to pay for U-Haul storage | Jennifer | 09/01/20 |
| 7 | Follow up with Rachel re Girl Scout Gold Award requirements and timeline | Sheila | 09/01/20 |
|  | **Action items closed during this meeting or since the last meeting** |  |  |
| \* | Ask our insurance agent if weare eligible for a rebate as we have not been functioning as a band since the middle of March  *07/07/20: the answer is no*  *08/04/20: Update - we will receive a rebate of $459* | Denise | 07/07/2020 |
| \* | Configure the PCB online store for digital copies of the March 2 joint concert with McKinney  *08/04/20: Complete* | Marilyn | 08/04/2020 |
| \* | Once digital copies of the March 2 concert are available in our online store send a link to McKinney Band management  *08/04/20: Complete* | Marilyn | 08/04/2020 |
| \* | Changes to website to allow donations in memory of someone and anonymous donations  *08/04/20: Complete* | Marilyn | 08/04/2020 |
| \* | Set up an election form on the website so members can vote for the 2020-2021 slate of officers  *08/04/20: Complete* | Marilyn | 08/31/2020 |
| \* | Ask Warren Rubin if he will be the new Eisemann liaison  *08/04/20: Complete* | Denise | 08/04/2020 |

* **Old Business**
  + Election Results (35 yea votes during July 13 full band Zoom meeting, 26 yea votes received via the website – total of 61 yea votes on the slate presented)
    - President – Denise Guilbert
    - Vice President – Marilyn Woodruff
    - Secretary - Debbie Johnson
    - Treasurer – Jennifer Breitzmann, with Jessica Karlinski shadowing
  + Additional individuals who agreed to serve
    - Warren Rubin as Eisemann Center liaison
    - Bob Straka as M4L Coordinator
      * This effort requires finding programs where they have viable bands that will do UIL
      * Carpenter Middle School is first on his list (we have not worked with them yet)
  + Eisemann November 15 concert
    - Jim W. will return amended November 2020 and April 2021 agreements to the Eisemann (amended for COVID-19 related cancellation liability)
    - Jim W. is including Warren Rubin on emails pertaining to Eisemann
  + Insurance policy rebate
    - Our premium is based on annual audience attendance of 12,000
    - Jennifer and Denise sent City of Plano quarterly report attendance numbers for the past seven years to our agent (less than 12,000). The lower number may result in our premium being lowered.
    - We will receive a rebate of $459
* **New Business**
  + Spending remaining advertising grant money - $300 (Jennifer)
    - The voted in favor of a motion to apply this money towards U-Haul storage costs
  + Girl Scout Gold Award (Sheila)
    - 2017 M4L participant (Rachel, bass trombonist at Frankford Middle School at the time), now a high school Senior, is working on her Girl Scout Gold Award
    - Rachel asked if there is anything we can do to help her fulfill the requirements for this award. Does not have to involve music.
      * Helping with M4L (could be full circle if we work with her middle school)
      * Volunteer organizer through summer of 2021
    - How we are able to help her depends on when we are able to resume rehearsing and performing as a group
    - Sheila will follow up with Rachel on requirements and timeline
  + Dues
    - Dues are separate from attending rehearsals
      * We still have recurring expenses we need to cover
    - When will 2020-2021 dues be due?
      * Will be on the agenda for the August 10, 2020 full band meeting
      * Members can pay online
    - Jennifer makes deposits on or after October 1 to apply the income to the new grant fiscal year
* **Future Business**
  + Upcoming Events
    - August 10: Next Full PCB Zoom meeting
      * Best mask contest
      * Nicole Robbins will entertain us on the marimba
    - September 1: Next PCB Board meeting
    - September 8: Next Full PCB Zoom meeting (Tuesday after Labor Day)
  + Next ACB convention
    - Date pushed to April 2022
    - We are waiting on information about the application process (timing, etc.)
    - Joe and Jim have selected the music we will submit
* **Move to adjourn**
  + The August 2020 PCB Board meeting adjourned at 20:32.

The next scheduled PCB Board meeting is Tuesday, September 1, 2020 via Zoom video conferencing.

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