

Threshold Choir Board of Directors September 20, 2023

Present: Betty Szatkowski, Jan Booth, Bridget Baker, Sudie Pollock, Heidi Dressler, Caitie Deranek Stewart, Glenda Guinn-Gilles

Absent: Alyson Lynch

The meeting was facilitated by Jan Booth, Co-Chair.

1. Minutes from the July 2023 meeting were approved.
2. Financial Report (Betty) – Current Threshold assets total \$156,151.07 as of August 31, 2023.
3. ED Report (Heidi) – website changes are ongoing.
4. Committee Reports
 - **End of Year Appeal** (Caitie) - The goal is to expand the impact and scope of the appeal without diminishing responses from email recipients. Will require Board support and giving. Goal: Formal plans proposed by October and launched near Thanksgiving
 - **Board Co-Chairs** (Jan & Bridget)
 - **Interim Positions:** Betty will be stepping down from the Treasurer position with her retirement from the Board. Bridget is in dialogue with a possible interim replacement. Aly will be stepping down from the Secretary position but will remain as a Board member. Glenda will serve as the interim secretary. Board approved these changes with an official vote to occur in January 2024.
 - **Staffing Changes:** Heidi shared that she will be leaving her ED position at the end of the year but will be willing to help after that time if needed. She suggested this be a time of positivity and an opportunity for succession planning. Goal to share a joint message from the Board and Heidi at the First Friday October 6 meeting and in the October newsletter.
 - A vote was held to move forward with planning for the 3 positions: ½ time ED, ½ time Member Chapter Development (formal name TBD) and ½ time Administrative Assistant. Vote was unanimously approved.
 - Open discussion was held on this topic.
 - **ED/Director of Member-Chapter Development**
 1. Overview of needs going forward: Salaries, benefits, residency requirements, search committee creation, where and when to post position searches, should new position come from within TCI?
 2. Goal: Search committee to meet by October 9, 2023
 3. Executive Session: Monday, September 25/9-10:30 am PST to further discuss this topic.
 4. Search committee criteria
 - a. Suggested one committee for each candidate

- b. Suggested 3-5 people per committee composed of Board members, TCI members, past Board members
- c. Discussion of Heidi's role in this process
- d. Discussion will continue into future meetings

- **Sounding Board** (Jan)
 - **Leave Behind Cards** (Bridget) – coming along well.
 - **Virtual Accounts** (Jan) – discussion indicated more work is needed. Bridget, Heidi and Glenda will meet to discuss further. Suggestion that a clear and succinct financial policy for virtual accounts is needed.

Meeting adjourned.

Respectfully submitted,
Glenda Guinn-Gilles, Secretary