

THRESHOLD CHOIR BOARD RETREAT

JANUARY 19, 2024

SESSION 1

PRESENT: Leeann, Bridget, Jan, Glenda, Caitie, Natasha, Sudie

1. Song: Keep Me In This Moment, sung by Leeann
2. Jan went over the goals of this retreat:
 - Vision for first half of 2024
 - Plan Deep dives
 - Approve budget
 - Build relationships between Bd members
3. LEEANN ACTION: Send new TC Organization Model to Bd Members
4. Slate of Officers Approved: President: Bridget. Vice Pres: Glenda
Treasurer: Natasha. Secretary: Sudie
5. December 2023 Bd Minutes Approved
6. Leeann recommends Regular Bd Meetings 3rd Wednesday of the month
1 pm. PT for 90 minutes
ED and Bd Co-Chairs will decide when deep dives are necessary.
7. Donations: Natasha presented comparison graphs for 2019 - 2023.
End of year donations are down, member donations up
Many credit card donations, fewer online donations
Fundraising: Caitie had several excellent suggestions

ACTION CAITIE: Define and re-engage all major donors from years past.
Define the three major donors who gave in 2022 but not 2023
Set up process to encourage RMD (Required Minimum Distrib)

Contact Nancy Roberts Brown to discuss Estate Gifts to TC through wills and trusts.

Develop a Fundraising Calendar by Feb 2024, send to Bd.

ACTION: LEEANN AND CAITIE. Map the donor experience. Do they get a tax donation letter and Thank You note for all types of donation?

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SESSION 2

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Irish song. sung by Caitie

9. MCD/ ED search Leeann: We have four very strong candidates for MCD ED Survey goes to TC leaders next week . Hope to hire by the end of March.

10. Committees

a) REPERTOIRE currently has 578 songs and a new FAQ section Section explaining Licensing Agreements.

ACTION LEEANN: 1) talk to Annie G : Public Domain songs in Repertoire, separate section?

2) translate all songs so English speaking singers know what they are singing

3) how to share Judy Hahn's two videos: exact process

4) should TC require memorization of songs by everyone or can some singers use music due to a TBI, medical condition? Can we soften the language?

5) ask coaches what they teach about memorizing and think about if that becomes a DEI issue.

b) SOUNDING BOARD. Jan reported their three main goals:

1)clean up the list of people on this committee

2) check in with the reps for the year 2024 goals

3) decide what topics to address this year

ACTION JAN OR GLENDA: contact Priscilla for a current list of Sounding Bd members

c) WEBSITE. Bridget reported that our agreement with current developer runs out in June. Recommends no action prior to that time. Jeff is advising, helping find a new Vendor.

ACTION: BRIDGET OR LEEANN. Ask Rachel, Cathy, Layla (and anyone else With access to the website) to advise the Bd about what they are working on; how they are using their access.

ACTION BRIDGET: Contact Rachel about writing a notice for the newsletter about all the Zooms on the website and how to access them.

- d) PERSONNEL Jan reported they are developing policies on COLA and PTO. Will write new contracts for our soon to be 3 employees. Will also develop evaluation guidelines for ED.

ACTION: LEEANN Add to Bd Agenda: develop plans to recruit all year. Could be added to Personnel Committee? Currently we could add 2 more Bd members.

- e) OUTREACH Jan suggested thinking more about singing at medical or end of life conferences.

JANUARY 20, 2024

SESSION 3

Present: Leeann, Bridget, Jan, CJ, Glenda, Natasha, Sudie

Song: Bridget sang Keep On Showing Up

Leeann introduced new Bd Member, C.J. Robinson. Welcome C.J.!

- f) COMMUNICATION: Joan Linton needs a partner to help with newsletter now, shadow her for possible succession.

ACTION LEEANN: Look at MCD candidates for this volunteer opportunity. Email and/ or Newsletter notice to members. Consider cutting newsletter back to every 2 or 3 months.

- g) DEI: We need a Bd Liaison to discuss issues of gender equity and inclusion of outside songs. Ask Layla how Bd liaison could help. Person needs to be a good listener.

- h) FINANCE

l) FUNDRAISING Both were already discussed pg 4

j) CURRICULUM : Needs a Bd. Liaison

Deborah Carrithers wants to step back monthly Zoom.

Show Leaders value of our website Zoom collection

Assist jumpstarts for leaders

ACTION SUDIE : I checked: the website still has links to curriculum written by Marti Mariette, Robin Rose, and myself. I get requests several times a year.

k) COACHES 8 current coaches

Chart for 2022 and 2023.

Should chart also note Conflict in Chapters/Struggling?

Should there be a Chapter At Large category?

ACTION LEEANN: Every Committee needs a Succession Plan.

Get Handbook from Jan and Priscilla that shows vendors.

l) BOARD WORK

1) Bridget has re-designed Leave Behind Cards. (LBC)

Repertoire committee suggests “please do not record bedside sings” notation on the cards.

Virtual Accounts

What percentage goes to Home Office? 25/75 ?

What are legitimate chapter withdrawals?

2) revised chapter agreements/ non compliance

ACTION LEEANN: PUT THESE ON DEEP DIVE AGENDA IN MARCH

3) update personnel policies/ PTO, holidays—written

4) cost of living policy—written

5) How to build Lay Leadership within TC:

managing conflict, skill building in mediation, succession planning.

m) GATHERINGS

Build in a way to honor Kate and Heidi: scholarships to gatherings?

Annual awards in their names?

Donation to Joan Garry Group?

Plan a Heidi Dressler Leadership Conference online?
Bring in former Bd Members: Karen H, Nancy RB, Jan
others with expertise in specific areas.
Tiered. Leadership 101, 102, 103

n) REGIONAL GATHERINGS are happening

What is Home Office responsibility?
Do we need a Task Force with 7 - 8 people with prior
involvement in local gatherings?
Should we encourage Regional Gatherings where
Home Office does very little?

ACTION: Wait for ED and MCD to join before making those decisions.

JANUARY 25, 2024
SESSION 4

PRESENT: Leeann, Jan, Bridget, Glenda, C.J., Sudie

Song: Jan Anywhere I Am

NEW AGENDA ITEMS

1. Sudie reported some donations do not include street or email
Info, therefore cannot send a Thank You note. Could we
Request their address on the donation page? or include
their email on the spreadsheet I get from Priscilla?

ACTION: BRIDGET. will contact Priscilla to check on this.

2. Kate Munger would like to keep her TC email address.
We all agreed that fine.

ACTION: LEEANN will contact Kate for specifics.

3. January Newsletter needs articles.

ACTION: BRIDGET AND GLENDA will write. "Board Corner"
LEEANN will write about MDC and ED progress

4. Outreach Committee,

ACTION: LEEANN. Delete Aly from committee

5. Leeann was contact by Jennie, a woman who wants to make
A documentary about death. C.J. met Jennie and liked her.

ACTION: LEEANN Check with Nancy RB about Jennie's idea, and connect
Annie G to Jennie to discuss permissions to use our songs.

6. Leeann brought up TC's "poor" rating on a national Non Profit
Rating scale. It's because we've never put our financial info on
their website.

ACTION: LEEANN, BRIDGET, GLENDA will get documents together by
Mid February 2023. Co-Chair report and ED report plus
5 years of tax info. Submit for second quarter of 2024.

7. Kate Munger will be offering a Zoom class on March 21/ 24
which made Leeann start thinking about a 25 year Celebration.

ACTION: LEEANN in charge of TASK FORCE with a Bd liaison to be set up
soon so we can enhance our presence, increase donations, etc
next year. Ask Priscilla for founding members contacts.

8. Jan invited us all to view this on Zoom;
Feb 4, she will host a documentary, **The Last Ecstatic Days;**
which shadows a man with brain cancer through to his death.

ACTION: JAN will send information to us prior to Feb 4.

ACTION: LEEANN contact David Grube and/or Priscilla to see about a similar
video shared at a Portland, Oregon gathering.

ORIGINAL AGENDA ITEMS

11. Committee Assignments

Many committees may be reconfigured after permanent ED
and MCD are hired; specifically Communication,
Education-Training-Curriculum, Outreach, Sounding Board.
Sudie suggested collecting information about when and how
often each committee meets before we commit.

NEW BOARD LIAISONS with Current Committees

Coaches: MCD, Sudie

Communication: NA

DEI: Bridget

Ed, Train, Curric: MCD, Sudie

Finance: Natasha

Fundraising: Caitie

Outreach: wait for ED

Personnel: Bridget, C.J.

Repertoire: MCD, Sudie

Sounding Bd: Glenda

Website: Bridget

Bd. Recruit: Glenda

TASK FORCES:

Gatherings:

25th Annivers: Leeann

ACTION: JAN. meet with Glenda about Sounding Bd history/ topics

ACTION: LEEANN. Ask Priscilla for Heidi's list of people who were invited to join the Board previously. Personal ask is best. Target Leader's Group. Also look at MCD applicants . Share with Glenda.

JAN OFFERED to answer any questions or concerns about TC Board history since she has been on the Bd the longest. A wealth of information. Thank you, Jan.

JANUARY 26, 2024
SESSION 5

PRESENT: LEEANN, JAN, BRIDGET, NATASHA, GLENDA, C.J. , SUDIE

NATASHA read the poem: Patience Visited Me which calmed us all and can be found on Google

1. Natasha and Bridget led us through the budget, line by line, with answers for all our questions. Comparisons were made with 2022 and 2023. Estimates for 2024 tend to be conservative. Several questions came up:

A) If new ED doesn't live in Calif where TC is incorporated, must we hire a payroll firm to manage personnel payments?

ACTION; LEEANN please check

B) Who is our attorney now that the previous one retired?

ACTION: LEEANN please check

C) We pay fees to a bank to process credit card donations
Approx. \$3 for every \$100. There may be a cheaper way.

ACTION; BRIDGET. please check out Zeffy

D) sudie wondered if \$500 from a new member is listed as Membership or if it's a donation, or if it's split 25/75.

ACTION: SUDIE. Checked with Priscilla: All money goes into membership unless donor specifies otherwise.

E) Someone asked about the \$550 for Volunteer Recognition
How is that spent?

ACTION: NATASHA. Please ask Priscilla

F) We sell our Songbooks but we don't know
what happens to the books if a singer leaves TC.
Could/Should we keep track?

ACTION: LEEANN please check with Priscilla

2. Jan reminded us that she is available for questions.
She encourages us to tap into the Collective Wisdom of former Board Members. That will be us someday.

ACTION: BRIDGET AND GLENDA. Please schedule Orientation for C.J.

May harmony prevail. Sudie Pollock

