SAMPLE ANNUAL MEETING MINUTES FOR PACIFIC COAST PHILHARMONIC

# MEETING DETAILS

Chairperson: Jasmine Brown (Board Chair) Secretary: Deborah Walker (Secretary)

Date: December 4, 2020

Time: 11:00 am

Location: Williams Hall Admin Offices Street Address: 1359 Sur Road

City: Thatcher

State: CA Zip: 92485

# ATTENDEES

* + Jasmine Brown (Board Chair)
	+ Deborah Walker (Board Secretary)
	+ Ron Clark (Fundraising Chair)
	+ Sarah Finley (Finance Chair)
	+ Chris Noah (Programming Chair)
	+ Eli Gordon (Legal Council)
	+ Kate Padilla (Chief Executive Officer)
	+ Michelle Hudson (Chief Finance Officer)
	+ Sandra Rennie (Chief Operating Officer)

# ABSENCES

* + No absentees.

# CALL TO ORDER

**Welcome** – Speaker Jasmine Brown (Board Chair) – 11:00 am Jasmine welcomed everyone and reviewed the meeting goals:

* + Summarize the successes, failures, and lessons learned in the past year;
	+ Review what the next twelve months will look like for the organization; and
	+ Elect a new Board Chair for 2021.

**Previous Meeting Minutes** – Speaker Deborah Walker (Board Secretary) – 11:04 Deborah distributed the meeting minutes from the December 6, 2019 annual meeting. The attendees had a chance to review the minutes for accuracy, then Deborah put the minutes to a vote. The attendees unanimously voted to approve the minutes.

**Current Meeting Agenda** – Speaker Deborah Walker – 11:11 am

Then Deborah distributed the current meeting’s agenda which everyone also had a chance to review. Deborah gave the attendees a chance to request additions or changes, but there were none. She led the group in a unanimous vote to approve the agenda.

# OLD BUSINESS

**Summary of Past Year** – Speaker Kate Padilla (CEO) – 11:19 am

Kate moderated a discussion about the successes, failures, fiscal performance, growth, and staff turnover for 2020.

# NEW BUSINESS

**Upcoming Projects** – Speaker Sandra Rennie (COO) – 11:30 am

Sandra presented specifics and status reports about all of the major projects that the Philharmonic will participate in in 2021.

**Budget Review** – Speaker Michelle Hudson (CFO) – 11:40 am

Michelle presented an overview of the 2021 budget and answered many questions.

# VOTE

**Board of Directors Election** – Speaker Jasmine Brown – 11:50am

Jasmine led the Board in a vote for the 2021 Board Chair. This person will replace Jasmine as she retires at the end of 2020. The Board elected Cori Czeresko, long-time friend of the Philharmonic.

# ADJOURNMENT

**End of Meeting** – Speaker Jasmine Brown – 12:00 pm

Jasmine called an end to the meeting at 12:00 pm. Deborah recorded the end time and Jasmine approved the minutes.

Minutes submitted by: Print Name: \_Deborah Walke\_r

Approved by: Print Name: \_Jasmine Brown