



Coronet Club Board of Directors  
 2017 Annual Meeting – Summary  
 February 9-11, 2017  
 Chicago, Illinois

Meeting called to order on Thursday, February 9, 2017, at 5:15 pm. Janell welcomed new members to the board: Kim Elger-Griffin (Show Chair).

Present: Nancy Cloeter, Janell Paviolitis, Debra Peters, Amy Brinkman, Patty Pennycook, Michelle Hunget, Joyce Rankin, Kim Elger-Griffin (Show Chair)

Guests: None

Topic and Discussion	Actions
<p><b>Approval of 2016 Las Vegas Convention Meetings and Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>Approval of Minutes of Board of Directors Meeting</b> <ul style="list-style-type: none"> <li>○ Janell questioned Action Item progress.                Patty moved to approve the minutes. Deb seconded. Approved.</li> </ul> </li> <li>• <b>Approval of Annual Business Meeting – Saturday morning</b>                Amy moved to approve the minutes. Patty seconded. Approved.</li> <li>• <b>Approval of Board of Directors Election Meeting</b>                Amy moved to approve the minutes. Patty seconded. Approved.</li> </ul>	
<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>• Reviewed 2016 budget, Projected vs. Actual, plus the 2017 Preliminary budget.</li> <li>• Donations/Memorials were discussed.</li> <li>• Handkerchiefs will go to 50<sup>th</sup> Anniversary quartets. Need 5 this year for the Hurricane Honeys.</li> <li>• The storage of the CC CD's was discussed. It was decided that Deb will bring them to Vegas on the truck with the risers and left over CD's will be taken by Int'l.</li> <li>• Ticket Chair equipment will go home from Vegas with Michelle and she will bring it to St. Louis on her truck for the 2018 convention.</li> <li>• The Queen's Court banner will go home from Vegas with Amy. She will then bring it to St. Louis in 2018.</li> <li>• Ferne Hogan be attending Vegas 2017 and she will be back stage.</li> <li>• The confusion around the boxed lunches was discussed. We need to give the members a spreadsheet with their answers to the questionnaire and explain the boxed lunch cost better.</li> <li>• The Questionnaire was also discussed and members want to know if their questionnaires were submitted successfully.</li> <li>• Obtaining the assistance chorus for Queen's Court in St. Louis was discussed.</li> <li>• Felicia Fuller will be Liz Brannon's backup for the 2017 show and is in training to take over for Liz at some future point in time.</li> </ul>	

<ul style="list-style-type: none"> <li>• Putting BMI, ASCAP, and SESAC fees for the CC Show into the 2017 budget was discussed. <a href="#">Amy moved to approve these fees.</a> <a href="#">Michelle seconded.</a> <a href="#">Approved.</a></li> <li>• Friday morning rehearsal will be changed to 8:30 AM.</li> <li>• Letting the CC members know about financial issues was discussed. This includes highlights of Food Events. Busing, Arena costs, etc. This is an effort to get members to sell show tickets and webcast participation.</li> <li>• A new budget item for the outgoing President’s gift was discussed. A new budget item will be added to the budget. <a href="#">Joyce moved to approve.</a> <a href="#">Patty seconded.</a> <a href="#">Approved</a></li> <li>• Approval of CC 2017 Budget <a href="#">Deb Moved to strike the budget.</a> <a href="#">Michelle seconded.</a> <a href="#">Budget approved.</a></li> </ul>	
<p><b>2017 Nominating Committee – BOD Election</b></p> <ul style="list-style-type: none"> <li>• Add Roles and Responsibilities for all BOD members to application and to CC Website.</li> <li>• Deadline for 2017 BOD applications moved to August 1, 2017.</li> <li>• Encourage members to apply early.</li> <li>• Board members up for reelection this fall are: Amy and Joyce</li> <li>• Include all future dates CC BOD Meeting dates and signature line on BOD Application <ul style="list-style-type: none"> <li>○ Feb 1-3, 2018</li> <li>○ Feb 7-9, 2019</li> <li>○ Feb 6-8, 2020</li> </ul> </li> <li>• An email will be sent on June 1<sup>st</sup> and July 15<sup>th</sup> to solicit CC Board applications</li> <li>• Absentee ballots and nominations from the floor were discussed: <ul style="list-style-type: none"> <li>○ Online absentee ballots will be available 45 days prior to election date</li> <li>○ Online absentee ballots will close 15 days prior to election date</li> <li>○ An email containing the link to absentee ballot will be sent by the VP.</li> </ul> </li> </ul>	
<p><b>PR/Advertising Report</b></p> <ul style="list-style-type: none"> <li>• Confirmed for 4 Pitch Pipe Ads for CC Show (Jan, April, July, Oct)</li> <li>• Full page Queen’s College Ad will be in October 2017 issue of Pitch Pipe and Michelle will add ½ page “save the date” ad for Queen’s College in the 2017 July Pitch Pipe, which is due in May.</li> <li>• July Pitch Pipe Show Ad is due May 12<sup>th</sup>.</li> <li>• Vegas poker chips still available for 2017 Convention and will be handed out.</li> <li>• Frenzy will sing at Queen’s Court for the Crown Unveiling. Michelle will email flyer invitations to CC, Quartet, and Chorus competitors and market it on Facebook.</li> <li>• Michelle continues to do media alerts for regional events: <ul style="list-style-type: none"> <li>○ Need to put link to CC Website on all regional websites</li> <li>○ Michelle will post JPEG of Show Flyer on CC website for use at regionals</li> </ul> </li> <li>• Jumbotron slide show and Convention Program Ads, and October PP ads for Vegas III are due in August.</li> <li>• Crown Unveiling Flyer due 9/1.</li> <li>• Mail order flyer for St. Louis CC Show Tickets will be present at Queen’s Court.</li> </ul>	
<p><b>Webmaster Items and Website Updates</b></p>	

<ul style="list-style-type: none"> <li>• Jeanne Delahunty will continue to be our Webmaster</li> <li>• Nancy Cloeter will take on the role of making sure the website is correct and updated on a monthly basis. This includes an “ In Memory” page and a Church Directory.</li> <li>• Nancy will send an email to CC members regarding our website. Do you know what’s on our website besides Music? The email will contain a link to the website and instructions on how to get into it.</li> <li>• There was discussion to see if there should be a 2017 Show Folder on our website that contains all information regarding the show as well as the music and learning tracks.</li> <li>• Once approved by the CC Board, an edited version of the CC Board Meeting Minutes should be created and posted as a summary report on the CC Website.</li> <li>• Amy will contact Stacey regarding how the store can be made easier to order Name Badges and to access Queen’s College forms.</li> <li>• The traffic on our website needs to be investigated before we make any major update investments. Nancy will ask Stacey for a monthly report of hits.</li> <li>• Need to update crown pictures page on website. Love Notes and forward are missing as well as some past crowns.</li> </ul>	
<p><b>Crowns and Cases</b></p> <ul style="list-style-type: none"> <li>• 17-year inventory of cases kept at SAI Headquarters.</li> <li>• Janell will purchase new crowns for Vegas 2017 Queens</li> <li>• Janell will be responsible for getting the crown clips.</li> <li>• Janell will present updated Queen’s Kit to new 2017 queens.</li> </ul>	
<p><b>Show DVD’s</b></p> <ul style="list-style-type: none"> <li>• 2017 Vegas Show DVD’s were discussed and the following will be done before a decision is made: <ul style="list-style-type: none"> <li>○ Kim will obtain a copy of what Liz B. uses to work from</li> <li>○ Kim will obtain a copy of the edited version</li> <li>○ Deb will obtain the link for the webcast from Al and send to the CCBOD and Show Committee</li> <li>○ A comparison will be made and a report will be given to the CCBOD by the Show Committee</li> <li>○ CCBOD will make a decision for the 2017 Show</li> </ul> </li> </ul>	
<p><b>CD Sales</b></p> <ul style="list-style-type: none"> <li>• Michelle is running low on older quartet CD’s and needs the newer quartet CD’s to sell in the store as well.</li> <li>• We will be selling bundles again this year for \$20.</li> <li>• 15 CD’s were sold online in 2016</li> </ul>	
<p><b>2017 Las Vegas #3 Convention</b></p> <ul style="list-style-type: none"> <li>• CC Club Convention Schedule <ul style="list-style-type: none"> <li>○ We will keep the optional rehearsal on Tuesday from 11am to 1pm.</li> <li>○ Optional Tuesday rehearsal will not count toward assistance check</li> <li>○ If possible, directors need to commit to attend all rehearsals</li> <li>○ Both Wednesday and Friday rehearsals will start at 8:30am</li> <li>○ Convention schedule will be basically the same as 2016</li> </ul> </li> <li>• CC Reunion Reception <ul style="list-style-type: none"> <li>○ Michelle will ask Grant to make 4 new badges for Frenzy and bring them to Vegas.</li> <li>○ Michelle will bring the 4 Lucite awards to Vegas for Shondells and have</li> </ul> </li> </ul>	

Grant order 12 more.

- Janell will remind Tomi to bring remaining Lucite awards.
- Anniversary Recognitions
  - 50<sup>th</sup> – Hurricane Honeys (Handkerchiefs)
  - 40<sup>th</sup> - Shondells (Lucite awards)
  - 25<sup>th</sup> – City Lights
  - 20<sup>th</sup> – 4 Star Collection
- Competing Quartet Reception
  - Patty will get napkins made for Quartet Reception and make sure the bill goes to Amy. Napkins should say: Frenzy 2017.
  - Janell will invite Frenzy to be hostess quartet
  - Janell will invite Speed of Sound to be greeting quartet
  - Janell will invite Bling to be assistance quartet if needed
  - Janell will be the emcee
- Crown Unveiling – Monday (2:00 – 2:45)
  - Patty will invite the emcee
  - Patty will contact all quartets with new CD's and invite them to attend
  - Janell will ask Tomi who does the raffle tickets
  - Deb will make sure there are speaker stands
  - All in attendance from CC will help set up the crown display
- Award Ceremony following Quartet Finals
  - New Queens - 2017 Queens Frenzy, assisted by Janell
  - 2<sup>nd</sup> Place – Speed of Sound
  - 3<sup>rd</sup> Place – Bling
  - 4<sup>th</sup> Place – Love Notes
  - 5<sup>th</sup> Place – Touché
  - 6<sup>th</sup> through 10<sup>th</sup> Place – Janell will assign
- Post Awards Activities
  - Janell will choose the men that will be escorting the new queens to the show.
  - 8 seats in the PIT for new queens and guests
- Coronet Clubhouse – 9:30-Midnight
  - Hostesses – Speed of Sound with Bling helping to get things started
  - Tomi will bring white board and easel, Janell will remind Tomi
  - Kendra will provide the invitations. A new budget item for \$25 was added to reimburse Kendra.
- Queen's Court
  - Chair – Tomi, Assistance Chorus – Inland Empire Chorus
  - There will be no scheduled time for Queen's selling CD's to sing.
- Saturday Breakfast Meeting
  - Marilyn Conlon Service Award given
  - Janell will send invitations to breakfast:
    - Liz Brannon
    - SAI Board of Directors
    - Kay Todd – SAI CEO
    - Jeanne Delahunty and Melody White
    - Claire Gardiner - Photographer
- Miscellaneous
  - Using Amy's chorus risers for Wed. AM rehearsal
  - New Queen's dinner will be in the same spot as 2016
  - Crossroads to put CC Link on their website
  - Tomi and finance girl will run Queen's Court in St. Louis

<ul style="list-style-type: none"> <li>○ The Marketing/PR budget was reviewed and it is up a little bit due to Queen’s College Ads.</li> <li>○ Patty will find out how many regions have JumboTrons and host webcasting at their regional contests. Michelle will look into advertising the CC Show at these regionals.</li> <li>○ Patty will contact SAI regarding working together on the 2017 show and will ask if we are covered with their new licenses to post CC Show pictures on social media.</li> <li>○ Patty will send slides for slide projectors to Liz Hardcastle for history purposes.</li> <li>○ Sharon will take care of housing again this year and will take over this position for 2018. This role will be overseen by the VP.</li> </ul>	
<p><b>2017 Las Vegas Show – Grand Illusion</b></p> <ul style="list-style-type: none"> <li>● Show Report <ul style="list-style-type: none"> <li>○ Liz Brannon will be training Felicia Fuller as her successor</li> <li>○ Liz Hardcastle will begin training her successor/s</li> <li>○ Janell will invite Claire Gardener to take photographs of the show</li> </ul> </li> <li>● Show Content <ul style="list-style-type: none"> <li>○ Discussion on featured quartet performances to include barbershop arrangements on the show</li> <li>○ The definition of ACTIVE quartets was discussed. <i>The definition was determined as follows: “Featured performer on at least 2 events within the last 12 months”.</i> Janell will add this definition to Sec IVA, #2 of the standing rules. <ul style="list-style-type: none"> <li>○ Featured group – Crossroads, 2009 BHS Quartet Champions</li> </ul> </li> </ul> </li> <li>● All quartets singing on the 2017 show should put a link to the CC Website on their quartet websites.</li> <li>● Jean Barford will do the riser standing chart for the show.</li> <li>● Show Technical Director will be Liz Brannon with Felicia Fuller as understudy</li> <li>● Molly Plummer will be Choreographer again</li> <li>● Kim will be responsible for all Show related announcements</li> <li>● Featured Cameo Quartets – submission deadline January 31<sup>st</sup> <ul style="list-style-type: none"> <li>○ City Lights – 25 years (3/9 Submission)</li> <li>○ 4 Star Collection – 20 years</li> </ul> </li> <li>● Webcast <ul style="list-style-type: none"> <li>○ Income in 2016 was \$9,820</li> </ul> </li> <li>● Liz Hardcastle will be the emcee for the CC 2017 Show.</li> </ul>	
<p><b>Queen’s College 2018</b></p> <ul style="list-style-type: none"> <li>● Co-Chairs will be Karen Breidert and Betty Clipman</li> <li>● Sheila Martinez will be Logistics Chair again this year.</li> <li>● Location will be in Chicago again.</li> <li>● Kendra LaPointe will handle the registrations.</li> <li>● Janell will look into having a song that all attendees can learn</li> <li>● The website needs to be updated with better registration forms and spreadsheets.</li> <li>● Website needs to be ready to accept registrations by October 2017 to qualify for Early Bird discount deadline of 12/31/17. Attendees would like their coaching times before arriving on site.</li> <li>● The BUZZ will be the teaching and demo quartet.</li> </ul>	

<p><b>Discussion Points</b></p> <ul style="list-style-type: none"> <li>• Nancy will do research on Survey Monkey and Type Form for Questionnaire</li> <li>• Per diem/travel expenses for Show Committee will be \$50/day x 3 for 1 day</li> <li>• Kim will set up show folder on website</li> <li>• Patty will ask Stacey if E-Folders can be set up on the website to include: <ul style="list-style-type: none"> <li>○ Housing Forms</li> <li>○ Release Forms</li> <li>○ Photo/DVD Forms</li> <li>○ Questionnaire (what and when they replied)</li> </ul> </li> <li>• There is a need for a Facebook Chairperson. The Marketing Lead will manage the art &amp; deadlines. Kim will ask Gina Ogden and Dana Johnson to be Social Media Co-Chairs for Facebook, Twitter, and Instagram.</li> <li>• The new 2017 Banner design will be submitted by Michelle to the CC BOD for approval.</li> <li>• The 25<sup>th</sup> Anniversary Flowers will be replaced by a 25 Year pin. Grant will do the research on this.</li> <li>• Kim will send a reminder to all members regarding the purple dresses for the show.</li> <li>• PR for CC Show at all Regional Events <ul style="list-style-type: none"> <li>○ Patty will send email to get regional queens involved in PR</li> <li>○ Melody White will create a show flyer</li> <li>○ Michelle will send JPEG to all queens of show poster</li> </ul> </li> <li>• Patty will contact Claire Gardner regarding putting photos on our website</li> <li>• Convention payment checks will be given to show chair for disbursement</li> <li>• 50<sup>th</sup> Anniversary quartet will get 4 free DVD's of the show. Amy will send all 4 DVD's to Carolyn Sexton for distribution to the Piperettes.</li> <li>• 8 non-comped VIP tickets will be offered to the 40<sup>th</sup> and 50<sup>th</sup> anniversary Queens. These will need to be purchased by 8/20/2017 at \$30 each.</li> <li>• Any YWIH singers attending the CC Show will purchase tickets at a discounted price of \$15 each.</li> <li>• Michelle will send an email reminder to order new badges.</li> <li>• Sales Tax in St. Louis is 4.225%</li> <li>• There will be 7 convention hotels in St. Louis.</li> <li>• The Questionnaire deadline will be July 1, 2017</li> </ul>	
<p><b>Adjournment – Saturday, February 11, 2017 – 12:20pm</b>  Janell moved to adjourn the meeting. Nancy seconded. Approved.</p> <p>Respectfully Submitted,  Nancy Cloeter - Secretary</p>	