

SAMPLE ANNUAL MEETING MINUTES FOR PACIFIC COAST PHILHARMONIC

I. 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**

II. 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)**

III. ABSENCES

- **No absentees.**

IV. 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.