

# YPSILANTI COMMUNITY BAND--ONE-YEAR PLAN FOR 2008-09

(Based on Approved "Vision Statement") and on "Five Year Plan"--Approved June 11, 2007 & Mar 10, 2008

One-Year Plan approved June 9, 2008

ITEM	Jun 08-May 09	Responsible Individual Or Group	Major Activities	Completion Date
Rehearsal and storage space	Rehearse and store equipment and library at WLHS	Business Manager	Maintain all necessary arrangements with WLHS	A year's successful use of WLHS facilities
Stands and lights	Acquire stands and stand racks for use at WLHS and elsewhere	Business manager and Property Committee	Get good price, order, assemble, mark & put to use for rehearsals and concerts	Stands and stand rack installed at WLHS and available for use in other venues
Indoor Performance Space	Hold most/all indoor concerts at Towsley Auditorium	Business Manager	Schedule date/time/place and performers	As of date of performance
Performances Away from Ypsilanti	Apply for Red Cedar; if accepted, at least one more with another community or school band or major civic event. If not accepted, then at least two with another community or school band or major civic event	Business manager, Board	Schedule transportation arrangements Move equipment	As of date of Red Cedar performance, if invited, and other concert date(s)

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Summer Outdoor Concerts, open to public	June patriotic July general August Milan August Heritage Festival YAF Museum (May 09)	Business Manager, Board  Conductor	Logistics handled for each event.  Appropriate music for each event	Completed as of dates of events
Summer concerts, closed audience, for pay	UA Commencement AND, preferably one other (or two,if no UA Commencement)	Business Manager, Board	Logistics handled	mid August 2008
Band shell	Get band shell constructed in Frog Island Park	Ad hoc group identified by Board and President.	Work with Depot Town authorities in terms of specifications, assist as requested in fund-raising and other issues	Completion of the project
Concert "dress" indoor	Previously determined & in Guidelines/Handbook	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Concert "dress" outdoor	Previously determined & in Guidelines/Handbook as white top/khaki bottom	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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Music	Conductor programs music according to "Vision;" orders new music accordingly. Acquire at least 34 additional titles by purchase, gift, or download	Conductor	Support indoor concerts in Oct, Dec. 2008; two in 2009 (plus out of town concerts); support at least Memorial Day concert in this fiscal year and planning for as many as half a dozen more June-August	When titles purchased or otherwise acquired and added to YCB library
Publicity	Each year phase in more (as put in priorities by Pub. Comm) promotional devices, aiming for consistent large (several hundred) audiences by 2011	Publicity Committee plans, presents plans to Board for approval, as necessary.	Implement second stage of plans to have large audiences by 2011	Average audience sizes are somewhat larger than for previous year.
Instruments	Fund-Raising Comm devises scheme to raise funds for second 1/4 of priorities; funds raised, instruments acquired and put into use <i>(not in 5-year plan)</i> Property Committee identifies third 1/4 of priorities, provides cost data to FR committee and Board for following year's budget	Property Committee, in consultation with conductor and business manager. Business manager, in consultation with conductor and Property Committee Chair  Property Committee, in consultation with Conductor and Business Manager	Property Committee assists in acquisition of second 1/4 of instrument equipment needs  "Needs" include new instruments, estimated repairs and updates.  Property Committee identifies third 1/4 of instrument equipment needs for approval and inclusion in the 2009-10 budget.	Second 1/4 of needs are identified and approved by Board for purchase; acquired and put into use.  Third 1/4 of instrument needs are identified, approved by Board for purchase and included in 2009-10 budget

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Non-instrument Equipment	<p>Fund-Raising Committee devises scheme to raise funds for second 1/4 of priorities; funds raised; non-instrument equipment acquired and put into use</p> <p><i>(not in 5-year plan)</i></p> <p>Property Committee identifies third 1/4 of priorities, provides cost data to FR committee and Board for following year's budget</p>	<p>Property Committee, in consultation with conductor and business manager. Business manager, in consultation with conductor and Property Committee Chair</p> <p>Property Committee, in consultation with Conductor and Business Manager</p>	<p>Property Committee assists in acquisition of second 1/4 of instrument equipment needs</p> <p>"Needs" include new instruments, estimated repairs and updates.</p> <p>Property Committee identifies third 1/4 of non-instrument equipment needs for approval and inclusion in the 2009-10 budget.</p>	<p>Second 1/4 of needs are identified and approved by Board for purchase.</p> <p>Second 1/4 of equipment needs acquired.</p> <p>Third 1/4 of non-instrument needs are identified, approved by Board for purchase and included in 2009-10 budget</p>
Transportation and insurance	All Band-owned items are insured at replacement value. Up-to-date equipment inventory maintained and insurance coverage adjusted accordingly.	Business manager	<ol style="list-style-type: none"> <li>1. Get additions bids/quotations/ estimates.</li> <li>2. Board award insurance contract to a particular vendor</li> <li>3. Business manager handles all paper work.</li> </ol>	Insurance in force

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Library Management	Remainder of scheme implemented  (Committee devises scheme to implement all parts of the Vision--related to Library--in two increments; first half was to be implemented in 2007-08)	Library Committee, assisted, as necessary, by Business Manager Conductor will handle most aspects of acquisition and turn acquisitions immediately over to Library Committee or designee	Probably includes:  5. YCB Library is posted on YCB web site and updated frequently 6. Librarians assume responsibility for making copies of music available to other community bands, etc. upon request, at no charge other than at most, actual out of pocket cost for copying/postage 7. Parallel procedures for managing black concert folders are established Library Committee implements those activities identified for 2008-2009 implementation.	Library Committee notifies Board of which tasks were completed during 07-08, which will be completed during 08-09.
Web site	Web site scheme fully implemented	Publicity Committee and other designated individuals	1. Web site reviewed weekly and updated as necessary 2. Web site remaining items: lists of players by instrument, audio and video vignettes, library, E. Information of interest to general public and/or media, such as "human interest" stories about players or program elements.	Web site fully implemented and regularly maintained
Telephone tree	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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Recordings	Board establishes date and logistics, possibly in some future year, for a professional-quality audio or video recording, suitable for sale if so desired	Board	To be determined	When Board action occurs
Membership	<p>Roster target: 87</p> <p>Priority: recruitment of players where sectional target not met. Focus on reducing absenteeism; especially for summer performances</p> <p>Focus on membership promotional materials</p> <p>Develop policy on short-term use of non-member players when there will be a shortage in some section for performances</p>	Personnel Committee	Recruitment of numbers to total at least 87 through media, posters, personal contact, etc. Recruitment of particular instrument players through brainstorming ways of reaching players of those instruments and then following up with personal contacts. Collection of data in May re expected attendance at each summer 2009 event and taking steps to "fill gaps" as necessary.	<p>Rosters for Fall 08 and W/S 09 include at least 85 total</p> <p>Summer concerts are performed by large and well-balanced band</p>

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Recognitions	<p>Award the "Goodsman Award" for outstanding service to the Band.</p> <p>Solicit donations to the Ken Bowman music fund; spend to acquire new music, stamped to honor Bowman</p> <p>Raise funds for 2009 costs and send to BLFA camp; continue fund-raising for Bowman Scholarship Endowment (identified in 2007-08 plan as "\$50K endowment")</p>	<p>Awards Committee</p> <p>Fund-Raising Committee</p> <p>Fund-Raising Committee</p>	<p>Meet, decide</p> <p>Periodic announcements to Band to audiences, and to prospective donors</p> <p>Solicitations</p>	<p>Award presented</p> <p>Funds received and spent as intended</p> <p>2009 Awardee selected</p>
Workers	<p>Implement relevant portions of "Vision."</p> <p>Organize a "Friends" group</p> <p>Implement a Personnel "helper" for each rehearsal</p>	<p>Personnel Committee</p> <p>Personnel Committee &amp; Board &amp; Business Manager</p> <p>Personnel Committee</p>	<p>See "Vision"</p> <p>Identify non-players, who consistently help, other than money</p> <p>Volunteer, non-player; new member info, attendance, follow-up of absentees, etc.</p>	<p>Board review</p> <p>Group in place, identified in printed program</p> <p>Person performing duties.</p>

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Governance	<p>Board plans monthly meetings and an activities calendar for the following year. Calendar includes committee reports, elections, officer reports, review of appointed staff.</p> <p>Board considers if Bylaws need revision; if so, wording is prepared, approved by Board, submitted to membership for vote</p>	<p>Business Manager, assisted by Conductor and president, prepares a 15-month calendar for June 08 through August 2009</p> <p>Board sets date and President conducts an annual business meeting of Band during a rehearsal time</p>	<p>Set meeting dates/times/places for June 2008-August 2009</p> <p>Calendar includes all Band, (ESPECIALLY Board) activities, including nominations, elections, actions needed to maintain one- and five year plans; rehearsals and concerts; etc.</p> <p>Information to band members about Band business/issues Conduct any business (such as elections) that needs to come before the entire Band</p>	Calendar distributed in hard copy or on web site, preferably the latter so that it can be updated and expanded frequently
<p>External Organizations</p> <p>(continued)</p>	<p>Join ACB; encourage conductor (and at least two other members) to attend ACB convention; submit one item for publication</p> <p>Hold a joint event with another area community band</p>	<p>ACB membership is responsibility of Business Manager and Treasurer</p> <p>Discussions are open with LCCB, Clarkston Community Band,</p>	<p>Keep ACB membership current Conductor will attend 2009 ACB convention in Texas; assist others; Conductor will submit an item (re "Band of America") to "Advance,"</p> <p>Possible joint activity with Livingston Band--and/or another group</p>	<p>Easily documented items for completion</p> <p>Date of performance</p>

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External Organizations (continued)	<p>Maintain active membership in C of C and participate in all relevant activities.</p> <p>Identify/join/create at least 1 add'l organization for the promotion of arts/music/band</p>	<p>CofC membership is responsibility of Business Manager and Treasurer</p> <p>Board establish process for ensuring YCB participation at each relevant CofC event</p>	<p>1. Keep CofC membership current</p> <p>2. Attend "after work" events, 1st Tuesday breakfasts, meetings of relevant CofC committees, CofC special events (e.g., holiday party)</p>	<p>Document Reports</p>
Non-Player Staff	<p>Seek an unpaid intern from an arts management (or related) program, assigned to YCB</p>	<p>Business Manager</p>	<p>Maintain contact with arts adm programs at EMU and UM; attend intern recruitment fairs</p>	<p>Intern secured and placed</p>
Finances	<p>YCB maintains IRS and state approvals as non-profit. Continues to diversify sources and to increase amounts of fund-raising.</p>	<p>Business Manager has responsibility for both state/federal relations</p> <p>Fund-Raising Committee deals with fund-raising</p>	<p>Ensure that both IRS and state status is current, in good order</p> <p>Fund-Raising Committee raises funds necessary to support the annual budget and special projects</p>	<p>IRS and state documents</p> <p>Budget income is met/exceeded</p>
Social	<p>YCB holds at least one social event for players and additional social event(s) that include family and "friends" of YCB</p>	<p>Personnel Committee</p>	<p>One or more social events planned for 2008-2009</p>	<p>Completed as of date of events</p>