

DRAFT--YPSILANTI COMMUNITY BAND--ONE-YEAR PLAN FOR 2009-2010

Based on Approved "Vision Statement" and on "Five Year Plan"--Approved 6/11/07, re-approved 4/15/08; revised 11/11/08
 One-Year Plan Approved July 6, 2009.

ITEM	Jun 2009-May 2010 (from 5-Yr Plan)	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	<i>Carry forward from 2008-09: Acquire stands and stand racks for use at WLHS and elsewhere</i>	<i>Business Manager and Property Committee</i>	<i>Get a good price, order, assemble, mark & put to use for rehearsals and concerts</i>	<i>Stands and stand rack installed at WLHS and available for use in other venues.</i>
	Own stands and stand racks for rehearsals and performances	Business Manager and Property Committee	Use stands as needed for rehearsals and concerts	Use as needed
	Buy set of stand lights	<u>Completed early</u>	Maintain sufficient supply, including batteries and bulbs	As needed
Indoor Performance Space	Hold most/all indoor concerts at Towsley Auditorium	<u>Schedule completed</u>	Three concerts in Towsley: October, February, May One in Pease in December	Concerts held

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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	Apply for Red Cedar, if accepted and attend, schedule another concert with a community band, school band, or at a major civic event. If don't attend Red Cedar, schedule TWO concerts with some combination of community band(s), school band(s) or at a major civic event(s)	As scheduled As scheduled
Summer Outdoor Concerts, open to public	Jun 18--Ypsilanti Park Jul 1- Patriotic/fireworks Jul 16--Ypsilanti Park Jul 30-Milan	Business Manager, Board	Scheduled Scheduled Scheduled Scheduled	18-Jun-09 1-Jul-09 16-Jul-09 30-Jul-09
Summer concerts, closed audience, for pay	UA Commencement AND, preferably, one other (or two, if no UA Commencement)	Business Manager, Board	Scheduled for Aug 18, 2009 Second closed/paying event?	18-Aug-09 Date of event

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Band shell	<i>Carry forward from 2008-09 (with slight modification): Advocate for the construction of a band shell in Frog Island Park</i>	<i>Ad hoc group identified by Board and President</i>	<i>Work with Depot Town CDC authorities in terms of specifications, assist as requested in fund-raising and other issues</i>	<i>Completion of the project</i>
Concert "dress" Indoor	Previously determined & in Guidelines/Handbook	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Concert "dress" Outdoor	Previously determined & in Guidelines/Handbook	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Music	Conductor programs music according to Vision; orders new music accordingly. Acquire at least 34 additional titles by purchase, gift, or download	Conductor Note: We are on a track to reach the 2011 goal total of 500+ titles well before that time	Support Summer concerts in 2009; Support two indoor concerts in 2009 and two indoor concerts in 2010, plus perhaps an outdoor concert in May 2010.	When titles purchased or otherwise acquired and added to YCB library

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<p>Library Management</p> <p>(more)</p>	<p><i>Carry-forward from 2008-09: Remainder of scheme [for handling Library matters as identified in the "Vision"] implemented</i></p> <p><i>(Library Committee devises scheme to implement all</i></p>	<p><i>Library Committee, assisted as necessary by Business Manager. Conductor will handle most aspects of acquisition and turn acquisitions immediately over to Library Committee's designee</i></p>	<p><i>(Un- or partially accomplished items:)</i></p> <p><i>5. YCB Library is posted on YCB web site and updated frequently. [Posted, but now out of date]</i></p> <p><i>6. Librarians assume responsibility for making copies of music available to other community bands, etc. upon request, at no charge other than, at</i></p>	<p><i>Library Committee notifies Board of which tasks were completed during 07-08, which will be completed during 08-09</i></p>

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Library Management (continued)	<p><i>parts of the "Vision" in two increments; first half was to be implemented in 2007-08)</i></p> <p>Library management scheme fully implemented</p>	Library Committee, assisted by Conductor and Business Manager and Property Committee	<p><i>most, actual out-of-pocket costs for copying/postage. [Only a few known requests to date.]</i></p> <p><i>7. Parallel procedures for managing black concert folders are established. [No known process for handling folders, other than "give them out"]</i></p> <p><i>Library Committee implements those activities identified for 2008-09 implementation.</i></p> <p>Frequent web site updates Scanning and copying equipment acquired, or long-term arrangements made Permanent, secure, easily accessible storage of scanned materials Folder management process determined and implemented</p>	<p>Monthly updates Equipment bought or arranged for long-term, housed Storage arranged Policy announced & implemented</p>
Web site	<p><i>Carry forward from 2008-09: Web site scheme fully implemented</i></p> <p>Web site scheme fully implemented</p>	<p><i>Publicity Committee and other designated individuals</i></p> <p>Publicity Committee and other designated individuals</p>	<p><i>1. Web site reviewed weekly and updated as necessary</i></p> <p><i>2. Web site remaining items: lists of players by instrument (currently as of Fall 2008), audio and video vignettes (much expanded in recent weeks), library (there, no current)</i></p> <p><i>3. Information of interest to general public and/or media, such as "human interest" stories about players or program elements</i></p> <p>Web site reviewed weekly and updated as necessary</p>	<p><i>Web site fully implemented and regularly maintained</i></p> <p>Web site fully implemented and regularly maintained</p>

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(Membership, continued)	sources: (hs/college bands, etc.) Implement policy on short-term use of non-member players when there will be a shortage in some section for performances			
Recognitions	<p><i>Carry forward from 2008-09: Solicit donations to the Ken Bowman music fund; Continue fund-raising for Bowman Scholarship Endowment (identified in 2007-08 plan as "\$50K endowment")</i></p> <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 2010 costs for Blue Lake and send to BLFA camp; continue fund-raising for Bowman Scholarship Endowment</p>	<p><i>Fund-Raising Committee</i></p> <p>Awards Committee</p> <p>Fund-Raising Committee, Conductor, Library Committee</p> <p>Awards Committee Fund-Raising Committee</p> <p>Treasurer</p>	<p><i>Periodic announcements to Band, to audiences, and to prospective donors;</i></p> <p><i>Solicitations of other possible donors</i></p> <p>Meet, decide</p> <p>Solicit funds from prospective donors Order music as funds received Prepare music for YCB Library</p> <p>Invest funds in something interest bearing</p>	<p><i>Funds received and spent as intended</i></p> <p><i>App. \$10K/year raised</i></p> <p>Award presented</p> <p>Music placed in Library for future use</p> <p>Raise \$20K for endowment</p> <p>Interest credited to endowment fund</p>

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Non-playing "helpers"	<p><i>Carry forward from 2008-09: Implement "worker" portions of "Vision"</i></p> <p><i>Organize a "Friends" group</i></p> <p><i>Implement a Personnel "helper" for each rehearsal</i></p> <p><i>Continue implementation</i></p> <p><i>Nurture "Friends" group</i></p> <p><i>Implement a Personnel helper for each rehearsal</i></p>	<p><i>Personnel Committee</i></p> <p><i>Personnel Committee & Board & Business Manager</i></p> <p><i>Personnel Committee</i></p> <p><i>Personnel Committee</i></p> <p><i>Personnel Committee & Board & Business Manager</i></p> <p><i>Personnel Committee</i></p>	<p><i>See "Vision"</i></p> <p><i>Identify non-players, who consistently help, other than money</i></p> <p><i>Volunteer, non-player: new member info, attendance, follow-up of absentees, other hospitality, etc.</i></p> <p><i>See "Vision"</i></p> <p><i>Solicit more "Friends"; recognitions of "Friends"</i></p> <p><i>Duties performed at each rehearsal and concert</i></p>	<p><i>Board review</i></p> <p><i>Group in place, identified in printed program</i></p> <p><i>Person(s) performing duties</i></p> <p><i>Board review</i></p> <p><i>Increased number and diversity (by task) of "Friends"</i></p> <p><i>Duties performed at each rehearsal and concert</i></p>
(more)	<p><i>Carry-forward from 2008-09: Board considers if Bylaws need revision; if so, wording is prepared, approved by Board, submitted to membership for vote</i></p>	<p><i>YCB Board</i></p>	<p><i>Calendar includes actions needed to accomplish one- and five-year plans;</i></p> <p><i>Information to band members about Board business/issues</i></p>	<p><i>Calendar. . .updated and expanded frequently</i></p>

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External Organizations (continued)	Identify/join/create at least one additional organization for the promotion of arts/music/band.	Board, President, Conductor	Continue close involvement with and participation in county/Ypsilanti arts efforts; consider organizing a state or sub-state community band organization	On membership roll of arts/music/band organization
Non-Player Staff	<p><i>Carry-forward from 2008-09: Seek an unpaid intern from an arts management (or related) program, assigned to YCB</i></p> <p>Note: "Seek" was at least partially accomplished</p> <p>Use an intern from an arts management program OR a part-time paid staff member.</p>	<p><i>Business Manager</i></p> <p>Business Manager</p>	<p><i>Maintain contact with arts adm programs at EMU and UM; attend intern recruitment fairs.</i></p> <p>Note: "contact" was established, but with no results</p> <p>Identify duties for intern or part-time paid staff member. Supervise the intern/staff in the performance of these duties.</p>	<p><i>Intern secured and placed</i></p> <p>Completion NOT accomplished</p> <p>Intern or part-time paid staff member accomplishes MANY things for YCB!</p>
Finances	YCB maintains IRS and state approvals as non-profit. Continues to diversify sources and to increase amounts of fund-raising.	<p>Business Manager, Treasurer</p> <p>Fund-Raising Committee</p>	<p>All state/IRS forms filed in timely manner</p> <p>FR Committee identifies ever-more sources of funding</p>	<p>State/IRS records in good order</p> <p>Largest budget ever supported, including "special projects"</p>
Social	YCB holds at least one social event for players and additional social event(s) that include family and "friends" of the YCB.	Personnel Committee	At least two social events planned for 2009-10, preferably based on surveys of what would be of greatest interest to those to be invited	Completed as of dates of events