

Ypsilanti Community Band Board Minutes
April 13, 2009, 7:30 PM

Call to order: 7:35PM

Attendance:

Carter Adler
Nathan Sparks
Alan Aldworth
Marge Taylor
Trinka Benedict
Howard Fillmore
Aaron Taratsas
Paul Vaughan
Mark Jeffers

Absent:

James Wagner
Sandy Wagner
Jon Kennedy
Beth Askew
Jerry Robbins

Approval of previous minutes (March):

*Motion to approve the minutes for the March 2009 Ypsilanti Community Band Board Meeting-
(Aaron, Marge 6, 0, 0) Approved: with the addition of the list of absentees.

Reports:

- President (Carter): The President's report was e-mailed to the Board and reproduced at the end of these minutes.
 - Preservation of audio/video recordings (Aaron)
 - Aaron has called and left messages with student (NAME???)
 - Need a volunteer to collect/archive historical materials going forward
 - We still need a volunteer to go forward with archiving.
 - Schedule annual band meeting (April 28 or May 5?)
 - We need to leave time for transition before terms are up for Rebecca, Nathan, Aaron, Sandy, and Alan on June 1st, 2009. Nathan suggested May 5th.
 - Carter: It will be May 5th.
 - Are any bylaws revisions needed?
 - Articles of incorporation are filed with the state.
 - By-Laws require vote of the band
 - The Guidelines/Handbook (specifics) can be changed by vote of the board.
 - If anything needs to be changed in the by-laws, email Carter.
 - Trinka and Marge both received e-mails regarding G-Mail accounts.
 - Aaron requested a G-Mail account.
- Treasurer: (Alan) The Treasurer's report was emailed to the Board and attached to these minutes.
 - Budget for the Year is current through the end of March.
 - All accounts are reconciled.

- Profit and Loss Standard shows a \$4,800 surplus.
- We are on track for paying for the Current Bowman Scholarship, but we are not building up for the future.
- We are still with Key Bank.
- Truck rental is up to date.
- Equipment fund- Tom has receipts to turn in (about \$1,000) worth.

Start thinking of any changes NOW.

- Secretary: (Trinka)

- March Meeting Minutes typed and distributed to the board.

- Conductor: (Jerry) The Conductor's report was e-mailed to the Board and reproduced at the end of these minutes.

- Business Manager (Paul) He had a written report (CAN SOMEONE SEND ME THIS???)

- Publicity: (Marge)

- Trinka passed out a copy of the survey she had typed up for insertion into the April Concert program for comments. She will add 'give us your email' request to end of survey.

- Marge will bring to rehearsal examples of polo shirts (4 women's and 4 men's) and emblems and logos for the 30th anniversary year of YCB. We can use and sell them through the end of the year

- Advertising is ongoing.

- Boards for concerts will continue

- She will work on doing more with e-mails.

- She thanked the board for the support to go to Houston and offered to go to workshops if specific information was needed. Carter asked her to find someone who has paid for rights for recordings. Aaron asked her to find out how others move equipment.

- Fundraising (The Fundraising report was e-mailed to the President, distributed to the board, and is reproduced at the end of these minutes.)

- Library (No report.)

- Personnel (Matt- In an email to Carter)

He is willing work ON the committee but not chair it.

*If ANYONE is interested in being the chair please let Carter know.

- Property (Aaron)

The property committee has purchased two (2) cases and one (1) platform stand as well as 'toys' and mallets.

- Update on music stands

Aaron has looked at the Hamilton portable stands and determined they look more durable than the Manhasset portable stands and recommends purchasing them. He will have to check the budget first. 30 @ \$34 each = \$1020.00

Paul- Could you use surplus money?

Aaron- If Walt isn't going to use it we could use it.

-One (1) mishap was reported to the board and to the Conductor of the Whitmore Lake High School. One (1) drum head on a set of Quads was damaged at Whitmore Lake High School. They were stored in the common storage area (shared by YCB and Whitmore Lake High

School). It had been 6-9 months since they were last inspected and were there for the use of YCB. The replacement of the head was \$21.00. This is too small to report for insurance.

Paul recommended authorization of payment for the replacement of the head. There was general agreement for authorization.

Aaron is trying to get the reel to reel to convert. Some of the tributes/recognitions are destroyed.

Carter recommended putting them in scrapbooks.

- Band shell: (no update)

- Website: (Carter)

This report is included in the President's report (reproduced at the end of these minutes).

- Awards

Awards are ready for the April Concert.

Old Business:

- Schedule

- Approve rehearsal/concert schedule through February 2010 (May 2010?)

We are approved through the end of December 2009, including two 'no rehearsal' dates in December. We will be back in January.

*Motion to approve for updated calendar through end of March contingent on the approval of application for Red Cedar and a check of December and February Concerts. Approved (Nathan, Aaron, 6, 0, 0)

Carter we should have information updated on the website through summer.

Paul will get Marge together with the HVA people.

New Business:

- Donor thank-you notes: who should send them?

Previously the Treasurer had sent the notes and then it was the Secretary, it was then changed to the fundraising committee.

Walt has expressed a desire to not do them, indicating 'in most organizations it is the treasurer's job'.

Alan- Challenged the validity of that. It is never the Treasurer's job. The relationship with a donor is the fundraising committee's purview. The Treasurer is to send a receipt for tax purposes, but this is not a 'Thank You' note.

Paul, Carter- Agree.

General agreement

Carter will let Walt know that the thank-you notes should come from the Fundraising Committee, if not from him, from someone on the committee.

- 2009-10 One-Year Plan (Carter) (draft emailed by Jerry to the board on 4/10/09)

The one year Plan was discussed point by point:

1. Rehearsal /Storage at Whitmore Lake: OK (Carry Over)
2. Stands and lights: OK
3. Indoor performance space: OK
4. Performances Away from Ypsilanti: OK
5. Summer outdoor concerts, open to the public: Mark for discussion. Needs to change- removing Yankee Air Museum and the Ypsilanti Heritage Festival.
6. Summer closed concerts, for audience pay: UA and preferably one more for 2010.
7. Band Shell: Mark for discussion. Not happening this year. (Carry over)
8. Concert Dress Indoor: OK
9. Concert Dress Outdoor: OK
10. Music: OK.
11. Publicity: Mark for discussion. Aim for Large audiences and increase advertising (a several stage long term plan).
12. Instruments: Mark for discussion.
13. Non-instrument equipment: OK.
14. Transportation and insurance: Needs inventory update, recent requisitions.
15. Library management: Behind.
16. Website: Behind. Carry forward- audio/video shortage, update of library, and human interest stories.
17. Telephone tree: N/A
18. Recordings: Project for sales.
19. Membership: Needs work- Sectional targets, summer absences.
20. Recognitions: Solicit for Bowman Music Fund scholarship and Goodsman Award.
21. Workers: Mark for discussion. Paid non-players.
22. Governance: Revision of by-laws, Calendar
23. External Organizations: ACB and Chamber of Commerce.
24. Non-player Staff: Seek unpaid intern- not found. Logan is unpaid. Next year USE and intern. Or part-time unpaid staff for 2010.
25. Finances: OK.
26. Social events for family and friends: OK

- Key points for discussion include: fundraising, equipment purchases, staff, and rehearsal attendance

Summer Open and Closed Concerts: Change to 5 outdoor open concerts.

Band shell: Unlikely to get band shell built. Continue working toward the building of a band shell in Frog Island Park.

For some of these a plan should have been formulated. No plan has been made.

Instruments: No plan has been made. (Property Committee)

Non-Instrument Equipment: No plan has been made. (Property Committee)

Each year's Property committee needs to make a list of priority 'needs for the following year'. This needs to be an on-going revolving plan for upkeep. The fundraising committee needs to be raising funds for the property committee priority list from the previous year.

Publicity: No plan has been made. Is the goal: Consistent and larger audiences using more advertising to determine amount of audience? Which concerts do you count?

Alan- The real objective is to increase exposure; this is a bad goal. It is only one part of getting attendance. We should put it off till we get more solid on concert style.

Workers: (Personnel Committee)

Need a volunteer coordinator. (Possibility Shirley Charbonneau, she has contacts at senior centers and colleges)

Need to organize a 'Friends of YCB' group- volunteers to provide:

A helper at each rehearsal- possibly rotating rehearsal help

Ushers

Help with Marge in publicity

Non-playing Staff: (Personnel Committee)

Need an intern/part-time paid non-player from an arts management program or someone in grant work. We are continuing to look at U of M, EMU, and may go to Concordia. Most have been looking for a stipend. We may need to go with a student helper who is college age or a high school senior.

Carter- Maybe it should be a college sophomore or junior to be on call for tasks (not hourly).

Paul- We still need to develop the position, either for substantial money or for fun.

Carter- We are going to keep the wording.

*Motion to approve that we:

Wait on the approving the 1 year plan for-

Summer open concert for pay

Summer closed concert for pay

Publicity

Approve changes for:

Band shell: change to indicate "advocate for"

Instruments/Non-instrument Equipment: change to indicate "rolling basis"

Recording: rename to indicate "Recording for Sale"

Worker: Change to non-player

Governance: Done

Non-Playing staff: No carry over- done

Alan, Carter (6, 0, 0) Passed

Adjourn 9:50 p.m.

President's report (E-Mailed to Board Monday April 13, 2009)

In March, my notable YCB-related activities included:

- A major website revision is in the works, and should be viewable online within hours, or a couple days at the most. In addition to looking better, and incorporating up-to-date information relating to the summer schedule, the website will load a bit faster -- very helpful for those of us on slower internet connections! The biggest change is behind the scenes, where we have moved the website hosting from Washtenaw Community College to DreamHost, which was strongly recommended by several people. This will provide us with a number of advantages as we continue to grow, including the ability to integrate a WordPress blog, the ability to create announcement lists, and more control over the website allowing options such as password-protected sections.

- Arranged for a three-piece jazz combo of EMU students to perform prior to our April 23 concert, pending approval from WCC.

- Represented YCB at a Washtenaw County Arts and Culture Master Plan forum at Riverside Arts Center on March 31.

Fund Raising Committee Report. 4-9-09

Presently, our major effort is to update our Email files so that we can communicate before every concert concerning an upcoming concert and, on occasion, the need for funds. We are doing this with three files:

1. Donor File. We now have a file of all donors for the last four years. Unfortunately, we do not have phone numbers and E-Mail addresses. The entire committee is now getting this data.
2. Friends of the Band. This file of 220 E-mail addresses is now being used by the publicity Committee to announce the next concert.
3. The Program inclusion file. This file contains the names addresses and E-Mail of all of the folks who have purchased advertisements in the programs. It is an embarrassingly small list. Our plan is to first contact these folks and then expand the list.

The Committee feels that this year's budget needs to be expanded to include more equipment expenditures next year. Please include in next year's budget a Marimba for \$5,000.00. This is in addition to the present equipment budget. This will give us something to sell in addition to general support and the scholarship. Our plan is to ask for donation of \$100.00 for each bar. We do not understand why the stands, which we so clearly need, have not been purchased out of present funds.

We are having a problem with the donation boxes at the concerts. At the WCC concert, there was only one and at the Ensemble, the donation box was not even marked. Also, not enough emphasis is being placed on the need for funds and what they are needed for at the concerts. We feel that the boxes and the funds are part of the Fund Raising Committee activities so that we can monitor how effective our efforts are. With the present system, we do not have a clue.

Presently, the handbook says that the Fund Raising committee is responsible for responding to donors via letters. Our opinion is that is a Treasurer's job or someone else. This effort will seriously detract from our efforts to raise funds so I have told Carter that we are not going to do it. Perhaps a member of the Board would like to do it.

We are starting to work much more closely with the Publicity Committee. The data bases we are developing will be useful to them.

We have decided to stop the printing of the programs brochure. Last year, we spent \$2400.00 and received \$2100.00 in donations. E-Mail should be much more effective and certainly cheaper.

Walton Hancock

CONDUCTOR'S REPORT
Ypsilanti Community Band
April 13, 2009

YCB Major Things I've done Since the March Board Meeting:

1. Conducted rehearsals at WLHS on March 10 and 31 and April 7, and (shared with Mike Kirby) at WLMS on March 17 and 24. Conducted YCB portion of joint/side-by-side concert with WLHS band at WLHS on April 2. Conducted four pieces at the inaugural appearance of the YCB "Town Band" at the March 15 YCB ensemble concert.

2. Numerous coordination matters with Mike Kirby re joint rehearsals, rehearsal at WLMS because of unavailability of WLHS on two Tuesday nights, and music for the joint/side-by-side concert.

3. Prepared and sent several informational emails to the entire "greater" (app. 150 names) YCB mailing list, and made/distributed hard copies to those players who don't get email; updated this email list with new members and contacts; prepared and sent several emails to Band Board on various matters.

4. Prepared draft of proposed 2009-2010 "One Year Plan" and submitted to the Board.

5. Still no takers from request to have some relative(s)/friends(s) who would assist with YCB personnel matters. Have not heard further from/about an individual who offered to do volunteer work for YCB and who was referred to various committee chairs to try to "make a match."

6. Received remainder of music for WLHS joint concert, and other music, checked it for completeness and accuracy, entered it into YCB shared library files, and turned it over to the YCB Library Committee for additional processing.

7. Have started work on arrangement of Gigout's "Grand Chorus Dialogue" for band and organ for use by YCB on December 2009 concert in Pease. So far, have transposed the organ part from G to F and written in rests where it will be "band alone." Given to Jim Wagner for review. Remaining: Using the Dallas Wind Ensemble's recording of a custom arrangement as a guide/for inspiration, convert the "band only" arrangement into "band and organ" arrangement.

8. Have had several email exchanges with Dr. Mary Schneider, EMU Director of Bands, and Chris Kuhn, student, re serving as guest conductors for YCB April concert. .

9. Additional email communications with Deanna Swoboda about being tuba soloist for May 10, 2010 concert. She has agreed to attend rehearsal on Tuesday, May 8, 2010. Financial arrangements still to be determined.

10. Carter Eggers of EMU "bowed out" of being trumpet soloist with YCB in summer of 2009. However, he has recommended Thomas ("TJ") Perry, a graduating trumpet major, to play "The Debutante" with YCB on May 21, 2009. He says Mr. Perry is interested/willing/available, although my invitation to Mr. Perry has not yet been answered. This will require my getting score and band parts from Prof. Eggers shortly after April 21, when both of us are available, quickly making one copy of each part and returning the originals to Prof. Eggers, then giving the music to YCB Library Committee for rapid processing (stamping, scanning, copying, distribution) such as to put before the Band on or as soon as possible after April 28.

11. Attended a meeting of the YCB Fund-Raising Committee and did several follow-up tasks as a result of that meeting.

Band shell

12. No recent contacts with Erik Dotzauer or developments that I am aware of. In a slightly related development, stimulus money is going to provide \$500K to the Ypsilanti Freighthouse, thus removing a major “competitor” from band shell fund-raising.

YCB 30-Season History

13. An article for the *Journal of the Association of Concert Bands* about YCB’s 30th anniversary activities was completed and submitted for consideration.

Some Professional Development Activities

14. Played 4th trombone for a 4-hour performance of the Riverside Big Band, Michigan Union, April 3. This included a lengthy March 29 rehearsal.

15. Played trombone throughout two services as part of a brass quintet for Easter Sunday, April 12, Ann Arbor First United Methodist Church. This included a lengthy rehearsal on April 11.

16. Attended performance of “Fourth Wish” at Firefly Club on April 4.

17. Numerous preparations for attending ACB convention, including individual practice on 3rd trombone parts of music to be played by convention band.

--Jerry Robbins