

To: Ypsilanti Community Band
Board of Directors

From: Paul Vaughan
Business Manager

Re: August, 2008 Board Update

Date: August 11, 2008

Facilities: We continue to enjoy the use of Whitmore Lake High School as a rehearsal venue with unlimited access to the facility. In the past two months we have held several working meetings, gathered and returned our equipment at various hours and been able to pick up last minute items without troubling WL staff.

As the slow summer time use of the facility fades away we must keep in mind that we may be competing for space and time during the school year. We will work with WL staff to insure we get as much space and time as we need but it will need to be scheduled and planned, last minute activities may not be as flexible.

Bulletin Board. Our immediate plan in the next few months will include the addition of a bulletin board for YCB so that we can post board minutes, schedules and other such information. I am recruiting a few members to "manage" the board. I am asking for \$200 from the equipment budget for this endeavor.

Secure Storage. We will also be working to obtain some more storage space. We need to put away many of our items which we keep in the storage room. The current practice of storing items on top of the counter tops in the equipment room is not "smart storage". For the security of our property we need to put it away and as good tenants of the facility we must make it so that their work area is clear as well.

Insurance: At last months meeting I informed the board that we had received a notice of cancellation of our insurance policy without prior notice. This information was incorrect and our policy had not been cancelled. I checked with Meagen Bush and she informed me of a technical computer error that had sent that notice out. I have our new policy and we will need to pay the premium, this is a budgeted expense.

Equipment Inventory: With the exception of a few items the inventory list is complete and is within our insurance policy guidelines. I have provided a “draft copy” to our carrier. Please make sure that any new acquisitions are forwarded to me for documentation. This would include purchases and or donations. When you provide this information to me, it would greatly help if you also provided the purchase price and any documentation you might have.

Scheduling:

Upcoming Events:

2009 Outdoor Summer Series: (2 events remaining)

-August 14th at 3:00 PM. EMU Convocation Center. UA Graduation. See attached prep sheet.

-August 16th at 2:00 PM Riverside Park, Ypsilanti Heritage Festival. See attached prep sheet. I have been promised that shortly after the completion of this year’s festival we will work towards improving next years YCB performance. To include better staging and advertising.

2008 – 2009 Indoor Winter/Spring Series: (8 events)

-October 23rd at 7:30 PM. WCC. Towsley. Rehearsal confirmed for Tuesday, October 21st at 7:30 PM, WCC.

-December 5th at 6:00 PM. Ypsilanti Twp. Recreation Center. Tuba and Euphonium Christmas Themes. Coordinated by P. Vaughan

-December 11th at 7:30 PM. Pease Auditorium. Holiday Concert. Rehearsal on December 9th will be at WL.

Question? Will we want to coordinate a joint rehearsal time with YCC. Please remember that Pease will not be open to us until later in the day so our set up time will be pretty limited. 5:30 PM at the earliest. Also, we will need to have strong and quick set up crews available for this performance for a easy transition.

-February 26th at 7:30 PM. WCC. Towsley. Rehearsal confirmed for Tuesday, February 24th at 7:30 PM, WCC.

-February 28th, time to be announced. Red Cedar Festival. Invitation and application pending.

-March 15th time to be announced at WCC. Towsley. Ensembles Concert.

Question? Who is coordinating this years event?

-April 2nd at 7:30 PM. WL. Joint Concert with WLHS. Date and time confirmed. Working on joint rehearsal dates, will be on Tuesdays.

-April 23rd at 7:30 PM. WCC. Towsley. Rehearsal confirmed for Tuesday, April 21st.

2009 Outdoor Spring/Summer Concert Series: (11 events)

-May 16th, May 19th or May 23rd. TBA. Huron Valley Ambulance, EMS week.
Tentative.

-May 25th at 10:00 PM. Yankee Air Force. **Tentative.**

- Dexter – Ann Arbor Run. May 31 or June 6th. Pep band only. **Tentative.**

- Humane Society of Huron Valley. Mid-June. Tentative. Working out the specifics with their marketing director now. They think it is a great idea.
Tentative.

- July 1st, 8:00 PM. Ypsilanti Twp. Fireworks at Lakeshore Apartments. Small brass or other group to perform National Anthem earlier in day, 6:00 PM or so. Remainder of the band at 8:00 PM. Perform 8:00 to 9:45, break until 10:15 PM, and then perform during fireworks for about 45 minutes. **Tentative.**

- Three performances for Depot Town Development Folks. Dates pending, June and July.

- August 6th at 7:00 PM. Milan. **Tentative.**

- August 15th, Heritage Festival. **Tentative.**

- August 20th, United Associates Completion Ceremony. **Tentative.**

2009 Fall/Winter Indoor Concert Series:

- October 22 at 7:30 PM. WCC. Rehearsal at WCC on October 20th.
Tentative.

- December 10th at 7:30 PM. Pease Auditorium. **Tentative.**

September 2nd Rehearsal:

The President has requested that I temporarily take over the personnel committee in preparation of our fall registration. I am looking for two volunteers

to help me with registration. In addition, the treasurer or representative needs to be there. As early as 6:30 PM.

Truck Rental: We have worked out a new agreement with UHaul on South State Street. While it is not as inexpensive as before it is only a small change and well within our budget. The new rental rate is \$5.95 per day (raised from \$0.00) with a mileage rate of .79 cents per mile (up from .39). Our last rental for three days and mileage was \$88.16, still very reasonable.

Contracts: Should we consider formalized contracts for our sponsored concert events? If so I am interested in obtaining some sample contracts from various performance groups. Any thoughts?

Community Partnerships: I would like us to place the following people on a community partnership page or section which formally recognize them. No big ads are necessary but these are the folks who support our organization and need to be recognized as our “partners”.

-Whitmore Lake Public Schools Community Recreation Department

-Washtenaw Community College Office of the President

-UHaul of South State Street

-Eastern Michigan University Office of _____

-Blue Lake Fine Arts Camp