

BLOOMINGTON COMMUNITY BAND

BOARD OF DIRECTORS MEETING

September 16, 2019

The regular monthly meeting of the Bloomington Community Band Board of Directors was called to order on September 16, 2019 at 7:05 PM at Switchyard Brewing Company.

Members Present:

Tim Bitzer, Chair

Jenn Strayer, Secretary

Don Westerhaus, Band Manager

Andrew Felt, Equipment Manager

Hannah Hughes, Treasurer

Doug Davis, Personnel Manager

Bill McGregor, Assistant Treasurer

Richard VanArsdel, Librarian

Phyllis Solnzeff, Historian

Haley Smith, Development Officer

Dominic Thompson, Director

Members Absent: Joe Car, Associate Director, Don Talbott, Webmaster

I. MINUTES:

The chair reviewed action items and the minutes were approved.

Opening remarks:

We discussed the possibility of setting up a wireless microphone system, as many members have complained that it is difficult to hear.

ACTION: Tim will make an announcement about talking during rehearsals.

II. TREASURER'S REPORT:

Hannah highlighted the fact that the equipment fund is well over budget.

Tim had the following questions about the treasurer's reports:

July: Tim asked about the fish bowl donations and whether the amount was being duplicated between Swing Time and the BCB. Hannah confirmed that these amounts are not being duplicated. Tim then requested that the line item be renamed to BCB Fishbowl to limit further confusion.

August: Tim asked about whether the equipment fund reflected the materials Bob Appelman purchased for the portable storage units. Hannah confirmed that it did.

The treasurer's report was filed.

III. OLD BUSINESS:

A. BOD Recruitment and Election

Jenn Strayer reported that the Nominating Committee has been selected, but needs updated job descriptions in order to proceed. Discussion was had over possible candidates and scenarios for each position.

Action: Richard VanArsdel and Don Westerhaus will update their respective job descriptions and send them to Jenn by the end of week.

B. Allison's Drum Set Repair

Allison McClanahan was able to find a drum set like the one that was damaged this past summer for \$212. Allison has agreed to give the band her old set. Bob will then try to replace the laminate on the damaged drum.

IV. NEW BUSINESS:

A. Switchyard Park performance, November 3, 2019

Don Westerhaus talked about progress on Switchyard Park, including The Stage, access to the stage, and logistics for the upcoming November 3rd opening ceremony. We also have a concert scheduled for next season on May 31 with a rain date of June 7.

B. Christmas Party venue search

Tabled. Going back to St. Thomas is an option, but we would like to find something more fun.

C. Storage Equipment purchases

Dr. Bob has put in the order for the materials needed to create portable storage units. The parts are currently stored at the church. Bob is waiting on a few more parts before the units can be assembled.

Recess: Recess called at 7:34 PM. Meeting resumed at 7:43 PM

D. Excess funds investment plan

Bill gave a presentation weighing detailing the ins and outs of the Vanguard mutual fund and weighed the pros and cons of investing the remaining \$4,000 into our Vanguard Mutual Fund. Two options were discussed: Invest \$1,000 every other month until the \$4,000 has been transferred or invest \$1,000 every quarter until the \$4,000 has been transferred. Hannah Hughes moved to extend the remaining \$4,000 of our money that we want to invest over the next three quarters. The motion was adopted.

E. Library Intern

The BCB has completed a successful search for a Library Intern. However, we do not currently have a contract in place for our interns.

ACTION: Doug Davis will look into drafting a contract.

F. Halloween Concert ideas

Dominic discussed his thoughts regarding music for this year's Halloween Concert. The Concert will benefit Girls, Inc. who will be making their presentation between the concert and the movie, giving us more playing time. We also discussed theatrical ideas.

ACTION: Tim Bitzer will look into procuring a coffin to carry Dominic to the stage.

G. New tires for equipment trailer

ACTION: Andrew Felt will look into the tires needed for the trailer.

H. Payment to BFMC and Director

ACTION: Hannah Hughes will write the necessary checks.

I. E-1 Annual Entity Report to IN State Board of Accountants

Hannah Hughes briefly discussed the E-1 report. The State of Indiana wants to know how much money we receive each year from government funds. In compiling the report, the treasurer discovered that McCormick's Creek did not pay us for last year's concert. McCormick's Creek has agreed to pay for last year's and this year's concerts together.

J. BEAD Facebook Page

Jenn Strayer mentioned that she talked to someone who works for BEAD regarding advertising on their Facebook page. The page has over 3,000 followers.

ACTION: Hayley Smith will contact someone from BEAD and follow up.

K. Outstanding Brochure Accounts

Three businesses have not yet paid for their ad space in our brochure, Ameriprise, Melody Music, and Meadowood.

ACTION: Hayley Smith will contact Ameriprise.

ACTION: Tim Bitzer will contact Melody Music and Meadowood.

L. Seating Chart

Phyllis Solnzeff asked about a new seating chart. Dominic would like one too.

ACTION: Doug Davis will update our current seating chart.

V. OFFICER REPORTS

A. Personnel Manager

Doug thanked everyone for working the booth at the 4th Street Arts Fair. Ten individuals have shown an interest and so far Hayley Smith and section leaders have been doing a fantastic job following up. Don asked whether inquiries about membership should be forwarded to the Personnel Manager or Section Leaders.

Doug would also like biographies from board members as he would like to send out a biography series of our members, starting with the directors and the board.

ACTION: Board members need to complete their biographies and turn them in to Doug Davis

B. Historian

Phyllis has been clipping articles from the paper whenever the band is mentioned. She has also been clipping obituaries of former members.

C. Equipment Manager

The trailer will need to be loaded sometime on Saturday.

D. Librarian

The folders will be thinned out some time around September 30 and copies also need to be made. We talked about whether we need or want a copier of our own to make the librarian's position a little easier. Elaine Jerome has a copier that she might be willing to sell us. Tim Bitzer moved that if upon investigation, the copier is something we want, that the band match Elaine's offer and we purchase the copier. The motion was adopted.

ACTION: Andrew Felt will look at it and report back.

E. Technology/Web Master Report

Absent-Nothing to report

F. Business Development and Publicity Manager

We briefly discussed our various social media accounts and how to access them.

ACTION: Hayley Smith will fix our Twitter and Instagram accounts, boosting our social media presence.

G. Scheduling Report

Don Westerhaus talked about the Switchyard Park addition previously and will send out more information. He specifically mentioned that they would like Indiana-themed music. He also asked the city about parking for the band and having golf carts available for members who have trouble walking. The conversation then turned toward our holiday concert series. A suggestion was made to give a concert for the Bloomington Free Methodist Church. We also discussed which retirement homes we would want to play for as Red Bud has been problematic. It is too soon to call about College Mall.

H. Secretary's Report

Nothing to report

I. Treasurer's Report

Hannah will be asking for a few addresses as she begins to fill out the NP-20 form. The Kroger program raised around \$80 this quarter, but the Amazon Smile program has not been as successful. A handful of members still owe dues, but we have collected more from dues than projected in our budget.

J. Director and Assistant Director Comments

The summer concert series is nearly done and the summer concert sets are going well. Dominic is confident that we have enough music for Halloween and Switchyard. Many of the pieces are already in our folders.

K. Chair's Comments

Tim brought up the idea of taking the band on a trip. We will discuss this with the whole band.

L. Other

Bill McGregor asked if we should create fliers to pass out at the McCormick's Creek Park gate the weekend of our performance.

ACTION: Andrew will run the fliers to the park.

Don Westerhaus moved to adjourn. The motion was adopted.

Meeting adjourned at 8:42 p.m.

Jenn Strayer,
Secretary