

West Michigan Jazz Society

Board Meeting Agenda

September 25, 2019 6:00 pm

Coopers Landing

I. Call to order/Roll Call

Michelle Needham opened up our meeting at 6:00 PM.

Present: Jake Vanderhyden, Jerry Scott, John Miller, Dan Ohlman, Peni Reed, Jim Reed, Kat Jones, Michelle Needham, Mary Reed

Absent Board Members: Tim Froncek and Jordan Van Hemert

Guests: Jan Basham, Shannan Denison, Donna Kahny and Kevin Hubbard and Barb Miller

II. Approval of minutes from last meeting

Jim Reed made a motion to approve with edits, John Miller seconded.

Review and Approval of Financials for July 2019. Jerry Scott motioned approval, John Miller seconded. All in favor.

III. Open issues

A. Jazz in the Park wrap up:

Grand Rapids Federation of Musicians: Grant indicated that SS#s from musicians needed at least 15 days in advance in order to receive the 33% reimbursement for union musician's compensation. Jerry Scott will work on getting the red tape straightened out. Grant money is given when the event is free of charge to audiences, etc.

Jim Reed mentioned that rainy days hurt our money collection because with the Grant Pavilion shows go on even when the weather is bad and turn out is lower. May need to consider using rain delays.

Kat Jones mentioned that marketing for Jazz in the Park was better than ever with emails that went out and FB notices, etc.

Michelle Needham mentioned that with it being our first year at the new venue it was difficult for audiences to know what the logistics would be.

B. Jazz Gumbo update: Last Monday Night Jazz was a record sell out and our next Monday will have a sponsorship memorializing Bob Taylor. Jim Reed mentioned that we would be charged \$125 for an additional bartender if we have over 150 people. Jake Vanderhyden made a motion about the FB marketing post for the next Jazz Gumbo event and asked for approval of \$100 for FB marketing. Jerry Scott seconded to spend \$100 for seven days prior to the next Jazz Gumbo. All in favor.

C. Volunteer Party was cancelled because only a few people could attend. Michelle Needham suggested that the volunteer party should incorporate potential volunteers. Donna Kahny mentioned that she put a request out for a volunteer coordinator.

D. Membership chair. Kat Jones will write up a job description. Some discussion ensued about whether a membership person should be a board member and WMJS member. Members should be aware that membership is not pro-rated as a renewal in January but new members should be pro-rated. Kat Jones recorded that 50 new members were acquired through Jazz in the Park. John Miller read that each committee needs a board liaison and a committee chair. The president can appoint. Kat Jones suggested that she could hang onto the end of the year until a replacement could be found for her. Michelle Needham mentioned that each board member should be chairing a committee. Mary Reed offered to help with the Membership committee.

E. Reception for Eric Wendlandt at SpeakEZ, Shannan Denison will ask when within the next few weeks. With a jam session on a Monday or a Tuesday night. Late October, early November.

F. Sponsorships for WMJS Events~ Tabled until next board meeting

IV. New business

A. Kathleen Jones leaving – Vice President open position. Michelle Needham asked for volunteers to fill the position for the rest of Kat's term. John Miller read the VP's roles and duties. Dan Ohlman offered to volunteer. Seconded by John Miller. All were in favor.

B. Strategic Planning. Michelle Needham spoke with Lynn Pope who did our previous strategic planning meeting. Tabled until next month. Shannan Denison will send out the goals from the previous meeting with the outcomes.

C. Volunteer Opportunity List: have a volunteer party to launch potential volunteers. Michelle Needham asked board members to look at the matrix and fine tune the list of activities before we plan a volunteer party.

D. Holiday Party 12/16/19 at Watermark. Need Silent Auction items and Shannan Denison will start a silent auction committee. Bob Taylor's cd collection 1500 will be sold at the Holiday Party.

- E. Discuss Jake's ideas list from last board meeting
- V. WMJS Board Committee Updates
 - A. Nominating Committee – Change to Fundraising Committee – need chair Donna Kahny asked if there should be a committee for MOY. Jan Basham asked about fundraising opportunities. Discussion ensued. Tabled until next meeting.
 - B. Jazz Program Committee – chair Jerry Scott
 - C. Treasury Committee – Change to Volunteer Committee? - need chair
 - D. Marketing/Communications Committee – chair Jake Vanderheyden- Instagram is live #WMichJazz and starting to link it to the marketing. Trying to improve the process of getting all the events on the website/newsletter.
 - E. Membership Committee – Kat Jones requested the board members and volunteers ask for incentives for members at different establishments.
 - F. Scholarship Committee – chair John Miller
 - G. Education Committee – chair Tim Froncek: Mary Reed MPTF has funds for jazz education and Mary Reed had requested funds and suggested that perhaps the WMJS jump on board if they get approved.
- VI. Adjournment, at 7:53 PM
- VII. Next Meeting is October 23rd at 6:00 PM