

# **West Michigan Jazz Society**

## **Board Meeting Minutes**

April 23, 2022 9:30 am

Zoom

### I. Call to order/Roll Call

Present: Jim Reed, Peni Reed, Michelle Needham, Jake Vanderheyden, Shannan Denison, Jan Basham, Mary Rademacher, Kevin Jones

Absent: Dan Ohlman (unexcused), Jordan VanHemert (excused), Scott Freeman (unexcused)

### II. Approval of minutes from last meeting

Jan motioned to approve; Mary seconded. All in favor.

### III. Review and Approval of Financials for February 2022 and March 2022

A. WMJS was at a -\$6K loss last quarter due to low income seasonally, pandemic related attendance issues, and still below membership fundraising targets.

B. Due to inflation costs of having events are increasing (food costs, venue, etc.) at Jazz Gumbo. At a well-attended Jazz Gumbo concert (April) the show was still only at a breakeven. WMJS may need to evaluate raising ticket prices soon (most likely for the 2022-2023 season).

C. Jan motioned to approve the February financials; Shannan seconded. All in Favor.

### IV. New business

A. Jordan VanHemert Email Request for Funds for School Events Next Week – Need Vote

A.1. WMJS needs the number of schools attending and the funding needed for each school for upcoming educational performances.

A.2. Once the board has the dates for the performances Shannan can check availability with Homewood Suites for the guest artists.

A.3. The school should be paid directly from WMJS, but the turnaround time to pay the band may not be soon enough if the performance was conditional based on funding.

A.4. Shannan motioned to approve an initial budget of \$300 per school funding; Kevin seconded. All in favor.

### V. Open Business

A. Jazz in the Park Planning

A.1. Shannan needs help finding sponsors!

A.1.a) All board members must reach out to businesses/individuals

A.1.b) Have updated form for sponsors

A.1.c) 3 local businesses that are committed to \$2000 for ads and sponsors so far

A.1.d) Shannan is also working on some community collaboration by offering a Non-profit Charity Spotlight for each week of the series.

A.1.e) Shannan will send out a lead email template for soliciting sponsors.

A.1.f) Jim & Shannan will work on a letter or postcard to members announcing the lineup and more information about the upcoming series (sponsors, fundraising, etc.)

## A.2. Park Updates

A.2.a) Parking attendants are needed. Follow up needed from Scott on volunteers. Michelle will reach out to volunteers/contacts of those looking to help. Michelle is following up with her son on leading the parking attendents.

A.2.b) Band shell progress is slow. WMJS likely cannot afford to have a tent this year with the current financials. The tent vendor was fired from the park after some issues last year. Jim will check in about alternative options.

## A.3. Bands

(A.3.a.1) Only one of the bands will likely need overnight accommodations from Homewood suites.

A.4. Sound Technician – Jim is meeting with Kurt Ehinger next week.

A.5. Food Truck Contracts – MN sent to Coney Girl and Kool Breeze – Both planning on it. Jennifer Idema is checking on a taco truck for possible 3<sup>rd</sup>

A.6. Signup Genius for Board Members/Volunteers (See volunteer grid – updates?)

## B. Jazz Gumbos – April 18<sup>th</sup> update and May 16<sup>th</sup>

B.1. Per Shannan D. - Our last show had the most people but that made things noisy and some of our members walked out disgusted that people were talking too loudly. Also, we need someone to welcome everyone, introduce the band and thank our bartender, caterer, etc. Michelle and I are too busy at the table and we need help! – Michelle asked that people step up and work at the table so that she can announce. Mary suggested that they excuse by table. Kevin suggested they get food prior to the music starting. Someone step in for Michelle at the table. Michelle will announce at the beginning for people to be respectful of the musicians and people listening to the music.

## C. Speaking of Jazz Updates – Have been on hold for now

## VI. WMJS Board Committee Updates

### A. Executive/Strategic Planning – Board President is the chair

A.1. By-Laws Review

A.2. Work with Dave V and Jake to set up emails for officers and committees

A.3. Need to work on Conflict of Interest Policy

### B. Nominating Committee – chair Mary Rademacher-Reed

B.1. Executive Committee and Mary will be meeting on the following:

B.1.a) Musician of the Year – The Executive Committee met and discussed a new award, Betty Forrest Jazz Ambassador Award, given and awarded at the sole discretion of the WMJS Board of Directors. This award would be given to individuals who have made significant contributions to jazz by way of sharing unique skills and talent to further the mission of WMJS but who are not necessarily musicians. If the board approves this idea, Kurt Ehinger was recommended for the first award. He has been an instrumental part of the jazz scene for the jazz concerts at area jazz education programs. He also is considered a “bonus band member” when he does sound for a jazz gig because he does it SO WELL. Kurt also regularly discounts his prices. Kurt deserves our recognition in the

form of a the Betty Forrest Jazz Ambassador Award, which would be given solely at the discretion of the WMJS Board of Directors.

B.1.b) MOY – The executive committee and nominating committee would use the next several months to develop a clear, written process for nominating, voting, etc. which would include both board and membership involvement. –

There was a long discussion about MOY not happening this year. Kevin and Mary expressed concerns about not having a MOY this year.

Jim made a motion that we nominate Kurt for the Betty Forrest Jazz Ambassador Award and have a celebration in September. Jan seconded and all approved. Shannan writing a letter from the jazz society and Jim is meeting with Kurt. Jim said plaque will be given at the banquet.

Jim also mentioned that we have a committee and finalize the MOY ASAP. Meet and have Kevin suggested having a meeting and getting it done by June 30<sup>th</sup>. Mary sending email to the board about the meeting.

B.1.c) Board Member Nominations – 1<sup>st</sup> term ending 6/22 & Up for 2<sup>nd</sup> Term Renewal (Jim Reed, Jake Vanderheyden, Dan Ohlman) and also one open position Nominations are supposed to be brought to the April meeting.

B.1.d) Board Member Matrix – Review the document. To be completed by all current board members by May 3, 2022, and executive committee members will review and send the final document to all board members for review. It gives an idea of the needs we have on the board at the present time.

Michelle asked that we send all of these to her.

- C. Jazz Program Committee – chair Jordan VanHemert
  - C.1. Updates
- D. Treasury Committee – chair Jim Reed
  - D.1. Planned Estate Giving – Shannan Denison – Update
  - D.2. Mitten Foundation Charity Partnership Application
- E. Marketing/Communications Committee – chair Jake Vanderheyden
  - E.1. Newsletter – April-May 2022
  - E.2. Advertising and promotion for Jazz in the Park and last 2 Jazz Gumbos
    - E.2.a) Should setup meeting to discuss strategy (EightWest, radio, etc.)
- F. Membership Committee – chair Scott Freeman with Lauren Starke (volunteer)
  - F.1. Update on membership renewals for 2022
  - F.2. Potential volunteers reaching out – setup plan, volunteer signup sheet
- G. Scholarship Committee – chair Jim Reed with John Miller (volunteer)
  - G.1. Max Colley’s grandson sending application

- H. Education Committee – chair Kevin Jones
  - H.1. Updates – Kevin said no updates on Education-needs to talk with Jordan.
- I. Adjournment - Next Meeting – May 28, 2022, 9:30am
  - I.1. Shannan moved to adjourn. Jan seconded. All in favor. Adjourned at 11:42 AM.