

West Michigan Jazz Society

Board Meeting Minutes

July 23, 2022 9:30 am

Zoom

I. Call to order/Roll Call

Present: Michelle Needham, Shannan Denison, Kevin Jones, Jim Reed,

Absent: Peni Reed, Jake Vanderheyden

II. Approval of minutes from last meeting

III. Review and Approval of Financials

IV. New business

A. Email from Jan Basham

V. Open Business

A. Jazz in the Park Planning

A.1. Sponsors

A.2. Park and Parking Updates – Sam Needham in Charge of parking, Jim purchased a larger tent due to other one being damaged.

A.3. Bands – Mary Rad and friends rain date 8/22/22, Rain date 8/29/22.

A.4. Sound Technician – Kurt Ehinger

A.5. Food Truck Contracts –Coney Girl and Kool Breeze (Electrical Issues)

A.6. Signup Genius for Board Members/Volunteers (Sent, need board members to sign up)

A.7. Bucket Brigade – Dan Ohlman in Charge

B. Betty Forest Jazz Ambassador Award Banquet – Kurt Ehinger - 9/26/22 at Noto's

C. Jazz Gumbos 9/19, 10/17, 11/21, 3/20, 4/17

C.1. Casino Club wants to get on the calendar for next series

C.2. Jennifer Idema Catering

C.3. Bands Update

D. Fundraiser at Kent & Susan Riddle's home

D.1. Committee with Shannan Denison as Chair

D.2. Lifetime members honored/Planned Estate Giving Kickoff?

D.3. Michelle Bottrall – B Our Guest Events

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 and nominating committee meet to develop a clear, written process for nominating, voting, etc. which would include both board and membership involvement.
 - B.1.b) Board Member Matrix – Only 2 forms returned
- C. Jazz Program Committee – chair Jordan VanHemert
 - C.1. Create online form for artist bios and pictures for promoting events
 - C.2. Create venue cheat sheet which gives all pertinent information for the artists such as sound requirements, where to unload equipment, piano or not, etc. – would be given to artist/manager for Casino Club, Millennium Park (Need to work with Kurt on this because he gives info to musicians), etc.
- D. Treasury Committee – chair Jim Reed
 - D.1. Planned Estate Giving – Shannan Denison
 - D.2. Mitten Foundation Charity Partnership Application
- E. Marketing/Communications Committee – chair Jake Vanderheyden
 - E.1. Newsletters –
 - E.1.a) August sending to printer Monday, 7/25
 - E.1.b) September/October 2022 – Need info by 8/8 to send to Lisa by 8/15
 - (E.1.b.1) Jazz Gumbo bands, pictures, bios
 - (E.1.b.2) Award Event Details for form
 - (E.1.b.3) Articles on Kurt/Paul?
 - (E.1.b.4) September/October calendars
 - E.2. Advertising and promotion for Jazz in the Park/Jazz Gumbos
 - E.2.a) WYCE August 18th
- 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. Updates
- H. Education Committee – chair Kevin Jones
 - H.1. Updates

VII. Adjournment, Next Meeting – August 27, 2022, 9:30am

On hold for now:

- Speaking of Jazz

- WMJS Board Meeting July 23, 2022
- Present: Michelle Needham, Jordan Van Hemert, Scott Freeman, Jim Reed, Shannan Denison, Jan Basham, Kevin Jones (until 10:00ish a.m.)
- Absent: Peni Reed, Jake Vanderheyden, Mary Rad (joined later)
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- • Minutes from June: Jim suggested tabling it for next time Since Shannan just completed and sent them this morning.
- • Jazz in the Park Update:
- • Jim gave an update and said we have another \$1800 from sponsors and donors. We are basically breaking even. Crowds weren't great for one of the concerts where rain was looming. Again the port-a-potty donation is BIG. Music has been great!
- • Kevin Jones wants to have an Education Committee with Jason Proctor and Dr James Sawyer and Keith Hall from Western Michigan *Tuned In* wants to pick his brain about things. Jordan also offered to help with participation.
- • Jan had asked Donna Kahny to proof the schedule. Jordan has a form for the artists to complete themselves.
- • Jim asked for a volunteer to get all of the jazz stuff (table, chairs, signage, etc). Shannan said that she and Kevin would volunteer to house the jazz stuff since Kevin will be there early to set up sound and since we live close by.
- • Jim also shared that our tent didn't last so we paid for a new tent \$750 which won't be there until the August concerts.
- • Update on FMG Arturo tickets: Michelle talked about how successful it has been and how excited the winners have been.
- • Betty Forrest Jazz Ambassador Award Event: September 26th honoring Kurt Ehinger. Noto's is not charging us a room fee for the event.
- • Jake has a videographer who can help create something for Kurt's event. Jim suggested that we're setting a precedents with posthumously awarding Paul Smith MOY. Shannan and Michelle will meet offline to discuss the details of the event. Jordan asked about if it would be volunteered (the video) or if we can pay for it.
- • Jazz Gumbos: Jordan has confirmed 5 dates, September, October and March, April, a mix of people who are newer along with Robin Connell and Doc Brewer for the opener. Scott Veenstra and Ramona Collins possibly, 3rd Coast Swing.
- • Jordan proposed a "Rising Star" series for our newer musician students (18-27) maybe Elijia Crosby. He also asked for permission to hire Edge again for gumbo. The "Rising Star" series is good because it would help our grant application process and be a visible support of our mission
- • Jazzing Up Our Legacy fundraising event in the Spring of 2023 update. Michelle spoke with Michelle and we need a big comittee with connections in the community for sponsors, etc.
- • Strategic planning: Michelle needs board matrix update from all board members
- • Jazz Program Committee: Jordan likes the streamlined form from Dave V (website dude)
- • Treasury Update: Michelle B is getting \$800 something a month for the next few months, we cannot take any \$ out we're not able to give out any earnings. Jim reported that the funds

were not available to give out scholarships. Additionally, we have not received applications for scholarships. Scott asked how much we have given out in the past and Jim said it varies between \$1000-\$3000.

- • Milt Sernick scheduled at Creston Brewery and wants to start a drummer scholarship fund and Jim and Shannan will talk with Barbara (his daughter) about the details.
- • Marketing/Newsletter: Deadline is August 15th and Michelle listed what is needed for articles, etc.
- • August 18th Mary will be on WYCE at Listening Room to promote her event and Jazz in the Park and Gumbos coming up.
- • Membership Committee: We've had a lot of new membership because of the FMG tickets, etc.
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- Minutes respectfully submitted by Shannan Denison, VP
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- Adjourned at 11:02 AM