

West Michigan Jazz Society

Board Meeting Minutes

August 30, 2022 8:00 pm

Zoom

I. Call to order/Roll Call

Present: Jan Basham, Michelle Needham, Jake Vanderheyden, Mary Rademacher, Shannan Denison, Scott Freeman

Absent: Kevin Jones, Jim Reed, Peni Reed

II. Approval of minutes from last meeting – June and July 2022 Minutes

Shannan motioned to approve, Scott seconded. All in favor.

III. Review and Approval of Financials – May and June 2022 Financials

Jan motioned to approve, Jordan seconded. All in favor.

IV. New business

A. October 2nd Ionia Fairgrounds event – they are looking for a band to play at a live music event with proceeds going to charity. Message received on Facebook.

V. Open Business

A. Jazz in the Park Updates

A.1. Bucket Brigade – Last two collections were \$1,666 & \$1,814

A.2. Extra sign posted on Wilson helped bring in more cars passing

A.2.a) Jake suggested getting more Jazz in the Park road signs (such as on Lake Michigan Dr.)

B. Betty Forest Jazz Ambassador Award Banquet – Kurt Ehinger & Honorary Musician of the Year in Memoriam for Paul Smith - 9/26/22 at Noto's

B.1. Online Reservation Form & Email Blast – Jake and Dave

B.2. Jake posted to Facebook and made an event with a ticket link

B.3. Videos Update (Johan Sung – videographer) – Jake and Jordan

B.3.a) Michelle noted that there were plenty of interviews filmed at the last JITP concert with board interviews as well as with Kurt.

B.3.b) Total cost is \$740 for all filming and editing for both videos. Entire project to be completed before the awards event on Sept. 26th.

B.3.c) Paul's video still needs to get put together.

C. Jazz Gumbos

September 19, 2022	Robin Connell Quartet
October 17, 2022	Emerging Artist Series: Alain Sullivan Quartet
November 21, 2022	Edye Evans Hyde Group

March 20, 2023	Rick Hicks Quartet/Trio
April 17, 2023	Patty Gayle Quartet

- C.1. Casino Club wants to get on the calendar for next series
- C.2. Jennifer Idema Catering – Michelle spoke with her at final JITP and she is planning on it. Michelle sent email with dates to Jennifer and Jim to coordinate remaining details.
- C.3. Volunteers for Table/Signup Sheet – One Board Member and a volunteer for each one
- C.4. Promotion Needed – board members and others are encouraged to re-post facebook events to help promote the events.

D. Fundraiser at Kent & Susan Riddle's home

- D.1. Committee with Shannan Denison as Chair – Next meeting at the Riddle's house Wednesday, September 28th or Thursday, September 29th at 5:30 p.m.

- D.1.a) Anyone on the board is welcome to come to the happy hour.

- D.2. Additional Committee Members Needed?
- D.3. Lifetime members honored/Planned Estate Giving Kickoff?
- D.4. Michelle Bottrall – B Our Guest Events
- D.5. The date in the spring still needs to be confirmed.

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 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

- D.3. No proxy updates from Jim (absent)
- E. Marketing/Communications Committee – chair Jake Vanderheyden
 - E.1. Newsletters – Set up meeting to plan – need writers for reviews, etc.
 - E.1.a) November/December: Lisa Kahny will be in Palm Springs from October 14th through the 21st. The Nov/Dec newsletter may be running late. If all is to her when she returns, all in order and she has our preference for placement, we may be able to have it before month end.
 - E.1.b) Membership renewal notice should start in the next newsletter
 - E.2. Advertising and promotion for Jazz Gumbos
 - E.2.a) Facebook advertising budget for remainder of the year (Kurt's event, 3 gumbos)
 - (E.2.a.1) \$250 to the gumbos & \$50 for Kurt's event for now.
- F. Membership Committee – chair Scott Freeman with Lauren Starke (volunteer) – Need a meeting in September.
 - F.1. Update on membership renewals for 2022
 - F.2. Planning for 2023 membership renewals
 - F.3. Potential volunteers reaching out – setup plan, volunteer signup sheet
 - F.4. Need to reconcile the financials to what is in Wild Apricot. The mailing list filed needs to be completed more consistently in the system for record keeping
 - F.4.a) Also all MOYs need to be entered correctly in the system records.
- G. Scholarship Committee – chair Jim Reed with John Miller (volunteer)
 - G.1. Updates
- H. Education Committee – chair Kevin Jones
 - H.1. Updates – none (absent)

VII. Adjournment, Next Meeting – September 24, 2022, 9:30am **Michelle Needham is unable to attend. Shannan Denison will lead the meeting.**

Jan motioned to adjourn, Jake seconded. All in favor. Meeting adjourned at 5:56pm.

On hold for now: Speaking of Jazz