

# ***West Michigan Jazz Society***

## ***Board Meeting Minutes***

January 28, 2023 9:30 AM EST

Zoom

### **I. Call to order/Roll Call**

Present: Michelle Needham, Jake Vanderheyden, Kevin Jones, Jordan VanHemert, Jim Reed, Peni Reed

Absent: Shannan Denison, Scott Freeman, Jan Basham, Mary Rademacher-Reed

### **II. Approval of minutes from last meeting – Dec 2022 Minutes**

Jordan motioned to approve the minutes; Kevin seconded. All in favor.

### **III. Review and Approval of Financials –**

- 1) Jim noted that the -7K loss for the year was driven by -5K upfront spend for the 2023 fundraiser event.
- 2) Membership renewals are coming in during January versus December. So far it has been going well for renewals,
- 3) Jordan motioned to approve the financials; Michelle seconded. All in favor.

### **IV. New business**

A. WMJS Table at WYCE Jammies (See email from Kikki Lone) – Michelle will sit there but needs volunteers to be there. Possibly from Fundraiser Committee to promote the event.

A.1. WMJS should donate \$100 minimum to WYCE to be there, but it was not required.

B. Jazz Record Collection Donation Discussion (See email from Tony Kroes.)

B.1. WMJS still has a lot of CDs from another collection. It is hard to find a home for these, so likely should be passed on for now unless we can determine their value.

B.2. WMJS will reach out to someone in the area to assess the records to try to value them.

C. Kevin Jones bringing group to Grand Rapids Christian Elementary to do a program on Jazz for Black History Month – They will do 500-750 and asking us to do 300-500. Group of 5 musicians.

C.1. Last year's program was extremely successful, but they are not able to provide the funds due to financial circumstances. They need at least \$400 to cover the event.

C.2. This is a good opportunity for WMJS to get involved in education this year.

C.3. Jake mentioned that photos would be great for the newsletter, as well as any video or other materials for social media & website following the event.

C.4. Jim noted that WMJS could support a couple more additional events similar to this also.

C.5. Jordan motioned to approve a donation from WMJS of \$500 to GRCE for the event, Jake seconded. All in favor.

### **V. Open Business**

A. Jazz in the Park Planning for Next Year

A.1. Jim confirmed with the park. - Due to the fundraiser on June 1st, we are scheduling the Jazz in the Park for the following dates: June 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>; July 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>; August 7<sup>th</sup>,

14<sup>th</sup>, 21<sup>st</sup> with one rain date on the 28<sup>th</sup>; We also opted not to have it on July 3<sup>rd</sup> because a lot of people are on vacation for the 4<sup>th</sup> of July holiday and attendance would be down.

A.2. Michelle sending food truck contracts.

A.3. Jordan is working on the lineup, we will have it soon. The West Ottawa band has already been contacted to makeup their date from 2022.

B. Jazz Gumbos Updates – March & April Gumbos. Need board members to share the event with friends, family, social media and to attend the event. Need board members at the table.

C. Fundraiser at Kent & Susan Riddle's home - June 1, 2023

C.1. Award recipients are Eddie Tadlock and Dr. James Sawyer

C.2. Updates

C.2.a) The volunteers have been doing great work on the committee.

C.2.b) Sponsorships are already coming in for the event. The goal is to fundraise \$60K for WMJS.

C.2.c) This fundraiser is critical for WMJS, the focus is on education. This is a hot topic for attendees of the event.

## VI. WMJS Board Committee Updates

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

A.1. Work with Dave V and Jake to set up emails for officers and committees, Jake and Michelle will meet soon.

A.2. Need to work on Conflict of Interest Policy and By-Laws Review

B. Nominating Committee – chair Mary Rademacher-Reed

B.1. Board Member Nominations - Matrix

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.

C.2. Gumbo Survey Results will be sent by Shannan.

C.3. Jordan addressed that the fee paid to artists needs to increase over time to help with inflation amongst other factors.

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. March-April Newsletter Planning – Rough draft will need to be due by mid-February.

E.2. Videos Update (Johan Sung – videographer) – Jake and Jordan

E.2.a) Jim will send payment to Johan.

E.3. WMJS to reevaluate website platform, Wild Apricot offers a platform that WMJS could use to integrate membership into the website.

F. Membership Committee – chair Scott Freeman

F.1. Sam Needham currently is catching up all memberships and donations and sending cards, letters and stickers out.

F.2. Planning meeting needed

F.3. Wild Apricot app for members setup for taking payments now. Michelle was trained on Affinipay and is working on a communication to members so they can start using the app.

F.3.a) WMJS board will be testing the member facing app before releasing to the public.

F.4. Volunteers – setup plan, volunteer signup sheet

G. Scholarship Committee – chair Jim Reed with John Miller (volunteer)

G.1. Updates

G.2. WMJS jazz scholarship for District 10 Jazz Clinic/Festival (Tom Polett and Greg Wells reached out about doing the \$150 scholarships for two students again.) Tom sent the invoice for Jim.

H. Education Committee – chair Kevin Jones

H.1. Updates

H.1.a) Kevin had a discussion with Prof. Rodney Whitaker at MSU about education programs, as well as Keith Hall and Andrew Rathbun at WMU. The proposal from last year was well received. There are existing outreach programs in the Detroit area, but it could be re-created in West Michigan.

H.1.b) A Saturday jazz workshop has good interest from those contacted.

H.1.c) WMJS would need to estimate the cost per semester so that there is a budget to have a complete program.

H.1.d) Administrative help would be needed to run the program, not only on the

H.1.e) committee.

VII. Adjournment, Kevin motioned to adjourn, Peni seconded. All in favor. Meeting adjourned 11:15am.

Next Meeting February 25th, 09:30 AM EST