

West Michigan Jazz Society

Board Meeting Minutes

February 25, 2023 9:30 AM EST

Zoom

I. Call to order/Roll Call 9:39am

Present: Michelle Needham, Jake Vanderheyden, Kevin Jones, Shannan Denison, Mary Rademacher-Reed, Jan Basham, Jordan VanHemert

Absent: Scott Freeman, Jim Reed, Peni Reed

II. Approval of minutes from last meeting – Jan 2023 Minutes

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

III. Review and Approval of Financials – No Update (Jim Reed on vacation)

Michelle sent out some payments after Jim left for vacation. Sam Needham has been helping to setup payments and with Wild Apricot.

IV. New business

A. WMJS to make a statement about the tragedies at MSU.

A.1. Kevin mentioned that it would be very impactful to make a statement on behalf of the board.

A.2. Jordan has also suggested that we send something to show support from the board.

A.3. Shannan will send a card. Jake will work with Michelle on sending a plant or arrangement.

V. Open Business

A. WMJS Table at WYCE Jammies

A.1. Michelle and Shannan attended the event, there were a lot of people that came up to the table. Patches were given away to help promote WMJS. It was a good event, a lot of other nonprofits in the area to network at the event also.

B. Jazz Record Collection Donation Discussion (See email from Tony Kroes.) (Follow up with Shannan)

B.1. Shannan was able to find a record business that will be able to help sell these.

C. Kevin Jones group to Grand Rapids Christian Elementary to do a program on Jazz for Black History Month – Update (payment sent to contact at school)

C.1. Great event with four separate concerts with the students. Kevin said there has been more interest in having more programming since the event.

C.2. Mary noted that through the union there may be funds available for programming.

C.3. The goal is for WMJS to setup one or two more events this spring, focused on underserved communities in K-12 setting.

D. Jazz in the Park Planning for Next Year

D.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 12th, 19th, 26th; July 10th, 17th, 24th, 31st; August 7th, 14th, 21st with one rain date on the 28th; We also opted not to have it on July 3rd because a lot of people are on vacation for the 4th of July holiday and attendance would be down.

D.2. Food trucks:

D.2.a) Contracts sent to Coney Girl and Kool Breeze LLC (payment received)

D.2.b) Looking for one more for variety

D.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.

D.3.a) Jordan noted that for the Juneteenth celebration is a real opportunity to acknowledge the history. This may include a presentation about Juneteenth, along with members of the black community of Grand Rapids. WMJS could host local black owned businesses, vendors, and artists.

D.3.b) Michelle will check with Jim about the insurance coverage for having vendors at events.

D.3.c) Shannan mentioned that we should have more nonprofits each week at events.

D.3.d) Jake suggested that WMJS brings in Speaker(s) for the event also to provide education to the audience.

E. 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.

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

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

F.2. Sponsorships total is up to \$11,050 as of now. This is initially offsetting initial investments.

F.3. Updates

F.3.a) The committee is working on ticketing and catering setup right now.

F.3.b) Shannan will share the budget and more about goals for 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

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 (Shannan) – overall, most people are satisfied with the event as it is (music, location, pricing). Shannan will share the combined results.

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 – Sent to printer

E.2. Videos Update (Johan Sung – videographer) – Jake and Jordan – Michelle believes that the payment was sent, Jim will confirm. Jake will get the video posted after that.

E.3. Jake mentioned that the website has been updated with everything for the fundraiser.

E.4. 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 remaining issues and communications with Jake.

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

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

G.1. Updates – Michelle sent the check for the District 10 Jazz Clinic

G.2. WMJS jazz scholarship for District 10 Jazz Clinic/Festival – Check mailed

H. Education Committee – chair Kevin Jones

H.1. Updates - see above from the educational event

VII. Adjournment, Next Meeting March 25, 09:30 AM EST

Jordan motioned to adjourn; Jake seconded. All in favor. Adjourned at 11:12am