

West Michigan Jazz Society

Board Meeting Minutes

March 25, 2023 9:30 AM EST

Zoom

I. Call to order/Roll Call 9:37am

Present: Jim Reed, Michelle Needham, Peni Reed, Jake Vanderheyden, Shannan Denison, Jordan VanHemert

Absent: Kevin Jones, Jan Basham, Scott Freeman

II. Approval of minutes from last meeting

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

III. Review and Approval of Financials - Jim was on vacation and will have updates next time.

IV. New business

A. Michelle has reached out to Scott Freeman, but has not heard back.

V. Open Business

A. WMJS Table at WYCE Jammies

A.1. Michelle noted that people stopped by the table to find out more and that it was worth being at the event. The spot was very visible at the event.

B. Jazz in the Park

B.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.

B.1.a) Shannan mentioned that having a program reveal/kickoff event would be good to involve sponsors.

B.1.b) Jim mentioned that the park should make the first press release about the event.

B.2. Sponsors Needed

B.3. Park Updates

B.3.a) Parking – might not need as many people as we thought in the past.

B.4. Bands

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| 1. | June 12 | West Ottawa HS |
| 2. | June 19 | Houston Patton Quartet - Juneteenth Celebration |
| 3. | June 26 | Andrew Rathbun |
| 4. | July 10 | Big Band Nouveau |
| 5. | July 17 | Third Coast Swing |
| 6. | July 24 | TBD |
| 7. | July 31 | Steve Talaga Trio |
| 8. | August 7 | Mary Rademacher Group |

- 9. August 14 Emma Wilburn Quartet
- 10. August 21 Grand Rapids Jazz Orchestra
- 11. August 28 (Rain Date)
- B.5. Sound Technician – Kurt Ehinger
 - B.5.a) Should be on schedule as planned.
 - B.5.b) Jake sent Jim the contact information for Jack Wentworth, as a potential good backup option for emergency situations.
- B.6. Food Truck Contracts – MN - Coney Girl and Kool Breeze confirmed
- B.7. Signup Genius for Board Members/Volunteers – Michelle to setup
- C. 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.1. Rick Hicks was very popular. A lot of people were dancing and very happy to be back after having a break, which was good since there were 2 months off.
 - C.1.a) John Miller helped to work the table and facilitate at the last jazz gumbo event.
 - C.1.b) 50/50 money was donated back so \$124 was collected.
 - C.1.c) About 70 people attended
 - C.1.d) \$500 membership was collected at the event also.
 - C.2. Patty Gayle should have strong attendance (200-250 people in the past)
- D. Fundraiser at Kent & Susan Riddle's home - June 1, 2023
 - D.1. Award recipients are Eddie Tadlock and Dr. James Sawyer
 - D.2. Sponsorships total is up to around \$16K as of now.
 - D.2.a) Sponsor form was mailed out and posted on the WMJS website.
 - D.2.b) Sponsorships are covering the up front costs, WMJS is in great shape.
 - D.3. Updates
 - D.3.a) There is a lot of construction going on, the committee is going out to visit.
 - D.3.b) Catering is all set and ready for the event.
 - D.3.c) Kevin Brewster quartet will be playing with Dr. Sawyer.
 - D.3.d) Dave V & Jake ready to launch tickets once the information is finalized.
- E. Jazz Record Collection Donation Discussion (See email from Tony Kroes.) (Follow up with Shannan)
 - E.1. Likely will be too much to manage and would require too much time to sort through.

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.1.a) Need to finish setting up billing for Microsoft for nonprofits (no charge for 10 years)

- A.2. Need to work on Conflict of Interest Policy and By-Laws Review
- A.3. Michelle to setup a committee meeting soon.
- B. Nominating Committee – chair Mary Rademacher-Reed
 - B.1. Board Member Nominations – Review attached current board member directory document for any corrections.
- 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
 - C.2.a) Shannan to send the combined in-person/web responses about 90 overall.
- 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. May/June Newsletter – Set up meeting.
 - E.1.a) Jake noted that the last newsletter was well received.
 - E.2. Invites for fundraiser being mailed out this week, this information needs to get on the website for online ticketing.
 - E.3. Videos Update (Johan Sung – videographer) – Jake and Jordan
 - E.4. WMJS to reevaluate website platform, Wild Apricot offers a platform that WMJS could use to integrate membership into the website.
 - E.5. Advertising and promotion for June 1st Event, Jazz in the Park and last Jazz Gumbo
 - E.5.a) Press release from the Park needs to go out first (per Jim’s conversation with the park organizers)
 - E.5.b) Set up meeting to discuss strategy (TV, radio, etc.)
- 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. Deadline for submissions – decisions should be made in April, but the semester starting is the real deadline.
 - G.2. No one has submitted an application yet for this year.

H. Education Committee – chair Kevin Jones

H.1. No Updates

VII. Adjournment 10:42am

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

Next Meeting April 29, 09:30 AM EST