

# **West Michigan Jazz Society**

## **Board Meeting Minutes**

July 22, 2023 9:30 AM EST

Zoom

### I. Call to order/Roll Call

A. Attendees: Jim Reed, Michelle Needham, Jordan VanHemert, Jan Basham, Mary Rademacher-Reed

B. Not Attending: Shannan Denison, Jake Vanderheyden, Kevin Jones

### II. Guest – Potential Board Member – Laura Ohman

III. Approval of minutes from last meeting – Jordan motion to approve, Jan 2<sup>nd</sup>, all in favor

### IV. Review and Approval of Financials -

### V. New business

A. Jazz Gumbo change to calling it Monday Night Jazz

1. Coney Girl will just do hot dogs and not make us do a guaranteed amount. Jim will talk to her. This will cut out the concern of having a loss for every event because the overall expenses will be less. We are looking at doing a January and February event. Jim will talk to the Casino Club to confirm that we could use the room for those Mondays. Will also take dates into consideration because

### VI. Open Business

A. Fundraiser – Shannan and Carlos need to coordinate wrap up meeting with Michelle

1. Emailed Shannan, Carlos and Michelle. They will coordinate with the executive team.

B. Other updates Jazz in the Park

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.
2. Sponsors Needed –
  - a) Spotlight one Non-Profit Charity at each event
3. Promotion –
  - a) Marketing - FaceBook, Instagram, Website, Email blasts, news stations, Experience GR, radio interview with Shelley Irwin, Local Spins, WOOD TV8 interview with Brian Sterling – This has been a great year for the Jazz in the Park. There has been over 800 people for the last two events. This is really a testament to
4. Bands –

<b>Date</b>	<b>Group</b>
June 12	West Ottawa HS
June 19	Houston Patton Quartet
June 26	Andrew Rathbun – rain day
July 10	Big Band Nouveau

July 17	Third Coast Swing
July 24	Jordan Anderson Trio
July 31	Steve Talaga Trio
August 7	Mary Rademacher Group
August 14	Emma Wilburn Quartet
August 21	Grand Rapids Jazz Orchestra
August 28	(Rain Date)

1.

1. Sound Technician – Kurt Ehinger
2. Food Truck Contracts – MN - Coney Girl and Kool Breeze confirmed
3. Volunteers –
  - a) Signup Genius for Board Members/Volunteers/Teens
  - b) Parking – might not need as many people as we thought in the past. (2-3) \$40 per event for leader (Sam) \$30 per event for other people (Ambry Jonkers)
  - c) Bucket Brigade – Dr. Dan O
4. Park
  - a) Tent for bands almost \$600 per week in additional costs; \$1,000 anonymously donated to help with cost
  - b) Bathrooms

2.

## VII.WMJS Board Committee Updates

- A. Executive/Strategic Planning – Board President is the chair
  1. Work with Dave V and Jake to set up emails for officers and committees
  2. Need to work on Conflict of Interest Policy and By-Laws Review
- B. Nominating Committee – chair Mary Rademacher-Reed
  1. Board Member Nominations
- C. Jazz Program Committee – chair Jordan VanHemert
  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.
  2. Gumbo Survey Results: Shannan will forward to board
  3. Monday night jazz – Jordan working on April, January and February. Possibly Jim Cooper's tribute to Louis Armstrong, Edye Evans Hyde, Mary Rademacher Reed
- D. Treasury Committee – chair Jim Reed
  1. Planned Estate Giving – Shannan Denison

5. Mitten Foundation Charity Partnership Application

A. Marketing/Communications Committee – chair Jake Vanderheyden

1. Aug-Sep Newsletter Update – Change to Monday Night Jazz and getting article from Shannan for Fundraiser
2. WMJS to reevaluate website platform, Wild Apricot offers a platform that WMJS could use to integrate membership into the website.

B. Membership Committee – chair Michelle Needham

1. Sam Needham currently is catching up all memberships and donations and sending cards, letters and stickers out.
2. 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.
3. Volunteers – setup plan, volunteer signup sheet

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

1. Sending money to universities next week
2. Did a \$300 scholarship for Northview HS students for a camp. Michelle Needham and Jim Reed approved and paid because of the short timeline required.

D. Education Committee – chair Kevin Jones

VIII Adjournment, Next Meeting August 26, 09:30 AM EST

- A. Jordan motion to approve, Jan 2<sup>nd</sup>, all in favor