

West Michigan Jazz Society

Board Meeting Minutes

September 23, 2023 9:30 AM EST

Zoom

I. Call to order/Roll Call

Present: Jim Reed, Michelle Needham, Laura Ohman, Jan Basham, Mary Rademacher, Jake Vanderheyden

Absent: Jordan VanHemert, Shannan Dension

II. Approval of minutes from last meeting

- a. Jake & Michelle made some corrections to the minutes (spelling and adding Kevin Jones resignation).
- b. Jim motioned; Jake seconded. All in favor.

III. Review and Approval of Financials

- a. Jim noted that since there were only 8/10 concerts (due to rainouts and no make-up dates) it saved on some costs, but it also reduced donations in the same way. The cost was made-up at the rescheduled concert on 9/18 Casino Club for Monday Night Jazz.
- b. Jim's records show that in the month of March the check to Michelle B. for the fundraiser has not been cleared but he cannot get in touch with her.
- c. Laura motioned to approve; Jan seconded. All in favor.

IV. New business

- A. See email from Steve Zaagman (Grand Rapids Original Swing Society)
 - A.1. They have events on Tuesday evenings at 7pm (Rosa Parks Circle in the Summer & Grand Rapids Public Museum in the Winter).
 - A.2. Cross-promotion on both websites
 - A.3. Space in Jazz notes to check the Swing Society's website
 - A.4. Dancers at events dancers should be off to the ends to avoid blocked sight lines for those that are just listening. This is to keep a "concert" atmosphere.

V. Open Business

- A. Fundraiser
 - A.1. Wrap Up Meeting at Michelle Bottrall's house needs to be rescheduled due to illness.
 - A.2. Plan for next year.
- B. Jazz in the Park Wrap-up
 - B.1. Under 50 people at the event this month. There was feedback from the audience that having a horn or vocalist would be preferred.
 - B.2. The budget for musicians is reducing the band size.
- C. Monday Night Jazz – Casino Club
 - C.1. Lineup/Dates

WMJS Monday Night Jazz Booking	Group Name
September 18, 2023	Randy Napoleon Trio
October 16, 2023	Patty Gayle Quartet
November 20, 2023	Judah Guerra
January 22, 2024	Edye Evans Hyde duo
February 19, 2024	Mary Rademacher duo
March 18, 2024	Olivia Van Goor Quartet
April 15, 2024	Jim Cooper Quartet feat. Elgin Vines

C.2. The menu from Coney Girl will be hot dogs (or veggie dogs) with choice of coleslaw or potato salad. Also they can pay an up-charge for a sausage/bratwurst. It will save us \$2/person and there is no set quantity we need to break even.

C.3. This all lines up with the survey results we saw, still serving food at the shows with the same ticket pricing - while also saving WMJS money & not taking on risk.

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 – Heidi Hertel came up to the table at the last Jazz in the Park and expressed interest in being on the board. Michelle Needham will reach out to her to talk further with her.

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. Jim will send out a financial report summary on Jazz in the Park and on the September Monday Night Jazz event.

D.2. Planned Estate Giving – Shannan Denison – no updates

D.3. Mitten Foundation Charity Partnership Application – Michelle is working on this

D.4. Anonymous donations from “The Network for Good”

E. Marketing/Communications Committee – chair Jake Vanderheyden

E.1. Oct-Nov Newsletter – all materials in, it will be going out the week of 9/25 to the printer.

F. Membership Committee – chair Michelle Needham

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

F.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.

F.3. Volunteers – setup plan, volunteer signup sheet

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

H. Education Committee – OPEN CHAIR POSITION – no updates

H.1. Jan to reach out the potential volunteers to help run this committee.

VII. Adjournment

A. Jim motioned to adjourn at 10:59am; Jan seconded. All in favor.

B. Next Meeting October 28, 09:30 AM EST