

West Michigan Jazz Society

Board Meeting Minutes

October 28, 2023 9:30 AM EST

Zoom

I. Call to order/Roll Call

Present: Jim Reed, Michelle Needham, Laura Ohman, Jan Basham, Shannan Denison, Jordan VanHemert, Jake Vanderheyden

Absent: Mary Rademacher

II. Approval of minutes from last meeting

a. Corrections

- a. Attendance was not right (Shannan listed twice).
- b. Added cost to bullet about JITP cost savings (was spent at the rescheduled date for Monday Night Jazz).

- b. Jim motioned to approved to approve the corrected minutes; Jordan seconded. All in favor.

III. Review and Approval of Financials

A. Jim noted that the park will not have portable restrooms or covering for the band. Funds will need to be raised to offset these costs to continue to support the cost of the JITP series.

A.1. Fundraising and sponsorships need to be worked on for next summer.

A.2. The event planner for the fundraiser earlier this year donated the last payment back to WMJS. The original fundraiser will end up \$1,400 higher than originally reported.

A.3. Michelle motioned to approve; Jordan seconded. All in favor.

IV. New business

- a. None

V. Open Business

A. Fundraiser

A.1. Discuss wrap-up meetings with board members.

A.1.a) Event planner provided all the tools and resources to have another event. She also sent a proposal for her to coordinate the event again.

(A.1.a.1) This needs to be revisited before a decision is made.

(A.1.a.2) A lot of work that happened behind the scenes would have to be taken up by volunteers and organized by the board to be successful.

A.1.b) Committee is looking at potential dates for next year with the Riddles.

A.1.c) Final attendance was 218 people at the event in 2023.

A.1.d) Award ceremony concept should be expanded.

A.1.e) Making the event more family-friendly is an option to be explored also.

A.2. Plan for next year. Have a fundraiser in Fall, 2024?

- A.3. MOY Nominations – Put in newsletter. Keep voting system in place as it was done last year as well. Committee is meeting next Monday.
- B. Jazz in the Park Wrap-up (noted above in financial report)
- C. Steve Zaagman – Grand Rapids Swing Society – Cross Promotion
 - C.1. Send WMJS lineup to Steve for promotion.
- D. Monday Night Jazz – Casino Club
 - D.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

D.1.a) 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.

D.1.b) 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.

D.2. Mailing was sent out to members with the dates. It was about \$250 to send this out, will monitor if this helps with attendance.

D.3. The last concert on October 16th had very strong attendance. A lot of non-members came to the show as well. All of the tables were full.

D.3.a) Patty expressed to Jordan how much she enjoyed the concert and wants to do more to support WMJS.

D.4. Cross promotion with WYCE at midtown to promote the concerts.

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?
 - B.1. Board Member Nominations – Talk to Bob Nixon?
- C. Jazz Program Committee – chair Jordan VanHemert
 - C.1. No further updates.

- D. Treasury Committee – chair Jim Reed
 - D.1. Mitten Foundation Charity Partnership Application is in progress.
- E. Marketing/Communications Committee – chair Jake Vanderheyden
 - E.1. Dec or Dec/Jan Newsletter – Meeting Monday, October 30th
 - E.1.a) Write-up about fundraising, sponsors, estate giving, and also the costs of WMJS. Highlight the impacts of inflation on musicians.
 - E.2. WMJS officer & committee emails need to be validated and setup (Google suite).
 - E.3. Planned Estate giving page on the website.
- F. Membership Committee – chair Laura Ohman
 - F.1. Michelle and Laura met this week to train on the process, Wild Apricot, and volunteers.
 - F.2. Volunteers – setup plan, volunteer signup sheet
- G. Scholarship Committee – chair Jim Reed with John Miller (volunteer)
 - G.1. No updates.
- H. Education Committee – chair
 - H.1. Need to talk to Bob Nixon and Dr James Sawyer – Others?

VII. Adjournment

- A. Jan motioned to adjourn; Jim seconded. All in favor. Adjourned at 11:30am.

Next Meeting November 25, 09:30 AM EST