

# ***West Michigan Jazz Society***

## ***Board Meeting Minutes***

November 28, 2023 9:30 AM EST

Zoom

### **I. Call to order/Roll Call – 9:36AM EST**

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**

Jim motioned to approve the minutes; Shannan seconded. All in favor.

### **III. Review and Approval of Financials**

A. Jim shared that the October Monday Night Jazz event was a success, in the month WMJS essentially broke even in October.

B. Jordan motioned to approve the financials; Jake seconded. All in favor.

### **IV. New business**

#### **A. Giving Tuesday Promotion**

A.1. Jake mentioned that past Giving Tuesday email verbiage can be used in communications.

A.2. “Thankful” post & email about high-level stats about WMJS giving, membership, volunteers, sponsors, board, and events in support of the ‘Season of Giving’

A.3. There was a lot of discussion in support of sharing more financial reporting to the public in an impact report.

### **V. Open Business**

#### **A. Fundraiser**

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

A.1.a) Involvement from Carlos (volunteer) has not gotten back to WMJS about him leading the event in 2024.

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

A.2.a) Depends on the interest and availability of the committee/volunteers from last year.

A.3. MOY Nominations – Put in Dec 2023 newsletter

#### **B. Jazz in the Park**

B.1. Jordan has a preliminary lineup

B.1.a) August 5<sup>th</sup> has a potential conflict with the park – there is a wedding (large, 190 guests) potentially scheduled for this date in the pavilion. It may be possible for joint events in the park.

C. Steve Zaagman – Grand Rapids Swing Society – Cross Promotion – no updates

D. Monday Night Jazz – Casino Club

D.1. Lineup/Dates

<b>WMJS Monday Night Jazz Booking</b>	<b>Group Name</b>
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.2. The November Monday Night Jazz concert had a medium attendance, not as large as October but had a great response from the audience. A lot of non-members came to MNJ, including some that joined as members.

D.2.a) WMJS needs about 60 people in attendance at MNJ to break-even on an average concert with the new food menu and budget. This covers the room rental at the Casino club and paying the band.

D.2.b) WYCE did a great promo for WMJS on their show as Judah was on live at Midtown before the concert.

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) Will get setup in the new year for 2024, will test officer and committee accounts first. Ensure that it works before public implementation.

A.2. Need to work on Conflict of Interest Policy and By-Laws Review

B. Nominating Committee – chair?

B.1. Board Member Nominations – 4 open positions

B.1.a) The Nixons will let WMJS know in December if they can start in January.

B.1.b) Kevin Hubbard is also considering joining the board.

C. Jazz Program Committee – chair Jordan VanHemert

C.1. Jazz in the Park line-up almost set, no further updates.

D. Treasury Committee – chair Jim Reed

D.1. The goal is for WMJS to switchover to Quickbooks online (cloud) accounting before January.

D.2. Planned Estate Giving – Shannan Denison

D.3. Mitten Foundation Charity Partnership Application

E. Marketing/Communications Committee – chair Jake Vanderheyden

E.1. Jan/Feb Newsletter – Meeting Monday, October 30<sup>th</sup>

E.1.a) Jake/Michelle to follow up with Mary & Lisa about the final draft.

E.2. WMJS website needs to be checked for updates.

E.3. Shannan re-recorded the WMJS PSA for WYCE on the radio.

F. Membership Committee – chair Laura Ohman

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

F.1.a) Michelle has the stickers ordered.

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

F.3.a) Laura & Michelle to review the volunteer matrix and more on how to find specific talents from volunteers.

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

G.1. The education committee can help with outreach, WMJS needs more applicants as there is plenty in the fund to give away.

G.2. WMJS policy and description of the scholarship needs to get posted on the website. Dates need to be updated as well for the deadline.

G.3. Past winners should be listed as well.

G.4. Three \$1,000 scholarships were awarded in 2023.

H. Education Committee – chair TBD

H.1. Need to talk to Bob Nixon and Dr. James Sawyer

VII. Adjournment, Next Meeting December 30<sup>th</sup>, 09:30 AM EST

10:57 AM EST - Jake motioned to adjourn; Jordan seconded. All in favor.