

West Michigan Jazz Society

Board Meeting Minutes

December 30, 2023 9:30 AM EST

Zoom

I. Call to order/Roll Call – 9:37 AM EST

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

II. Approval of minutes from last meeting

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

III. Review and Approval of Financials

A. A \$600 check that was not cashed for Jazz in the Park was not cashed in August, it was reissued recently. The net in November was -\$125.

B. Jake motioned to approve with the adjusted net number for the item above; Laura seconded. All in favor.

IV. New business

A. Kevin Hubbard - Board Nomination

A.1. Jim motioned to appoint Kevin Hubbard to the WMJS board; Jan seconded. All in favor,

V. Open Business

A. Giving Tuesday Promotion

A.1. Facebook net donations were almost \$200, and the new PayPal giving fund system was successfully deposited to the WMJS bank.

A.2. Others donated online through the WMJS website (PayPal).

A.3. A mailer would likely be effective for next year.

B. Fundraiser

B.1. Plan for next year.

B.1.a) Have fundraiser in Fall, 2024?

B.1.b) Carlos Kulas-Dominguez – contract

(B.1.b.1) The board will review this and a vote via email will take place following the board meeting.

(B.1.b.2) Board vote via email 1/3/2024 – the board was all in favor of moving have forward with discussions with Carlos, pending some amendments to the contract.

B.2. MOY Nominations – Nominations due January 19, 2024

B.2.a) This was in the newsletter, it will be posted with the online link as well soon.

C. Jazz in the Park

C.1. Contracts and tax forms have been sent out to all the bands, the dates are set.

C.2. The August 5th, 2024 date is not available due to a wedding, however, the park has already set the dates for 2025 in advance.

D. Steve Zaagman – Grand Rapids Swing Society – Cross Promotion

D.1. Michelle will contact Steve about 2024 events.

E. Monday Night Jazz – Casino Club

E.1. Updates

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

VI. WMJS Board Committee Updates

A. Executive/Strategic Planning – Board President is the chair

A.1. Need to work on Conflict of Interest Policy and By-Laws Review

B. Nominating Committee – chair?

B.1. Board Member Nominations – Bob Nixon said to follow up after new year, but Cindy does not have availability because she is involved in a lot of groups right now.

C. Jazz Program Committee – chair Jordan VanHemert

C.1. Jazz in the Park line-up is set

D. Treasury Committee – chair Jim Reed

D.1. Planned Estate Giving – Shannan Denison

D.2. Mitten Foundation Charity Partnership Application

D.3. QuickBooks being setup to start using in 2024

D.3.a) Statements will be setup for events to have better visibility into financials for events.

D.3.b) The bank statements will be reconciled through the system by downloading bank information. PayPal and Wild Apricot will both also be connected to the new system.

D.3.c) Michelle also noted that WMJS should pursue a bookkeeper for the future to maintain the data entry. Jake mentioned that Quickbooks has accredited individuals to

E. Marketing/Communications Committee – chair Jake Vanderheyden

E.1. Jan/Feb Newsletter sent and need to start on Mar/Apr planning

E.1.a) The Jan/Feb web version still has not come through, it needs to get posted to the website.

E.2. Work with Dave V and Jake to set up emails for officers and committees

E.2.a) Quickbooks will be setup with the president and treasurer emails. Jake needs to reset Michelle's password for the President account.

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 for 2024.

F.2. Wild Apricot – Michelle was reviewing and corrected several errors/missing information.

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

F.4. Reminder – board members all need to renew memberships also.

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

G.1. Plan needed for promoting due date (May 31st, 2024) and getting out to students to apply.

H. Education Committee – chair

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

VII. Adjournment – 10:42 AM

Jake motioned to adjourn; Jan seconded. All in favor.

Next Meeting January 27th, 09:30 AM EST