

West Michigan Jazz Society

Board Meeting Minutes

April 27, 2024 9:30 AM EST
Google Meet

Apr 27, 2024 | [April, 2024 Board Meeting](#)

I. Call to order/Roll Call - 9:42AM

Present: Laura Ohman, Michelle Needham, Kevin Hubbard, Jan Basham, Jake Vanderheyden, and Mary Rademacher.

Absent: Shannan Denison, Jordan VanHemert, and Jim Reed.

II. Approval of minutes from last meeting

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

III. Review and Approval of Financials – Delayed due to QuickBooks & hope to have some ready for April
No update at the board meeting today.

IV. New business

A. June 21st – Camp Blodgett and WMJS event

A.1. MSU student Sam Gucwa to perform. She is an awesome saxophonist who may very well end up doing a jazz in the park or applying for a scholarship. Most of our scholarship winners that he could get a hold of were busy June 21st. I have asked for them to send photos and bios by next week for us to use for promotion.

A.2. Per Camp Blodgett: There is access to outlets. We do have sound equipment at camp, but artists are welcome to bring their own if preferred. We also have microphones.

A.3. Here is a link to purchase tickets: [June 21st Tickets Camp Blodgett](#)

A.4. Here is a link to their website promotion: [Camp Blodgett Website Promotion](#)

A.5. And here is a link to our Facebook event that will be updated when we have more information: [June 21st Facebook Event](#)

A.5.a) Jake mentioned that WMJS could be added as a collaborator on the event page.

A.6. Gate opens at 6pm and music begins at 6:30pm.

A.7. We typically ask our performers to plan a 90-minute performance with a 15 min break. (Most often split as 45min performance, 15 min break, another 45min performance.) Please let me know what you are envisioning for the timeline of the evening and we can work together to finalize the schedule.

A.8. Ticket Prices: The pricing for our summer concert tickets are as follows;

Early Bird Tickets = \$15 (Now through May 10)

Single Tickets = \$20

Two Tickets = \$35

Four Tickets = \$60

V. Open Business

B. Fundraiser

B.1. Plan for next year.

B.1.a) Susan and Kent Riddle 9/21/24

B.1.b) Carlos Kulas-Dominguez – Event Planner

B.1.c) Laura Ohman – Committee Chair

(B.1.c.1) A title/name for the event is still needed.

(B.1.c.2) The committee is discussing sponsorship levels.

(B.1.c.3) Considering vendors for the event still.

(B.1.c.4) These details will likely be included in the next newsletter and a separate mailing invite will also be sent out.

B.2. MOY announced at Monday Night Jazz – Mike Hyde

B.3. Betty Forrest Jazz Ambassador Award – John Miller and Barb Keller

B.4. Marketing Proposal –Non-Profit Navigator - Katie Appold

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.

C.3. Food trucks – Kool Breeze and Coney Girl

C.3.a) Laura mentioned that there is a Greek food truck that may be interested in joining. Michelle will contact them to see if they are interested.

C.4. Promotion & Sponsorship

C.4.a) Jake will start promoting the lineup online.

C.4.b) Michelle and Jake will start working on media promotion with the news outlets.

C.4.c) WMJS should also be in contact with WYCE for the midday program to promote Jazz in the Park.

C.4.d) Shannan is updating the sponsorship document for 2024. Michelle will send out the document to start finding sponsors.

D. Steve Zaagman – Grand Rapids Swing Society

D.1. Cross Promotion - Contact Steve about 2024 events.

D.1.a) Michelle will reach out to Steve soon.

E. Monday Night Jazz – Casino Club

- E.1. Update on last event
 - E.1.a) Turnout was fantastic, there were over 100+ people in attendance.
- E.2. WMJS will evaluate a new location again for the 2024-2025 series. A few ideas were shared but they must be cost effective/free and handicap accessible to be considered.

VI. WMJS Board Committee Updates

- F. Executive/Strategic Planning – Board President is the chair
 - F.1. Setting meeting with Executive Committee to review updated Conflict of Interest Policy and By-Laws Review
 - F.1.a) Michelle will check with the committee to see if a meeting can be scheduled next week.
 - F.2. The board meeting dates for the rest of 2024 will be set at the executive committee meeting. The google meetings will be added to the WMJS calendar now with the new system.
- G. Nominating Committee – chair?
 - G.1. Board Member Nominations – Jim speaking to Bob Nixon (said to follow up after new year) and need to talk to Dr. James Sawyer.
 - G.1.a) No update at the board meeting.
- H. Jazz Program Committee – chair Jordan VanHemert
 - H.1. Jazz in the Park line-up is set
- I. Treasury Committee – chair Jim Reed
 - I.1. Planned Estate Giving – Shannan Denison
 - I.2. Mitten Foundation Charity Partnership Application
 - I.3. QuickBooks being setup to start using in 2024 – Michelle Needham & Sam Needham
 - I.3.a) Met with Jim to figure out account setup
 - I.3.b) Jim working on Monday Night Jazz and Jazz in the Park budgets so we can split out the rest and be able to input the budgets
 - I.3.c) Statements will be setup for events to have better visibility into financials for events.
 - I.3.d) The bank statements will be reconciled through the system by uploading bank information. PayPal and Wild Apricot will both also be connected to the new system.
 - I.3.e) Michelle also noted that WMJS should pursue a bookkeeper for the future to maintain the data entry. Jake mentioned that QuickBooks has accredited individuals too
- J. Marketing/Communications Committee – chair Jake Vanderheyden
 - J.1. Jazz Notes
 - J.1.a) May/June newsletter was sent out to the printer on Friday, April 26th.
 - J.1.b) Deadlines for musicians for print is currently by the 10th of the month prior for the 2 upcoming months of the newsletter.
 - (J.1.b.1) Updates are always added to the website online.

(J.1.b.2) The deadline for print will now be the 15th of the month prior for the 2 upcoming months of the newsletter.

J.1.c) July/August newsletter meeting needed by the beginning of June.

(J.1.c.1) The fundraiser will be a focus of promotion in the newsletter most likely.

J.2. See Jazz in the Park minutes for Promotion updates.

J.2.a) Email blast is needed for the signup genius for volunteers.

J.3. Jake to finish setting up emails for officers and committees.

J.3.a) Jake has a document to organize/outline the accounts. A few of the officer accounts have been set-up already.

J.3.b) The executive committee will discuss it at the next committee meeting.

K. Membership Committee – chair Laura Ohman

K.1. Sam Needham caught up memberships and donations and sending cards, letters and stickers out for 2024.

K.1.a) Five new members have joined in the past few months.

K.1.b) There are several members that have been archived that have joined again.

K.2. Volunteers – setup plan, volunteer signup sheet

K.2.a) Michelle has a signup genius online link setup.

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

L.1. Plan for promoting the due date and getting out to students to apply before May 18th deadline.

L.1.a) Jake will send an email blast (along with Jazz in the Park) & post on Facebook.

L.1.b) Former applicants/recipients would be easy to contact again

L.2. Website forms have been updated.

M. Education Committee – chair

M.1. Jim speaking to Bob Nixon (said to follow up after new year) and need to talk to Dr. James Sawyer.

M.1.a) No update at the bo

VII. Adjournment

1. Kevin motioned to adjourn; Jan seconded. All in favor.
2. Adjourned at 10:43 AM EST
3. Next Meeting - TBD, 09:30 AM EST - moved due to Memorial Day weekend.