

West Michigan Jazz Society

Board Meeting Minutes

Jan 25, 2025 9:30 AM EST

Google Meet

I. Call to order/Roll Call - 9:34AM

Present: Laura Ohman, Kevin Hubbard, Shannan Denison, Jim Reed, Jan Basham, and Jake Vanderheyden.

Absent: James Sawyer and Jordan VanHemert

Guests: None

II. Approval of minutes from last meeting

Shannan motioned to approve the minutes. All in favor.

III. Review and Approval of Financials –

A. Jim recommends that Quickbooks consultant is hired to manage the bookkeeping after he steps down from the treasurer position so that the board does not have to manage the work.

A.1. The report is still being worked on in Quickbooks. Likely this will be caught up by end of Feb or March

A.2. It is recommended that the new treasurer should just oversee the budget and oversight for the financials.

B. Someone overseeing Jazz in the Park specifically is recommended for the future as it is the largest and most important event.

C. Current cash position is about \$31K in the bank. Money was not spent due to the postponed concert. Casino club did not charge any fee and confirmed the new date.

D. Monday Night Jazz Gumbo still only makes strong revenue with regular musicians that draw a large crowd.

IV. New Business

A. Offer Membership for musicians who play for WMJS as an added benefit/perk (idea submitted by Donna Kahny)

A.1. This likely would lose revenue for those that already have paid memberships.

A.2. The board agreed that this would not be implemented.

B. 2025 MOY Voting (Nominations closed on 1/24/25)

B.1. Nominations: Lisa Sung, Tom Knific, and Rick Reuther.

B.2. Jim motioned to approve; Jan seconded. All in favor.

B.3. Voting will close on February 15th at midnight, the 2025 nominees will be invited to the next Jazz Gumbo for the announcement of the award on February 17th.

C. WMJS Annual Budget Process

C.1. Jake recommended zero based budgeting is implemented by the board. A budget should be in place for the next calendar year by the board meeting in November each year so that there is time to organize and distribute the budget in December.

C.1.a) Article here: <https://www.investopedia.com/terms/z/zbb.asp>

C.2. Shannan motioned to approve; all in favor.

D. Visa Letter for Ivan Akansiima

D.1. Shannan offered to write this letter as the president.

E. Calendar and Meeting Dates for 2025

E.1. Board Meetings: Jan 25, Feb 22, Mar 22, Apr 26, May 31, Jun 28, Jul 26, Aug 23, Sep 27, Oct 25, Nov 22

E.2. Event dates for the summer and fall are TBD.

VI. Open Business

F. Fundraiser

F.1. Still waiting for the final report from Carlos.

F.1.a) Only two survey results were submitted, but it was from Shannan and Laura.

F.1.b) The followup email was long and the survey was missed.

G. Clark Retirement would like to collaborate with WMJS on an event at their retirement home.

G.1. Shannan will follow up. It would be great to have their bus come into gumbos.

H. Robby Fischer, Owner, Dogtown Studio

H.1.a) Shannan is working with Robby to produce videos for upcoming WMJS events such as the fundraiser, awards, and Jazz in the Park.

H.1.b) Robby is very excited to help WMJS, it has been a good partnership.

I. Jazz in the Park

I.1. Lineup

I.1.a) The board determined that since the 4th of July is a Friday, that there does not need to be a bye week for 2025.

I.1.b) Three rain dates - Aug 11, Aug 18, and Aug 25

I.1.c) Jordan is still working on the lineup.

I.2. Band Shell

I.2.a) Dimensions have been submitted based on WMJS recommendations.

I.2.b) Jim thinks it is unlikely that their board will have this completed in 2025.

I.3. Food Trucks need to be contacted.

I.4. Non-profit collaborators need to be contacted.

I.5. Payment for musicians - \$150 per musician is needed as a minimum for WMJS for jazz combos at all .

I.5.a) Jake motioned to approve; Kevin seconded. All in favor.

I.6. Sponsors - recruitment is needed.

J. Monday Night Jazz Gumbo – Casino Club

J.1. Dates for 2024-2025 season

J.1.a) Increased pay rates for the band will be considered soon as attendance has not recovered at the series yet.

J.1.b) Caterers are difficult to secure when there is no guaranteed headcount.

J.1.c) **WMJS Monday Night Jazz Booking**

Dates	Group Name
September 16, 2024	Steve Talaga Quartet
October 21, 2024	Randy Marsh's Cat Daddy
November 18, 2024	Patty Gayle Quartet
Rescheduled to May 19, 2025	Kathy Lamar
February 17, 2025	Mary Rademacher
March 24, 2025	Tim Froncek Trio
April 21, 2025	Tom Cutts Quartet

VII. WMJS Board Committee Updates

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

K.1. Conflict of Interest Policy annual renewals needs to be signed and turned into the President to be saved in the Google Drive annually.

K.1.a) Shannan has signed copies that need to be scanned. Update?

K.1.b) 3 copies have been submitted. Update?

K.2. The Executive Committee will need to meet soon about current initiatives.

K.3. Strategic planning and goal setting sessions for the board are needed soon.

K.3.a) Shannan would like to have a full in person session if possible.

K.4. There are still items left from the silent auction. Shannan is going to work on auctioning these.

L. Nominating Committee - chair Kevin Hubbard

L.1. More Board Member Nominations are needed.

L.1.a) Shannan noted that we really need to focus on recruiting quality board members with specific requests for joining to work on certain projects.

L.1.b) Board can be up to 12 people, with 2 leaving, that leaves the board with 6 members in June 2025.

- L.2. Jake and Jim are leaving the board in June 2025 due to term limits. Backfills are needed for Treasurer, Secretary, and Marketing/Communications.
 - L.3. Work is needed on the board matrix again. Shannan sent out a board matrix file.
- M. Jazz Program Committee – chair Jordan VanHemert
 - M.1. Jazz in the Park lineups are in progress for 2025.
 - M.2. Jordan is still manually sending out contracts and W9 forms. Jordan will check with Michelle about Quickbooks.
 - M.3. Contracts would be helpful to have digitally signed.
- N. Treasury Committee – chair Jim Reed
 - N.1. Planned Estate Giving – Shannan Denison - no update
 - N.2. Mitten Foundation Charity Partnership Application - Michelle Needham - no update
 - N.2.a) Waiting for financials to be completed in Quickbooks.
 - N.3. QuickBooks setup progress 2024 – Michelle Needham & Sam Needham
 - N.3.a) Sample January reports attached to invite. Ties out with bank and Wild Apricot for January, but we need to add the budget. Working on catching up the other months to have several to approve next month.
 - N.3.b) Michelle and Sam will review with Jim so we can split out the rest and be able to input the budgets
 - N.3.c) Statements will be set up for events to have better visibility into financials.
 - N.3.d) The bank statements will be reconciled through the system by uploading bank information. PayPal and Wild Apricot will both also be connected if possible.
 - N.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.
- O. Marketing/Communications Committee – chair Jake Vanderheyden
 - O.1. Michelle has the jazz society phone still, Laura is going to take it over after quickbooks implementation .
 - O.2. Mar-Apr newsletter will soon be in progress with Donna.
- P. Membership Committee – chair Laura Ohman
 - P.1. Sam Needham is checking for new members but it is currently caught up.
 - P.1.a) Need to confirm email Sam is using, should be membership@wmichjazz.org on all accounts and communication.
 - P.2. Renewal information in newsletter for Jan-Feb.
 - P.3. Membership is still low vs. our prior peak of membership before the pandemic.
 - P.3.a) Another mass email reminder will be sent out along with MOY voting.
- Q. Scholarship Committee – chair Jim Reed with Michelle Needham
 - Q.1. No updates.
- R. Education Committee – chair TBD
 - R.1. Need to setup the education@wmichjazz.org email account for this.

R.2. Kent District Library - History of Jazz series, tabled

R.2.a) Kurt could be considered for this also.

V. Adjournment 10:56 AM

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

Next Board Meeting is February 22nd, 2025