

West Michigan Jazz Society

Board Meeting Minutes

Feb 22 2025 9:30 AM EST

Google Meet

I. Call to order/Roll Call - 9:46AM

Present: Laura Ohman, Kevin Hubbard, Shannan Denison, James Sawyer, [Jordan VanHemert](#)(on at 9:41)

Absent: Jake Vanderheyden. Jan Basham

Guests: None

II. Approval of minutes from last meeting, Kevin makes a motion to approve, Laura seconds. All in favor.

III. Review and Approval of Financials

Jim reports that we have financials through December and is pressing for completing. looking for outside help with accounting making the treasurer position easier.

Maybe Tim's last show Monday.

Jim moves to postpone financials, Doc Sawyer seconds, all approve.

IV. New Business

A.1. Mary will provide sound for the next two gumbos.

A.2. Kahny has a problem with stating how many musicians are in his group.

3. Greg Wells asked to have the Northview allstar band at the first jazz in the park.

4. Rick will sing with GRJO JIP.

5. Jim and Peni are jazz ambassadors for this year.

6. Sept. 30 for MOY.

7. Shan created an anniversary letter that we can customize and send.

8. Kick off meeting will be at Turnstyles on 3/23 5pm with volunteer info member info

9. Shna moves to adjourn at 10 35 Laura seconds

april 26 next meeting

Jordan agreed to interview him and replay the Jazz Talks series as a build up to his 90th birthday in May 19th of this year.

D. Tim Froncek is playing our March Gumbo series and we'd like to market the event by posting links to videos, etc. Jordan will get in touch and the board will send a card.

V.

A. Future of WMJS - in light of recent news of jazz venues and festivals closing in West MI

A.1. Strategic planning for community involvement, possibly in April or summer months.
June or July

A.2. Educational initiatives as a priority for long term growth

[James Sawyer](#) has provided educational opportunities with small jazz ensembles with St. Cecelia's. Maybe partner with them. How to identify elementary schools that NEED music programs. James will discuss with the music supervisor with the district.

B. 2025 MOY

B.1. Rick Reuther won the membership vote for MOY and was announced on FB live and Shannan contacted all nominees and Rick via email.

B.2. MOY party will be in September, probably September 30th.

3. Committee meeting will be held in early March and led by Shannan and Laura until an outside chair will lead it.

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. He emailed his thanks and will let us know.

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

F. Robby Fischer, Owner, Dogtown Studio

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

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

G. Jazz in the Park

G.1. Lineup

G.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.

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

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

G.2. Band Shell

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

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

G.3. Food Trucks need to be contacted.

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

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

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

G.6. Sponsors - recruitment is needed.

H. Monday Night Jazz Gumbo – Casino Club

H.1. Dates for 2024-2025 season

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

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

H.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. Volunteer Celebration to be held a La Bonne Sante on Lake Michigan but on a WARM DAY.

I. Nominating Committee - chair Kevin Hubbard

I.1. More Board Member Nominations are needed.

I.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.

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

I.2. Jake and Jim are leaving the board in June 2025 due to term limits. Backfills are needed for Treasurer, Secretary, and Marketing/Communications.

I.3. Work is needed on the board matrix again. Shannan sent out a board matrix file.

J. Jazz Program Committee – chair Jordan VanHemert

J.1. Jazz in the Park lineups are in progress for 2025.

J.2. Jordan is still manually sending out contracts and W9 forms. Jordan will check with Michelle about Quickbooks.

J.3. Contracts would be helpful to have digitally signed.

K. Treasury Committee – chair Jim Reed

K.1. Planned Estate Giving – Shannan Denison - no update

K.2. Mitten Foundation Charity Partnership Application - Michelle Needham - no update

K.2.a) Waiting for financials to be completed in Quickbooks.

K.3. QuickBooks setup progress 2024 – Michelle Needham & Sam Needham

K.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.

K.3.b) Michelle and Sam will review with Jim so we can split out the rest and be able to input the budgets

K.3.c) Statements will be set up for events to have better visibility into financials.

K.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.

K.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.

L. Marketing/Communications Committee – chair Jake Vanderheyden

L.1. Michelle has the jazz society phone still, Laura is going to take it over after quickbooks implementation .

L.2. Mar-Apr newsletter will soon be in progress with Donna.

M. Membership Committee – chair Laura Ohman

M.1. Sam Needham is checking for new members but it is currently caught up.

M.1.a) Need to confirm email Sam is using, should be membership@wmichjazz.org on all accounts and communication.

M.2. Renewal information in newsletter for Jan-Feb.

M.3. Membership is still low vs. our prior peak of membership before the pandemic.

M.3.a) Another mass email reminder will be sent out along with MOY voting.

N. Scholarship Committee – chair Jim Reed with Michelle Needham

N.1. No updates.

O. Education Committee – chair TBD

O.1. Need to setup the education@wmichjazz.org email account for this.

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

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

VI. Adjournment 10:56 AM

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

