

The University of Michigan Band Alumni Association



BOARD OF DIRECTORS MEETING

6/15/2016

Budget Planning

Revelli Hall, 7:00 PM

Attendance: Kristy Penney, Evelyn Laskowski, Tracy Rudd, Susan Sutherland, Jim Roach, Rich Alder, Jeff Henderson, Jason Townsend, Devonie Townsend, Jim Kozich, Sheri Chisholm, Stephanie Gage, Michael Lee, Mandy Siegel, Phil Arreola

1. Call to Order **7:06 PM**
2. Approve March Meeting Minutes **Jim K moves to approve, Jim R seconds. Motion passes unanimously.**
3. Conductor's Forum: conductors' updates **No update tonight.**
4. Review of Action Items from March (Kristy)
 - a. In Progress – Membership: Need updates from SMTD and MMB to add to website database. (Roseanne & Sheri) **Previous full SMTD rosters have been obtained, going from this year back to 2012. She is waiting on the list of newly graduated MMB seniors. In the future April will be a good time to get that year's list.**
 - b. In Progress – Homecoming committee to develop process for handling late & on-site registrations. Due at June board meeting. (David A.)
 - c. In Progress – Gift Basket for Jim Harbaugh. (Evelyn) **Brought to tonight's meeting—basket featuring made in Michigan items.**
 - d. In Progress – Review proposal from Alfa Jango regarding using Mail Chimp to handle our email distribution needs. **See below.**
5. Treasurer's Report (Jeff)
 - a. Review 2016-2017 Budget **\$4,858 in concert instrument fund, CD balance is \$12,226.28. For proposed budget, Jeff assumed a slight increase in Blast participation, steady annual membership and Concert Band participation, website cleanup and annual costs (including Stripe fee). We were over budget this past year on Stripe fees and membership activities (not Homecoming). Jeff is going to see what can be done about banking fees. Jeff motioned to approve budget, motion passes.**
6. Committee Reports:
 - a. Finance Committee (Jeff):
 - i. Fundraising Committee (Pete C)
 1. Don't forget to use Amazon Smile to raise money for UMBAA!
 - ii. Scholarships: Donations are down **Not much activity for the first half of the year.**
 - iii. Concert instrument fund
 - b. Reunion Activities Committee (Salo):
 1. 2016 Homecoming:
 - a. October 22nd vs. Illinois **Kristy read email from David. New registration policy, per Homecoming committee: start registration 2 weeks earlier so early registration ends October 7th or 8th (2 weeks before homecoming), when late registration starts. Late registration end date (hard cutoff) will be the 16th (one week ahead of homecoming). Price for early registration will stay at \$25 and price for late registration will be the cost of a football ticket. No refunds, no exceptions. Sheri moves to vote on policy changes, motion passes unanimously. Tex will put this update in our policies and procedures, which we will vote on at the next meeting. Jim R will look into if the KKY/TBS brunch after Homecoming is happening.**
 - b. BW3 or Cottage Inn for pre-Band-o-Rama dinner on October 21st **No update.**
 - ii. Reunion (Jim R / Rich):
 1. Anniversaries
 - a. Yellow and Blue lyrics anniversary **No milestone patch idea at this time.**
 - iii. Parking Lot Award List:
 1. Lifetime Achievement: Robert Jager (composer), Keith Bryan (SMTD) **we will check on John Stout, if he has received**
 2. Honorary Membership: Michael Udow, **we will check on Red Berenson**

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- c. Member Activities Committee (Jim R):
 - i. Social Events (Jim K): **Jim will send out list of student work days. Susan suggests doing a social event during the Art Fair next year.**
 - ii. Student Liaison (Jim K):
 - iii. New member lunch (Linda):
 - 1. August 24th **Date confirmed.**
 - iv. Golf Outing (Mike K): **22 registrations so far.**
 - 1. August 7th
 - 2. Mike is looking for volunteers to help find sponsors **Jim K, Roseanne, and Linda are starting to look for sponsors. Any help is welcome.**
 - v. Receptions (Mike K):
 - vi. Merchandise Sales (David):
- d. Communications Committee (Jim R):
 - i. Reminder of our communication:
 - 1. UMBAA-board@umich.edu: All board members and active past presidents
 - 2. UMBAA-board-plus@umich.edu: All board members, all past presidents and SMTD
 - ii. Membership Update (Sheri):
 - 1. Alex Fox gave Roseanne the name of a different person to contact at the SMTD, one who has access to class registrations.
 - iii. Web Site Update (Website subgroup):
 - 1. New ticket system with Alfa Jango to request / track updates **See below.**
 - iv. M Fanfare (Gail):
 - 1. New process: Committee heads will collect articles from the sub-committees to send to Gail.
 - v. M Notes (Pete L/JimK):
 - vi. Electronic News Distribution (Tracy):
 - 1. Review recommendation: **Alfa Jengo recommends using Mail Chimp for our email distribution needs. In addition to sending emails, it would also track email address bounce backs, opt outs, maintain subscriber lists, and track click throughs to let us know how many people are opening the emails and are then opening articles linked from the emails. This database would maintain all UMBAA alumni and even though the loop does not close and update the website if someone changes their email address, Mail Chimp would still send out future emails to their desired address. In order to close the loop back to the website, after the first bulk email delivery, Mail Chimp will get a CSV file of bounce backs and Alfa Jengo will run a script to update changes. This will take them 15 minutes. The first list will be about 300 people, we estimate, based on other recent email blasts, then it will get much smaller and manageable for us. It may become a duty of the secretary to update these changes as they happen and manage helpdesk tickets. Startup costs are estimated at \$2000, plus an additional \$250 annually for the ability to send out 25,000 emails. Jim K moves that we use our budgeted money of \$3000 for communications to establish a link between our website and Mail Chimp, and to use Mail Chimp as our communications platform going forward. Jeff seconds. Motion passes. Next goals of electronic distribution committee will be to solidify the roles and formats of M Fanfare and M Notes, including content, format, who will receive, and how articles will be collected (see above, committee heads will collect articles).**
- e. Governance Committee (Tex): No report at this time **Tex will be making a subsection about communication, reflecting the aforementioned changes, and will be making an update about Homecoming registration in our policies and procedures. The new policies and procedures will be formally voted on at the next meeting.**
- f. Ensembles Committee (Evelyn):
 - i. UMBAA Concert Band (Sheri): **Survey will be sent out.**
 - ii. Alumni Pep Band (Bailey/Tracy): **Alumni Pep Band for softball went extremely well. We were very well-received by the fans and team. We played well and were close to, or sometimes over, max capacity for number of members that the NCAA allows to play (28).**
 - iii. Alumni Paid Band (Pete Dalton): **There is a paid gig for a wedding in Michigan Stadium over the 4th of July weekend, and possibly another the last weekend in June.**
- g. Nominations Committee (Peter C.): **Jeff, Salo, Evelyn, Bailey and Jim R's terms are expiring. Contact Peter if you want to keep your seat, or are giving it up. Alternatively, if anyone knows someone who would like to join the Board, pass their name along. November is officer elections.**

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7. Old Business:
 - a. Music Librarian Updates (Devonie) **This past Saturday Devonie picked up all 12 boxes of music and it is being sorted. Piccolos are done, clarinet music is being copied, alto and tenor saxes are being sorted.**
 - b. University of Michigan Bicentennial 2017 (Bailey) **Not present, no update.**
8. New Business:
 - a. Board Planning: identify additional events for the year
 - i. Curling? (Jason) **Only went through March. We should probably focus on necessary finances instead of pulling funds from the organization for a big social event. Other options include going to a puzzle/escape room, something that is inexpensive and each individual can pay for. Tex, Sheri, and Susan will look into this.**
9. Upcoming Concert Dates and Events (all concerts at Hill Auditorium @ 8pm unless otherwise noted): **No concert dates at the moment.**
10. Future Board Meeting Dates:
 - a. Planning call 2nd Wed and Board meeting 3rd Wed
 - b. September 14: Officer/committee head touch-base-phone call @ 7pm
 - c. September 21: Board Meeting @ 7pm – Pre-Homecoming Planning
 - d. October 22: General Membership/Homecoming (Illinois)
 - e. November 9: : Officer/committee head touch-base-phone call @ 7pm
 - f. November 16: Board Meeting @ 7pm - Officer Elections
11. Review New Action Items:
12. For the Good of the Association: **The Jaycees are doing an instrument petting zoo on Monday July 18th. About a dozen people needed for each 2 hour shift. Contact Tex. Fourth of July parade in Ann Arbor— anyone wanting to play contact Tex or Sheri.**

Meeting adjourned 8:43 PM. Jim K moves, Evelyn seconds. Motion carries.