



The regular monthly meeting of the Kalamazoo Concert Band was held on Monday, November 20, 2023, at 7:30 p.m., via a virtual web session, the President being in the chair and the Secretary being present.

Present: J. Rojeski, S. Wolfenbarger, M. McMinn, M. Andres, M. Bass, L. Ellis, N. Iavagnilio, C. Lieurance, M. Momotiuk, B. VanToll, T. Evans (ex-officio), S. Manders (ex-officio), B. Shetterly (ex-officio)

Absent: None

*The meeting was called to order at 7:33pm*

#### 1. Meeting Agenda Additions and/or Revisions

1.1 J. Rojeski added a Closed Meeting Session to occur at the end of the Regular Meeting

#### 2. Secretary Report

2.1 M. Andres presented the October meeting minutes with two minor spelling corrections already made

2.2 L. Ellis moved to accept the minutes as submitted; M. Bass seconded the motion. The motion was passed unanimously

#### 3. Treasurer Report

3.1 M. McMinn emailed the October financial reports on November 20, 2023

3.2 J. Rojeski stated the band members should be informed as to why the Board submit grant requests and what those monies are allocated for

3.3 C. Lieurance moved to accept the Treasurer's Report as submitted; S. Wolfenbarger seconded the motion. The motion was passed unanimously

#### 4. Grants Report

4.1 J. Rojeski stated the band received a grant from the Upjohn Foundation. The band has rented billboard space from Adans Advertising in order to promote the December 2023 concert, with the graphics for the billboard provided by KRESA. The advertisements were scheduled to run through November 24, 2023

4.2 J. Rojeski is working on preparation of the Gilmore Foundation Grant; ideas for December 2024 guest artists are needed

4.3 J. Rojeski is still interested in working with the Stryker Corporation for a possible grant. He has reached out to various local organizations, including the Black Arts Council and the Kalamazoo Public Library for a possible future collaboration

## 5. Small Groups Report

5.1 M. McMinn stated the Brass Quintet performed during the Kalamazoo Holiday Parade on November 18, 2023. Volunteers from the KCB handed out flyers during the parade, promoting the December 2023 concert, and there was positive feedback from parade patrons

5.2 The Brass Quintet is scheduled to perform at the Tree Lighting Ceremony in Kalamazoo on November 24, 2023; C. Lieurance offered to speak briefly at the performance

5.3 B. Shetterly stated the Trombone Quartet performed at Plainwell Middle School with approximately 100+ students, along with the KCB Saxophone Quartet

5.4 The Trombone Quartet is scheduled to perform at Story Point in Portage on Wednesday, December 6, 2023

## 6. Business Manager Report

6.1 S. Manders stated there are approximately 2,000 tickets distributed for the December 2023 concert with 1,200 tickets remaining as of November 16<sup>th</sup>

6.2 Band member Sarah Sielbeck contacted Shirley about not receiving tickets to the December concert, due to being misinformed by another band member. Shirley stated that she told Sarah band members had to request tickets and that they were not “automatically” distributed. Shirley informed Sarah that Sarah would be able to get tickets, and Shirley requested that this policy is clearer in the future

## 7. Conductor’s Report

7.1 December Concert: T. Evans stated that The War and Treaty has been notified the duo needs to be at the Dress Rehearsal early for sound check, and they also should be ready by 7:30pm to rehearse their numbers with the band

7.2 February 2024 Concert: T. Evans stated there are six spots for writers in the program, which could last approximately 12 to 15 minutes of speaking time between the six writers. Keith Thompson’s script may be reduced to ensure the concert program time does not run long

## 8. Assistant Conductor’s Report

8.1 Youth Soloist Competition packets have been mailed and B. Shetterly has already received one application, via the online registration process. Brian asked M. Momotiuk to promote the YSC auditions on the KCB Facebook page

8.2 B. Shetterly would like to get in contact with the Kalamazoo Junior Symphony Orchestra in order to reach out to the orchestra’s members about auditioning for the Youth Soloist Competition. Tom Evans recommended Jessie Williams as a good contact; Bryan VanToll will get YSC flyers from Brian to pass on to his students, who will then take the flyers to KJSO rehearsals

## 9. ProMotion Committee Report

9.1 C. Lieurance would like to reach out to the Book Bug Bookstore about being a possible sponsor for the February 2024 concert, with the possibility of bringing in reading groups

9.2 The committee is working on getting more college-aged students to attend future KCB concerts

## 10. Website / Facebook

10.1 M. Momotiuk is working on getting the website account switched over to be more accommodating when making changes

## 11. Small Groups Process

11.1 There are more small groups on the horizon and the Board, after Tom's approval, would further approve of new groups. This information needs to be better communicated to band members as the purpose of the small groups is to promote the KCB and not necessarily the small group itself, as the small groups are an extension of the KCB

11.2 Any donations a small group receives should be forwarded to the KCB and not retained by the small group

11.3 The process of approving small groups needs to be formalized going forward to ensure the group presents the high quality of the KCB and its image. Tom stated that he feels this process is a good one; Larry Ellis inquired if this approval process will need to be considered as an add-on to the KCB Policies

11.4 J. Rojeski has asked Board members to come up with some ideas regarding the proposed process, in order to have a follow-up discussion at the January 2024 Board Meeting.

11.5 J. Rojeski also stated that he would be more than happy to sit down with any band member(s) who are unhappy with the process and discuss their concerns

11.6 M. McMinn does not want to discourage small groups from forming and playing in the future, as the KCB needs people to promote the band in the community and help raise money. Mike also does not want the KCB Brass to be exclusive – the KCB needs community relations to help promote the band, and to let people know that the KCB provides community members a place to continue playing their instrument as they get older.

11.7 *This topic is set to be discussed further at the January 2024 Board Meeting*

## 12. December 2024 Concert

12.1 J. Rojeski is still seeking and accepting ideas for guest artists. This decision needs to be made sooner rather than later

## 13. Communications

13.1 J. Rojeski will send out a letter to donors thanking them for their support and soliciting for more donations in the future. These letters will be sent out in December

## 14. Fundraising

14.1 Both J. Rojeski and L. Ellis have ideas for fundraising, and the two will meet at a later date to discuss these ideas

14.2 J. Rojeski and S. Manders met with Shannon at Miller Auditorium and Shannon feels the KCB could have a good relationship with the Kalamazoo State Theatre, and possibly collaborate with the theatre to organize a fundraiser

## 15. Trademark Application

15.1 J. Rojeski has reached out to the trademark office multiple times with no response from the office

## 16. Douglas Community Center

16.1 J. Rojeski is working on building a relationship with the Douglas Community Center and the Fox Music Center as well, to hopefully discuss a community service project

## 17. Miscellaneous

17.1 S. Wolfinbarger stated he will be leaving the Board once his term ends in March 2024. Jim has suggested the Board start considering Board Elections for next year and soliciting band members and community members to run for the Board

17.2 The Board still has one vacancy, not including the vacancy that will be created when Steve steps down in March. Additionally, there are other Board Members whose terms will be ending in March however, it was not mentioned if those Board Members plan on returning or not

## 18. Adjournment

18.1 The regular meeting was adjourned at 8:58pm and Larry Ellis made a motion to enter a closed meeting session; M. McMinn seconded to motion and the motion was approved unanimously

## 19. Closed Session

19.1 The Board returned form the closed session at 9:32pm

## 20. Adjournment II

20.1 Larry Ellis made a motion to adjourn the full meeting, M. McMinn seconded the motion. The motion was approved unanimously

Meeting adjourned: 9:34pm

*The next meeting is scheduled for Monday, January 22, 2024, to be held virtually.*

## Additional Notes

1. Shirley sent out an email on November 23, 2023, with dates for the Summer 2024 Concert Series. The (confirmed) dates are as follows:

1. Sunday, June 9, 2024 – Bronson Park, Kalamazoo
2. Saturday, June 15, 2024 – Three Rivers
3. Monday, July 15, 2024 – Kindleberger Park, Parchment

**Michael Andres**  
Board Secretary  
Submitted, 21 November 2023