



The regular monthly meeting of the Kalamazoo Concert Band was held on Monday, May 22, 2023, at 7:30 p.m., at Kalamazoo Regional Educational Service Agency's (KRESA) building, the President being in the chair and the Secretary being present.

Present: Jim Rojeski (President), Steve Wolfinbarger (Vice President), Michael McMinn (Treasurer), Michael Andres (Secretary), Mark Bass, Larry Ellis, Nick Iavagnilio, Cara Lieurance, Michele Momotiuk, Shirley Manders (ex officio), Brian Shetterly (ex officio)

Present (via phone): Tom Evans (ex officio)

Absent: Bryan VanToll

The meeting was called to order at 19:31

1. Meeting Agenda Additions and/or Revisions

1.1 Shirley Manders added the discussion of transportation to her Business Manager Report

2. Welcome

2.1 Jim Rojeski formally welcomed the new Board members, Nick Iavagnilio and Michele Momotiuk

3. Adoption of 2023-2024 Board Meeting Schedule

3.1 Shirley Manders proposed moving the August meeting from August 28th to August 21st

3.2 Due to multiple expected absences, it was proposed to move the June meeting from June 26th to June 19th

3.3 A motion was made by Michael McMinn to accept both proposals, and the motion was seconded by Michele Momotiuk. The motion passed unanimously.

4. Secretary Report

4.1 Michael McMinn made a motion to accept the April 2023 minutes as submitted; Mark Bass seconded the motion. The motion passed unanimously.

5. Treasurer Report

5.1 The Chenery Auditorium bill for February 2023 was \$5,400.00; no bill as of yet for the April 2023 concert. Shirley Manders paid the same amount for the April concert as she did for the February concert.

6. Grants Report

6.1 No updates to report

7. Small Groups Report

7.1 The KCB Brass will perform at Art Hop on Friday, June 2, 2023, located at Bronson Park

7.2 The ensemble continues to play in the Stuart Neighborhood and is well received

7.3 Michael McMinn stated the possible collaboration with the Kalamazoo Institute of Arts is promising and looking to build a stronger relationship

7.4 The Trombone ensemble has two performances planned at the Three Rivers Rotary and the Carnegie Center for the Arts in downtown Three Rivers

7.5 It was proposed to get more exposure for the Saxophone Quartet

8. Business Manager Report

8.1 A booklet with concert information, along with magnets, and guidelines for donor envelopes have been mailed out

8.2 December 2023 Concert

8.2.1 Donor ticket request forms must be submitted by July 15, 2023

8.2.2 Ticket requests are limited to four (4) tickets; more tickets can be requested beginning in August

8.3 Transportation

8.3.1 Initially, the mover for the KCB (Adam Smith) terminated his role due to financial concerns with his main business

8.3.2 Upon the recommendation of Don O'Donnell, Shirley proposed offering Adam \$900.00 per concert (based on what Adam needs) to continue as our equipment mover

8.3.3. Larry Ellis made a motion to approve the proposal of \$900.00 per concert, Michael McMinn seconded the motion. The motion passed unanimously

8.4 Megan Dooley will be paid \$400.00 per concert for performing at each of the two summer concerts

8.5 Dale & Marcia Working are the Librarians for the summer concerts, and should be paid as such

8.6 Michael McMinn suggested performing "Imagine" by John Lennon before the April 2024 concert

8.7 New KCB merchandise (hats, shirts) will be available to KCB members during the summer and again during the fall

9. Conductor Report (submitted via email)

9.1 October 2023 Concert

9.1.1 Tom Evans had a meeting with Taylor Gudbrandson of the Kalamazoo Children's Chorus

9.1.2 The process of planning the concert is "moving forward"

9.2 Tom Evans and Cara Lieurance will need to schedule radio interview dates and times for the upcoming season

9.3 Cara suggested reaching out to RAWK (Read and Write Kalamazoo) as a potential collaborator for the February 2024 concert

10. Assistant Conductor Report

10.1 2023 Summer Concerts

10.1.1 Have approximately 70 personnel for the performances; instrumentation is good, and Brian Shetterly feels the attendance is up due to the Bronson Park performance not occurring on Father's Day

10.1.2 Bronson Park concert will be 1 hour; Parchment concert will be 1½ hours

10.1.3 Brian was interviewed by Kristen Chesak of the Arts Council of Greater Kalamazoo, where they discussed the upcoming summer concerts and the history of the KCB

10.1.4 Brian Shetterly will be partaking in an interview with Cara Lieurance on July 11th to promote the July 17th performance at Kindleberger Park in Parchment

11. Committee Status

11.1 The Marketing Committee met in April & May, creating a concert checklist to promote each concert

11.2 A suggestion was made to perform the 1812 Overture at the 2024 summer concerts, possibly with fireworks and cannons

11.3 Shirley Manders would like to see more band member engagement in promoting the concerts with fundraising

11.4 A suggestion was made to have Encore magazine do an interview with Tom Evans to celebrate his 20 seasons with the band

11.5 It was determined the organization needs to have more support for social media posts, including images and more content

11.6 Other Marketing ideas

11.6.1 Creating press releases for each concert, to include brief information and images

11.6.2 Having a tactical plan for the upcoming season along with the small groups, followed by a long-range plan in order to become a visual force in the community

11.6.3 Need to focus on fundraising ideas due to a potential \$20,000.00 shortfall for the upcoming season

11.6.4 Michele Momotiuk suggested using the Raise Right app as a fundraising tool

12. Bylaws

12.1 There were no major changes to the bylaws and the documents are completed and ready for approval

12.2 Larry Ellis will add the term "Approved" to the documents and email the documents to anyone who requests a copy

12.3 Mark Bass made a motion to accept the bylaws as submitted; Cara Lieurance seconded the motion. The motion passed unanimously.

12.4 Board Policies: The biggest changes were to intellectual property and small group performances, and advertising by future guest artists (Section VIII). Michele Momotiuk made a motion to accept the Board Policies as submitted, Mark Bass seconded the motion. The motion passed unanimously.

13. December 2023 Concert

13.1 The Board has a signed contract with The War and Treaty

13.2 Outreach planning for the concert should begin as soon as possible

14. December 2024 Concert

14.1 Seeking ideas for the concert. The Gilmore Foundation is requesting a less expensive artist for 2024.

15. Library Location

15.1 Kalamazoo Christian High School may have two locations for the KCB library

15.2 The high school will store the library pro bono

16. COVID-19 Policy

16.1 Due to changing times, Michael McMinn made a motion to dismiss the COVID-19 policy; Larry Ellis seconded the motion. The motion passed unanimously.

17. Communications

17.1 No report at this time

18. Website Design

18.1 Need to establish what kind of messaging is needed for the website

18.2 Should a new website layout be created?

18.3 Larry Ellis suggested Board members reach out to the ACB to obtain ideas on how to promote the band

18.4 A suggestion was made to do weekly profiles of band members, conductors, arrangers, and others

19. Summer Picnic

19.1 The picnic has been delayed until fall or possibly later

20. Trademark

20.1 Jim Rojeski has started the application process and needs to conduct research on logos similar to the KCB logo, which is a multi-step process

21. Adjournment

20.1 Larry Ellis made a motion to adjourn the meeting, Steve Wolfenbarger seconded the motion.

Meeting adjourned: 21:22

*The next meeting is scheduled for **Monday, June 19, 2023**, at KRESA.*

Michael Andres
Board Secretary
Submitted, 18 June 2023