Kalamazoo Concert Band
Meeting Minutes
May 19th, 2025 at 7:00 pm
Location: KRESA (In-Person) and Zoom (Virtual Option)
Recorder: Laurajane Van Niman

Present (In-Person): Mike Greer (President), Laurajane Van Niman (Secretary), Susan Carter (Board Member), Sara Dawson (Board Member), Ken Mohney (Board Member), Josiah Solis (Board Member)
Present (Virtual): Nick lavagnilio (Vice President)
Absent: Michael Andres (Treasurer), Larry Ellis (Board Member), Michael McMinn (Board Member)
Professionals Present: Tom Evans (Conductor), Shirley Manders (Business Manager), Brian Shetterly (Assistant Conductor)

Meeting was called to order at 7:00 pm by Mike Greer

1. Revision of Agenda and Additions (Mike Greer)
    - There were no revisions or additions made to the agenda.
2. Secretary's Report (Sara):
    - The minutes from the April 2025 Meeting were reviewed.
    - Ken Mohney made a motion to approve the minutes. Josiah Solis seconded the motion. Motion carried to approve the April 2025 Meeting Minutes.
3. President's Report (Mike Greer):
    - Mike shared that the All Band Meeting went well and he thanked all that helped to facilitate it.
    - Mike Greer, as the President of the Kalamazoo Concert Band, will need to be added to the Kalamazoo Concert Band PNC Bank Account so that he will be able to manage our business account.
    - Contracts are being finalized and will be sent out the week of May 19th, 2025 by Nick lavagnilio to be reviewed and signed by each Contractor and President Mike Greer.
    - We still need a non-band member to join the KCB Board.
4. Treasurer's Report (Shirley Manders):
    - Shirley Manders shared the report in Mike Andres' (Treasurer) absence.
    - We are still waiting on bills from Chenery Auditorium and our moving company.
    - Everything else is up to date.
5. Business Manager's Report (Shirley Manders):
    - Donor mailings are ready to be mailed this week. This includes a donor letter, donor envelope, brochure, Holiday flyer and magnet.
    - Susan Carter and Shirley Manders have been getting information to our website designer, Joan, to update the website.
    - Shirley will be working with Paul Sizer on graphics for our season concerts. These will go on the website upon completion.
    - T-Shirts and polos have come in and will be available to those who ordered them at the May 29th rehearsal.
    - On June 5th, the water will be turned off at Kalamazoo Christian High School.
6. Finance Committee (Mike Greer):
    - Donor and Sponsorship opportunities have been created and will begin for the 2025 - 2026 season.
    - Tom, Mike and Jim met with Scott Boerma(WMU) to start a fellowship program inviting a student to join us for a concert cycle. The details are still being finalized.
7. ProMotion Committee (Susan Carter):
    - Flyers have been created for the Summer Concert Season.
    - The 2025 - 2026 Concert Season flyers have been designed as well as the Holiday Concert flyer.
    - Posters with our concert dates have been made for our Small Groups to display while they are performing.
    - Looking at upgrading our website to be more user friendly on the "Backroom" side of things. There will be a Website Updating Party at Susan Carter's on June 3rd at 5:30 pm.
8. Small Groups (Brian Shetterly):

- Brian shared that he is trying to get connected with Horrock's to schedule a 90 minute slot for the KCB Small Groups to perform and promote the KCB.
- Small Groups will be performing for 30 minutes during the Parchment Summer Concert.
- Josiah Solis will now be coordinating the Small Groups so that we know when and where they are performing and can promote them.

9. Musical Director's Report (Tom Evans):
    - The 2025 - 2026 Concert Season's theme is *"With a Little Help from Our Friends."*
    - Planning for the Holiday Concert with the Kruger Brothers has begun.Tom has set up interview dates with WMUK.
    - Tom has been in touch with Timothy Stoddard to explore the possibility of another collaboration which he is in favor of.
10. Assistant Conductor's Report (Brian Shetterly):
    - Music for the Summer Series is ready for distribution at Marshall Music and will be available on May 29th at our first Summer Series Rehearsal. Music for the October Concert is anticipated to be ready for distribution at the July 10th Summer Series Rehearsal.
    - All music for the October Concert has been borrowed or ordered. Planning for this concert continues.
    - The Summer Series roster has been set and includes 73 players.
11. Other Topics:
    - The Board discussed conducting a survey once a year to gather feedback and comments from our audience members, donors and community members.
    - Our Donation QR Code has been updated and Nick will share it with Shirley.
    - Ken Mohney shared an idea of having a High School band featured at some of our concerts as a way to increase our audience base.
    - Laurajane Van Niman shared an idea brought to her by a band member to create small postcards for each concert that band members could hand to people they invite to our concerts as a way to increase our audience base.
12. All Band Meeting Report Out:
    - The following topics were discussed as a result of this meeting::
        1. Audience Growth and Outreach
        2. Concert Dress and Section Leaders Job Description - The KCB will move to wearing Concert Black at our 2025 - 2026 Concerts. Tom will write up a description of what Concert Black looks like. Tom will also write up a job description for Section Leaders. Both of these descriptions will be shared at our June 2025 Board Meeting.
        3. Attendance Policy - It was discussed that the attendance policy is very clear and that we need accountability. It was discussed to have the Section Leader email members of their section that reach 2 absences in a concert cycle. Once they reach 3 absences, the Section Leader will notify Tom so that Tom can speak with the band member to determine whether they are allowed to perform or not.
        4. Risers will be removed from our concerts.
        5. The #2 topic that was brought up was the pacing of our rehearsals which includes talking during rehearsals. It was discussed that making people aware it is happening might help.

Meeting adjourned at 8:38 pm.

(Ken Mohney motioned that the meeting be adjourned and Laurajane Van Niman seconded the motion. Motion carried.)

Next Board Meeting will be on Monday, June 23rd, 2025 at Kalamazoo Regional Service Agency at 7:00 pm.

Recorded By: *Laurajane Van Niman*
KCB Board Secretary

Approved on 6/23/2025