

CCB Board Meeting – September 12, 2005 Minutes

- I. Meeting was called to order at 9:25 pm. In attendance were: Jodi Shochet, Mike Blackman, Suzanne Hassell, Riley McDonald, Jeanette Donald, Scott Lipcon, Beth Jubinski, Len Morse, Jenn Ambrosiano, Tanya Hoegh-Allan.
- II. President
 - a. Insurance will be \$111.00 per year for \$10,000 of equipment and \$1500 for the trailer itself. Insurance company will require the serial number for the trailer and an inventory of the equipment.
 - b. Children's concert will be held at Atholton High School on October 2.
 - c. There will be a Grant Awards Reception on September 16th at 6 PM at the Howard County Center for the Arts. Mike, Jodi and Riley will attend the reception as representatives of the band.
 - d. The board will have a special meeting on Saturday, November 5th at 1pm at Jodi's house to discuss long term band issues.
- III. Treasurer
 - a. Dues have been collected in the amount of \$1400 to date.
 - b. Bank signature card has been redone.
 - c. Cash Flow Report listing categories is attached to minutes.
 - d. Website domain payment is due. Beth and Sue will determine how many years to pay in advance.
- IV. Vice President
 - a. Len researched storage companies and chose three companies based on location, size, cost, additional fees, security, etc.
 - b. If the budget does not allow for this expense, then board will look into getting a grant, donation or do a fund-raising activity.
- V. Conductor
 - a. We have a tentative date for next year's Mayfest gig on May 20th.
 - b. The tentative date for the Spring Concert will be May 14th at 3pm at River Hill High School. This date must be signed off by the music department and principal.
- VI. Reports from other officers/committees
 - a. Grants
 - i. Maryland Arts Council grant application is due on-line at the end of September. This is the quarterly deadline for the one-time grant of \$1000. General Operating Grant is due in early October.
 - ii. [E-mail] Jeannette has submitted the report addendum (financial) that the Howard County Arts Council requested.
 - b. Publicity
 - i. [E-mail] Riley stated that Nancy Corporon in our Horn Section has agreed to be a member of the Publicity Committee and to help develop a long-range marketing plan for the Band. As a part of that effort, the committee wants to create a written marketing mission statement. She would like to interview the Board members to get their views on how the Band should be promoting itself in our area of service.
 - ii. Publicity Poster for the children's concert done by Betsy Brown is now on the website.
 - iii. Riley suggests having a budget item for advertising to be used for ads in papers such as the Howard County Flyer.
 - c. Equipment
 - i. [E-mail] Dr. Kent at HCC has our crash cymbals, which we lent to her along with the Timpani and bells last fall. She will send them to rehearsal in two weeks (Monday the 12th). Dr. Kent also is asking if they can borrow "any percussion equipment" that we have that we don't want to store in the trailer. Scott has a form for equipment loans to give her so we'll have a record.
 - ii. We have a sign-out sheet for equipment, although we don't have signed copies for all the band's instruments. Scott will work on updating the inventory with sign-out sheets for each instrument, along with property tags.

- d. Membership
 - i. Sue is updating the roster and the band e-mail lists. The new roster will be sent to Carole once completed.
 - ii. Beth is still collecting dues from members. Only HCC students do not need to pay dues.

- VII. Ongoing Issues for special November meeting
 - a. Budget – Len and Jodi have completed a draft.
 - b. Bylaws/Constitution/Operating Procedures – Jodi has the lawyer’s reflections on the documents
 - c. Travel – Len is investigating travel groups.
 - d. Program Ads – Discussion for procedures on selling ads
 - e. Storage Places – Discussion on trailer and equipment storage
 - f. Equipment Declaration – Discussion on tax liability

VIII. Next Meeting will be held Monday, October 12, 2005. Meeting adjourned at 10.04 pm.

Cash Flow Category Description
9/1/04 Through 8/24/05

INFLOWS		OUTFLOWS	
Donations	1,000.00	Clothing CCB Shirts	4.00
CCB	350.00	<i>TOTAL Clothing</i>	4.00
Concert	1,200.00	Concert CCB	341.13
<i>TOTAL CCB</i>	1,550.00	Rental	306.80
Jazz Band CDs	180.00	<i>TOTAL Concert</i>	647.93
Concert	5,450.00	Equipment CCB	394.92
<i>TOTAL Jazz Band</i>	5,630.00	Jazz Band	1,412.90
<i>TOTAL Donations</i>	8,180.00	Trailer	50.11
Dues CCB	5,870.00	<i>TOTAL Equipment</i>	1,857.93
<i>TOTAL Dues</i>	5,870.00	Memberships CCB	50.00
Grants		<i>TOTAL Memberships</i>	50.00
Columbia Association	2,000.00	Music CCB	1,009.04
HCAC	2,500.00	Jazz	177.20
<i>TOTAL Grants</i>	4,500.00	<i>TOTAL Music</i>	1,186.24
Interest Inc	16.83	Office Supplies CCB	269.66
<i>TOTAL INFLOWS</i>	18,566.83	<i>TOTAL Office Supplies</i>	269.66
		Recording Jazz	220.00
		<i>TOTAL Recording</i>	220.00
		Rental Post Office Box	76.00
		Rehearsal	357.00
		<i>TOTAL Rental</i>	535.65
		Web Site CCB	102.65
		<i>TOTAL Web Site</i>	102.65
		Salary Concert Band	5,500.00
		Jazz Band	4,000.00
		<i>TOTAL Salary</i>	9,500.00
		<i>TOTAL OUTFLOWS</i>	14,271.41
		<i>OVERALL TOTAL</i>	4,295.42