

CCB Board Meeting Minutes – July 13, 2006

- I. Meeting was called to order at 6:15 pm. In attendance were the following board members: Jodi Shochet, Mike Blackman, Suzanne Hassell, Scott Lipcon, Jeanette Donald, Len Morse, Jenn Ambrosiano, Beth Jubinski and Riley McDonald. Dave Weisenfreund was also in attendance.

- II. Financial
 - a. The new Fiscal year is July 1, 2006-June 30, 2007.
 - b. Dave addressed fiscal and tax issues affecting our future budget.
 - i. If our budget goes over \$25000, the IRS requires completion of additional forms. One way to avoid this is to split the Concert Band and Jazz Band. This would require the Jazz Band to incorporate for tax purposes.
 - ii. If our budget is over \$20000, the performance rights payments would increase. We currently pay \$250.00.
 - iii. A tax letter should be written for individuals whose yearly contribution is for \$250 or more. Dave has a form we could use.
 - iv. A Thank you letter for in-kind contributions can be written, but these are not considered deductible for tax purposes.
 - v. Cost for mileage for certain non-profit events is deductible. Dues are deductible.
 - vi. Maryland personal property tax is a no cost filing for non-profits. It was decided that in the future any instrument purchases would be reported. Any item under \$1000 should be considered supplies. Tax would be 25% assessment of original cost. Items can be depreciated.
 - c. The Board decided that we should obtain insurance for any instruments that the band purchases.
 - d. Since the dates of our fiscal year have changed, the Board decided to wait a year to see if our finances will require a larger budget for next year. At that time the board can chose whether to split the bands for tax purposes or complete the additional IRS requirements.
 - e. The Board decided that an assistant director is not needed at this time. Guest conductors are welcome, but will be determined by Mike on a case by case basis.

- III. Elections
 - a. Procedures for Annual Spring elections were discussed based on new By-Laws.
 - b. Sue, Riley, Beth, Jodi and Jeanette are up for reelection and are willing to serve another year.
 - c. Mike will send an email to the band announcing the elections and requesting any nominations to the board.

- IV. Group Discussions- The board broke into groups for fund-raising, budget and welcome packet for new members.

- V. Our next board meeting will be on Monday, August 14, 2006. Meeting was adjourned.