

CCB Board Meeting – January 8, 2007

I. Meeting was called to order at 9:25pm. In attendance were the following board members: Jodi Shochet, Mike Blackman, Len Morse, Jenn Ambrosiano, Beth Jubinski, Melinda Frisch, Scott Lipcon, Tanya Hoegh-Allan, Jeanette Donald, and Riley McDonald.

II. President

- a. We've received some donations recently:
 - i. \$500 (1/4 of \$2000 grant from Columbia Foundation – we had asked for \$3000, do we need to consider revising budget?)
 - ii. \$75 matching funds from Jenn's company, Provident Life
 - iii. \$500 from Edge Bio Systems, company of father of a band member.

We need to come up with a standard donation acknowledgement letter for tax purposes

- b. New summer date: August 12 at the Lakefront, 6:30 to 8:30
- c. Concert poll results: few responses. 7 prefer Saturdays, 10 prefer Sundays, 19 have no preference, 1 prefers a mix.
- d. There was a complaint in a letter to the editor about children's behavior at our winter concert. Mike will write a short statement that can be included in the program and announced at the start of concerts.
- e. CJB is looking in to recording their February 11 concert, should be within budget
- f. Elections are coming up in May – there is a limit of 2 years serving in the same officer position, so most of our officers will need to shuffle. Start thinking.

III. Conductor

- a. The spring concert date was incorrect in the November minutes – it should be May 6th. Minutes were approved as amended.
- b. Mike bought 33 charts at \$5 each, and a Yamaha keyboard for \$75 at Music & Arts warehouse sale
- c. Kathy Steele suggested the Chesapeake Arts Center for a concert venue. Mike asked her to look in to it – it would cost \$800-\$1200, which is significantly more than we pay for the schools. The board agreed not to pursue further.

IV. Treasurer

- a. Treasurer's budget report is attached
- b. We are about \$700 ahead for the fiscal year.
- c. Howard County Schools are running very late in billing us for the building use, so we may have outstanding debts.
- d. Tax time is coming up – the board spent a good amount of time discussing what equipment to start claiming for tax purposes as well as insurance. It was determined that Beth will talk to Dave about claiming our new equipment (Snare drum, Vibes, Keyboard) and calling the older stuff donations/value \$0. Scott will finalize the list for replacement value and get an insurance quote.

- V. Vice President
 - a. Len has nothing to report
- VI. Reports from other officers/committees
 - a. Jenn will start a discussion via email on fundraising
 - b. Maryland State Arts Council grant report due at the end of the month.
Jeanette will let the board know if she needs any information
- VII. Old Business
 - a. Mike would like to review the latest draft of the new member handout, and get that finalized. Jenn will email it to him.
 - b. Riley brought up the question of whether we need to schedule another longer meeting. We will discuss via email.
- VIII. Our next board meeting will be February 5, 2007. Meeting was adjourned at 10:05pm.

	Budget FY07	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total Spent	Total Remaining
Expenses															
Salaries Artistic	\$5,500.00	0.00	0.00	1,375.00	0.00	0.00	1,375.00	0.00	0.00	0.00	0.00	0.00	0.00	2750	\$2,750.00
CCB	\$4,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2000	\$2,000.00
CCB															
Space (Rent and Utilities)	\$4,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$4,100.00
Rehearsal Space	\$2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$2,000.00
Concert Space	\$2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$2,500.00
Storage Space Rental															
Marketing/Promotion	\$300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$300.00
CCB - marketing	\$100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$100.00
CCB - marketing															
Domain Rental (5 years)	\$160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$160.00
CCB - website	\$160.00	0.00	0.00	0.00	0.00	0.00	27.95	0.00	0.00	0.00	0.00	0.00	0.00	27.95	\$1,320.05
CCB - website															
Printing and Postage	\$80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$80.00
P.O. Box Rental															
Program Materials	\$300.00	0.00	0.00	0.00	100.80	2.00	59.85	0.00	0.00	0.00	0.00	0.00	0.00	180.46	\$138.54
CCB - programs	\$100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$100.00
CCB - programs	\$1,000.00	0.00	0.00	0.00	400.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	400	\$600.00
CCB - music	\$1,500.00	0.00	0.00	199.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.69	\$1,300.31
CCB - music															
Office Supplies	\$100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$100.00
Office Supplies															
Insurance	\$500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500	\$0.00
Liability/Insurance	\$500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$500.00
Property Insurance															
Other	\$258.00	0.00	0.00	0.00	0.00	0.00	263.00	0.00	0.00	0.00	0.00	0.00	0.00	263	-\$5.00
Assoc of Concert Bands	\$25.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$25.50
License Fee															
CD Production CJB	\$100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$100.00
Misc Performance expenses															
Community Band Day							25.00							0	\$0.00
Maryland Citizens for the arts														0	-\$25.00
Capital															
Shirts	\$300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$300.00
CCB - equipment	\$300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$300.00
CCB - equipment	\$300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	\$300.00
Repairs															
Total Budget	\$24,183.50	0.00	\$500.00	\$2,574.69	\$500.80	\$0.00	\$2,750.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,326.10	\$17,857.40

Paid Kiddie Concert Fee for October 2005.

Cash Flow

7/1/06 Through 1/8/07

1/7/07

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Category Description	7/1/06- 1/8/07
INFLOWS	
Uncategorized	0.00
Donations	
CCB	395.00
Matching	60.00
TOTAL CCB	455.00
CJB	90.00
CDs	70.00
TOTAL CJB	160.00
TOTAL Donations	615.00
Grants	
HCAC	1,380.00
Maryland State Arts Council	750.00
TOTAL Grants	2,130.00
Interest Income	17.70
Membership Dues	
CCB Dues	5,220.00
CJB Dues	570.00
TOTAL Membership Dues	5,790.00
Performance Fees	
CCB	750.00
CJB	800.00
TOTAL Performance Fees	1,550.00
TOTAL INFLOWS	10,102.70
OUTFLOWS	
Bank Charge-Bank Charge	2.55
Concert Programs	
CCB	160.46
TOTAL Concert Programs	160.46
Insurance-Insurance	500.00
Misc-Miscellaneous	
Clothing	
CCB Shirts	-45.00
TOTAL Clothing	-45.00
TOTAL Misc-Miscellaneous	-45.00
Music	
CCB	400.00
CJB	755.69
TOTAL Music	1,155.69
Professional Memberships	
Assoc. of Concert Bands	263.00
Maryland Citizens	25.00
TOTAL Professional Memberships	288.00
Salary	
CCB	2,750.00
CJB	2,000.00
TOTAL Salary	4,750.00
Space Rental	
Concert	915.45
Rehearsal	1,564.50
TOTAL Space Rental	2,479.95
Web Site	
CJB	27.95
TOTAL Web Site	27.95
TOTAL OUTFLOWS	9,319.60
OVERALL TOTAL	783.10