

Community Band of Brevard
Minutes of the Board of Directors Meeting
April 27, 2019

Attendees

Marion Scott, Conductor

David Scarborough, Chairman

Dale Swartout, Vice Chairman

Marjorie Varuska, Personnel Mgr.

Ken Morris, Secretary

The meeting was held at Cozy Corner Cafe on Merritt Island.

Old Business

1. The Board reviewed and accepted the March 16, 2019 meeting minutes.
2. Action items from March minutes were reviewed. Status is as follows:
 - a. Filing cabinets—Dave will check with school board and Michelle will check with bank about getting suitable legal-size cabinets for librarians. Dave will ask band members at next practice if they have access to suitable cabinets.
 - b. Please review officer job descriptions in handbook and provide job description updates to Margie prior to next board meeting for updates to be reviewed/approved by board. Goal is to provide with direction to proceed with update following 18 May board meeting.
 - c. Band was receptive to relocating band practice from Edgewood to Cocoa H.S. Dave unable so far to connect with Vice Principal and Band Director (no email responses). He will visit them in person to confirm cost, timing and use of percussion instruments. Goal is to have agreement in place with Brevard Schools/Cocoa before having to execute new agreement with Brevard Schools/Edgewood – which according to admin calendar is due in May.
 - d. Photographer, Joyce Wilden, took pictures at last concert. Mike sent Margie a link to the pictures. Dave will be uploading selected pictures to the CBOB website.
 - e. CDs of concerts—Mike, do you have copies of concert CDs from Steve Rossi? Will you them upload to CBOB website? Marion would like to have the physical CDs after they have been uploaded.
 - f. Officer duties—as with handbook update, please be prepared to review job duties in “CBOB Board of Directors and Committees—Descriptions and Duties” document at next board meeting. Goal is to authorize update to document following 18 May board meeting.
 - g. Dale to lead review/update of CBOB Annual Administrative Calendar for current and following months at future board meetings.
 - h. Margie has succession plan ready to add to handbook after other changes are completed.
 - i. Dave will address band about skipping the musicality comments from the band to Marion during practice. Prefer to discuss such issues with him during break or after practice. To be accomplished at next rehearsal.
 - j. Dave checked with Mr. Hendrick about going out for dinner. Will probably be at Outback soon on a Monday or Tuesday evening. Board members (and spouses?) invited to attend. Dave will inform board when date is picked.

Schedule

1. May 26, 2019 -- Memorial Day concert at Rockledge High School auditorium
2. June 9, 2019 concert – “Americana”
3. Theme for following concert – Marion picked theme of Big Band music for the September concert. Margie compiled a list of suggested themes for reference in the future.
4. Dale will contact Mr. Rossi about securing dates for upcoming concerts: 8 Sep 2019, 8 Dec 2019, 8 Mar 2020, and 7 Jun 2020.

Conductor's Report

1. Marion expressed desire to fund/build our own facility for practice/storage in the future.

Chairman

1. Concern about attendance. Need to reach out to high school students. Margie suggested inviting Suzanne Gardner (new High School/Home School Liaison) to next BOD meeting to discuss recruitment of high school students and how we can help.

Business

1. Balance as of Mar 31, 2019 is \$20,318.51.
2. Michelle needs pictures of instruments (percussion, tuba, baritone, bassoon) for insurance company. Dave to provide pictures of instruments to Michelle (within two weeks) per insurance company request. Michelle to check out pricing of other insurance companies to cover music and instruments. Please provide status by next board meeting.

Publicity

1. Mike, please provide detail as to what Pat Chadwick does for us and how she bills us – prior to next board meeting.
2. Our publicist, Joyce Wilden, took photos at last concert for upload to our website. But other than this, board has seen very little, if any, publicity for CBOB in Florida Today or other publications. Mike, please provide assessment of Joyce's job performance and recommendations on how to improve – prior to next board meeting. Without this assessment and some obvious display of publicity for our next concert (9 June), board voted to stop monthly payments after 1 June, 2019.
3. I'm getting inquiries about upgrading our printer/copier. It is possible to upgrade and reduce our monthly printer costs, but I haven't looked into that yet. The current printer has been reliable, and I've kept it maintained utilizing the maintenance contract we have to replace the toner fuser, some foam collating wheels, toner, staples, general cleaning, etc. Board asks Mike to check out cost of a new printer and how much that should save us per month. Also, could consider lease as alternative. Will new printer or lease still require us to refold programs (with annoying staples)? Mike, please provide status at next board meeting.

Librarian

Personnel Manager

1. Margie will send email to band members about Memorial Day concert. Sign up (commitment) list will be passed out at May 8 practice. Sign up list for June concert will be passed out following weeks.
2. Margie will send board members an updated personnel list each quarter. Ken will keep copy in minutes.

New Business

1. CBOB 35th Anniversary plans. Sep 2019 is the start of 35th year for CBOB. May have party in Mar 2020. Open to suggestions as to how to celebrate.
2. Discussed need to apply for Brevard County grants. Margie and Michelle will begin working on the grant proposal this summer for fall 2019 submission deadline for Brevard County grants.
3. Ken contacted Rene Hulsker about music he had arranged a couple years ago at request of Dave Jennings. The arrangement is for An American Trilogy by Micky Newbury and later made famous by Elvis. It includes Dixie, Battle Hymn of Republic, and All My Trials. Ken downloaded the music from Rene and Marion thinks we already have it in our library. Although it would fit great with our "Americana" concert, it may be too late to add it. If, and when, we perform it in the future, Ken will forward a copy of our playing to Rene, as per his request.

4. Board thought legal address (for IRS, state reporting, etc.) should be changed to that of the secretary. This will have to wait for several months since Ken will be moving to Viera this summer. However, board has authorized acquiring a PO box for normal board correspondence in place of Mike's home address.

Next Meeting: May 18, 2019 at Cozy Corner. Eat at 9:00 a.m. and meeting will start at 9:30. Remember, BOD meetings are now scheduled for 3rd Saturday of every month. Please update your calendars accordingly to minimize schedule conflicts in the future.

Old Action Items:

1. DAVE/MICHELLE Check on legal size cabinets at schools/ bank by next BOD mtg
2. DAVE Provide pictures of instruments to Michelle by next BOD mtg
3. MICHELLE Check out pricing of other insurance companies to cover music and instruments by next BOD mtg

April 2019 Action Items:

1. DAVE Ask band members at next practice if they have access to legal-size filing cabinets--
Completed
2. DAVE Firm up possible move to Cocoa H.S. for practices by next BOD mtg
3. DAVE Upload suitable pictures from last concert to CBOB website by 30 May
4. MIKE Upload concert CDs to website; pass on originals to Marion by next BOD mtg
5. EVERYONE Review duties in CBOB BOD and Committees—Descriptions & Duties to discuss at next BOD mtg
6. MIKE Detail Pat Chadwick's work/billing for board by next BOD mtg
7. MIKE Assess Joyce Wilden's performance for board by next BOD mtg
8. MIKE Provide status on upgrading printer/copier by next BOD mtg
9. DAVE Provide Marianne with music folders for Memorial Day concert—Completed?
10. DAVE Address band members at next practice about musicality comments to Marion--
Completed
11. DAVE Firm up date for dinner with Mr. Hendrick at your convenience
12. DALE Contact Mr. Rossi to confirm upcoming concert dates—Completed but awaiting response
13. MARGIE Invite Suzanne to next BOD meeting
14. MARGIE Pass out sign-up sheets for Memorial Day and June 9 concerts
15. MARGIE/MICHELLE Prepare Brevard County funding grant applications by Sep 2019
16. KEN Investigate cost of PO box for CBOB correspondence point of contact by next BOD mtg
17. MARGIE Update handbook upon completion of AI 5