

Community Band of Brevard  
**Minutes of the Board of Directors Meeting**  
March 16, 2019

**Attendees**

Marion Scott, Conductor

David Scarborough, Chairman

Dale Swartout, Vice Chairman

Michelle Pittman, Business Mgr.

Marianne Rigolini, Asst. Librarian

Ken Morris, Secretary

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

**Old Business**

1. The Board reviewed and accepted the February 9, 2019 meeting minutes.
2. Action items from February minutes were reviewed. Following items are still open:
  - a. Filing cabinets—Dave will check with school board and Michelle will check with bank about getting suitable legal-size cabinets for librarians.
  - 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 27 April 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, will you be retrieving pictures and updating our website with new pictures or will someone else?
  - e. CDs of concerts—Michelle will contact Steve Rossi about getting CD or Mike, have you already done that? Who will upload to website?
  - 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 27 April board meeting.
  - g. Dale to lead review/update of CBOB Annual Administrative Calendar at next board meeting.
  - h. Board adopted Dale’s succession plan for our Conductor. Margie, can you add this to handbook?

**Schedule**

1. June 9 concert – “Americana”
2. Theme for following concert – Ken suggested “Oldies (40s-60s)” or “Rock and Roll”. Could have Elvis impersonator show up for an Elvis piece. Marion will determine if we have suitable music for this. **Action Item:** Board members requested to provide other themes by next board meeting.

**Conductor’s Report**

1. Marion was pleased with concert. Marianne suggested he specifically thank percussion section for coming through.
2. David Balzerack wanted to borrow our music for Scheherazade (4 movements). Board disapproved request.

**Chairman**

**Business**

1. Balance as of Feb 28, 2019 is \$17,937.45.

- Michelle needs pictures of instruments (percussion, tuba, baritone, bassoon) for insurance company. **Action Item:** Dave to provide pictures of instruments to Michelle (within two weeks) per insurance company request. **Action Item:** Michelle to check out pricing of other insurance companies to cover music and instruments. Please provide status by next board meeting.
- Updated SunBiz.org FL website (\$70) to remain as an active 501c entity. Report has been done.

## **Publicity**

- Concert went well. All 430 printed programs were taken, compared to 450 printed for Winter concert and 20-25 not taken.
- At least one other person besides me did not receive flyer through regular mail. First time this has happened. Had Pat Chadwick verify with post office that all flyers had been processed. **Action Item:** Mike, please provide detail as to what Pat does for us and how she bills us – prior to next board meeting.
- Our publicist, Joyce Wilden, has an arrangement with an independent writer who is/was formally contracted by Florida Today. With this arrangement, Joyce can get special stories for CBOB in the TGIF and Best of Brevard. Joyce pays the writer and asks her clients to contribute \$35 just for the month the event is in. Our retainer for Joyce (BuzzBiz) is \$100/month which has been the non-profit discount rate for many years. Since Florida Today has been increasingly “difficult” to get coverage with, I thought this was a good deal for the band. Board members wondered if we are getting our money’s worth with Ms. Wilden. Seems like Melbourne groups get a lot of publicity but we do not. **Action Item:** Mike, please provide assessment of Joyce’s job performance and recommendations on how to improve – prior to next board meeting.
- As of Wednesday, no donations received in mail.
- Ray Norman suggested we consider having a local vocalist perform the National Anthem. She has appeared on The Voice (I think) and is reported to be quite good. I asked Ray to have her contact the Band and that Marion would consider the request. Board felt that it was better for us to play the National Anthem as before without a vocalist. If she does contact Marion, we could consider her to sing for pieces that require a vocalist.
- Ray also asked how to rise to Conductor’s Circle (\$1,000+) level. I said a contribution of \$500 would do that, so he made a credit card donation (through Square) for \$500. Connie and Michelle are aware of this. Since his previous \$500 contribution was in 2017, board agreed to show him in Conductor’s Circle for next program, but then he will revert to the Platinum Baton.
- 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. Any thoughts from board? 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 re-fold programs (with annoying staples)? **Action Item:** Mike, Please provide status at next board meeting.
- The Space Coast Flute Orchestra has been using my labor and the printer for flyers and programs. They recently were able to settle the accrued costs which Michelle has received.

## **Librarian**

## **Personnel Manager**

- We made \$605 from the SWA ticket raffle, our second highest total ever!
- I suggest that we adopt the following policy: Whenever there is an impromptu or informal board meeting (as there was a couple weeks ago during rehearsal break), the secretary (or a substitute if he is absent) write down what was discussed and send to all board members. This way everyone stays informed and miscommunication between band members can be avoided. Board felt if policy was not changed, then there is no need to document meeting, but it should be documented if there is some sort of change to policy.
- We have just 3 graduating high school seniors this year – Kevin Shinskie (sax), Emma Fernandez (clarinet), and Blas Valdez (tuba). Kevin was the only one at the concert and received his framed certificate. Emma should be back at rehearsal soon and Fran or David or Marion can present hers. Don’t know about Blas. He has played sporadically over the years but I have a certificate for him as well if he comes back to play.

## **New Business**

1. Possible Memorial Day gig at the Merritt Island Vet Center on May 27<sup>th</sup>. Turns out it is really at the Veterans National Cemetery north of Titusville. Board thought it would be better to perform for City of Rockledge (preferably in school auditorium instead of Larry Schultz Park because of weather). **Action Item:** Dave to contact Rockledge officials to confirm our participation in Memorial Day celebration. Please advise status at next board meeting. **Action Item:** Dave to provide Marianne with music folders he made up last year. Please provide prior to next board meeting.
2. Someone from the audience at last concert suggested having someone walk across stage with American flag when we play Stars & Stripes. Board thought it was not a good idea.
3. **Action Item:** 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.
4. **Action Item:** Dave will check 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. To be accomplished at Dave's discretion.
5. Suzanne Gardner will be new high school liaison. Neva Rossignol will be new clarinet section leader.

**Next Meeting:** April 27, 2019 at Cozy Corner. Eat at 9:00 a.m. and meeting will start at 9:30. In future, Board will plan on meeting on 3<sup>rd</sup> Saturday of each month.