

Community Band of Brevard
Minutes of the Board of Directors Meeting
May 18, 2019

Attendees

Marion Scott, Conductor

Michelle Pittman, Business Mgr.

Ken Morris, Secretary

David Scarborough, Chairman

Mike Freeman, Publicity

Dale Swartout, Vice Chairman

Marianne Rigolini, Asst. Librarian

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

Old Business

1. The Board reviewed and accepted the April 27, 2019 meeting minutes.
2. Dale reviewed the Action Items from the April minutes.
 - a. Filing cabinets—Dave will check again with school board and possibly NASA friends. Michelle checked on bank legal-size cabinets, but they were wrong size for our use. Board will travel to storage unit after next meeting to determine which cabinets may be fixed and which should be discarded when replacement units are obtained.
 - b. Dave will provide pictures to Michelle for insurance. He will ask Steve Bryan to provide serial numbers or pictures of percussion instruments.
 - c. Michelle waiting on pictures for insurance pricing. Board discussed possibly scanning our music for archiving in lieu of insuring the music, but decided it would be too labor intensive. Marianne mentioned that some of the music is so old and faded that insuring it may not be necessary.
 - d. David did ask band members if they have access to legal-size filing cabinets.
 - e. Move to Cocoa H.S. for practices will start this coming Wednesday, May 22. Dave dropped off keys and left a thank-you letter and floral arrangement for band director at Edgewood H.S.
 - f. Issues with website have prevented uploading pictures from last concert. Dave will have a local expert come to his house this next week to review our site and offer suggestions/costs for upgrades, security and/or possible migration to new platform.
 - g. Mike asked board about preference (wave vs. MP3) format for uploading concert CDs to members website. Simpler (less storage requirements) format would be MP3. Board suggested this be done so band members could listen and/or burn their own copy of a CD. Those who need a CD but are unable to make their own copy could order from Mike and pay in advance. Marion prefers a hard-copy.
 - h. Please review officer job descriptions in handbook and provide updates to Margie prior to June board meeting. Board ran out of time to complete this process at this meeting.
 - i. Mike reviewed working with Pat Chadwick for mass mailings. Although reliable in the past, she is no longer responsive to our needs because of phone/medical issues. Although a bargain at \$120, Mike will instead use Safari Mail House for about \$250 to get more dependable service.
 - j. Mike reviewed Joyce Wilden's performance for publicity and felt her services were worth the cost (\$100/month plus extra \$35/quarter). She advertises CBOB in seasonal magazines, hotels, WFIT radio, and Hometown News. She also provides several levels of exposure to Florida Today (TGIF & Best of Brevard), but what is actually used is up to editor. Board asked Mike to discuss with her if there is anything we can do to increase our exposure to the public.
 - k. Mike talked about our Ricoh copier. It's approximately 11 years old and costs \$86/month for service contract (includes ink & toner). He uses it to print approx. 700 flyers and approx. 500 programs for our concerts. He also prints for Melbourne Flute Orchestra, but gets reimbursed. An alternative is to have flyers/programs printed elsewhere, but that is also expensive and may not be timely. Board asked him to investigate further the pros & cons of keeping our present machine, purchasing (w/ trade-in?) a new one, or leasing a copier.
 - l. Dave gave the Memorial Day concert music to Marianne, and she passed it on to section leaders.

- m. Dave did address band members about musicality comments to Marion.
 - n. Several board members (Marion, Dave, Dale, Mike, Ken) had dinner with Mr. Hendrick at Outback on Monday, May 13.
 - o. Dale contacted Mr. Rossi about confirming dates for upcoming concerts, but is still awaiting his reply.
 - p. Margie invited Suzanne to our BOD meeting, but she was unable to make this or the June meeting. She is aware of our support for her High School/Home School Liaison position and will let us know what we can do to help her efforts.
 - q. Margie passed out sign-up sheets for the Memorial Day and June 9 concerts.
 - r. Margie and Michelle will prepare Brevard County funding grant applications by deadline.
 - s. Ken got pricing for PO Box at Merritt Island post office. Yearly cost is \$92 for the smallest box (3" x 5.5"). After some discussion, board decided to have Michelle procure a PO Box in Merritt Island since most mail to CBOB goes to the business manager. She will receive 2 keys—1 for her and the other for Dave. The physical address for IRS, state, and bank purposes will remain at Mike's home address in Palm Bay. Future mailing list inserts for the concert brochures will reflect the PO Box address.
 - t. Margie will have to wait for job description updates before updating the handbook.
3. Board operation discussion/decisions. Board members will have 3 days after meeting minutes are initially distributed to suggest changes/additions to the minutes. Then they will be published on members website.
 4. Dale did the 2-month review of the CBOB Annual Administrative Calendar. He will write-up suggestions for filling vacancies on the board.
 5. Review/update "CBOB Board of Directors & Committees—Description & Duties. Board will attempt to complete this at the next (June) meeting. Margie suggested adding a new Standing Committee: High School/Home School Liaison. She also suggested deleting the Telephone Committee since communication is primarily via email. She does, however, keep phone numbers and addresses on file.
 6. CBOB 35th Anniversary plans. Margie volunteered to head the effort. Board thought that we should advertise the 35th anniversary in all 4 concerts starting in September. Charter members should be recognized. The CBOB logo could be changed to reflect 35 years. Some suggestions included having special T-shirts made and having a pot-luck cook-out at Kiwanas Park. Previous members of CBOB should be contacted by email/mailings to attend the anniversary concerts and possibly rejoin.
 7. Brevard County grants. Margie & Michelle will take care of this.

Schedule

1. May 26, 2019 -- Memorial Day concert at Rockledge High School auditorium. Marion will use 2nd half of next rehearsal to go over the music.
2. June 9, 2019 concert – "Americana"
3. Theme for following concert – "Big Band Extravaganza"

Conductor's Report

1. Marion has picked out the music for the next concert. He agreed that Dave should reach out to a bass player he knows to join us for the practices/concert.

Chairman

1. Transition from Edgewood to Cocoa H.S. underway.
2. Dave felt we no longer needed to be involved (or pay dues) with Cocoa Beach Chamber of Commerce. Board concurred.

Business

1. Balance as of Apr 30, 2019 is \$20, 585.45.

Publicity

1. Mike will begin a mailing list “prune” by asking concert attendees to re-enlist for mailings/emails by filing out a new insert from the concert programs. This process will probably stretch out for two years.
2. Dave already updated his Chairman’s comments for the concert programs. If anyone has any ideas for Mike’s “money speech”, let him know.

Librarian

1. Marianne asked if “Treasures of Scales” and “Famous Chorales” needed to be kept at new band room.
2. She also asked about storage for our small copier for rehearsals. Dave will check with school about availability of storage space for these items.

Personnel Manager

1. Margie had maps to Cocoa H.S. available at the last practice. She will send an email to all members and asked Section Leaders to make sure their members know of the new location.
2. Margie suggested putting “Seeking New Members” flyers on the table at the front of the auditorium at our June 9 concert. She will also bring some to our rehearsals for our members to distribute. The flyers need to be updated with the new rehearsal location.

New Business

1. CBOB website issues that need to be fixed and associated costs. Dave will be meeting this next week with someone to address this issue.
2. The board determined that directors (BOD members) will have 3 days after minutes are first distributed to review, approve, or make suggested corrections before they will be uploaded to the member’s website.

Next Meeting: June 15, 2019 at Cozy Corner. Eat at 9:00 a.m. and meeting will start at 9:30.

Action Items: .

1. DAVE Check on legal size cabinets at schools/ NASA by next BOD mtg
2. DAVE Provide pictures of instruments to Michelle by next BOD mtg; ask Steve Bryan to provide Info about percussion instruments.
3. MICHELLE Check out pricing of other insurance companies to cover music and instruments after receiving pictures from Dave and music assessment from Marianne
4. DAVE Firm up possible move to Cocoa H.S. for practices by next BOD mtg -- Closed
5. DAVE Upload suitable pictures from last concert to CBOB website ~~by 30 May~~ when website issues are resolved
6. MIKE Upload concert CDs to website in MP3 format; pass on originals to Marion by next BOD Mtg; provide a link to members for access
7. EVERYONE Review duties in CBOB BOD and Committees—Descriptions & Duties to discuss at next BOD mtg
8. MIKE Detail Pat Chadwick’s work/billing for board by next BOD mtg -- Closed
9. MIKE Assess Joyce Wilden’s performance for board by next BOD mtg -- Closed
10. MIKE Make suggestions about upgrading printer/copier by next BOD mtg
11. DAVE Firm up date for dinner with Mr. Hendrick at your convenience -- Closed
12. DALE Contact Mr. Rossi to confirm upcoming concert dates—Completed but awaiting response
13. MARGIE Invite Suzanne to next BOD meeting -- Closed
14. MARGIE Pass out sign-up sheets for Memorial Day and June 9 concerts -- Closed
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 -- Closed
17. MARGIE Update handbook upon completion of AI 7
18. MICHELLE Open PO Box at Merritt Island Post Office by next BOD mtg. Give second key to Dave.
19. EVERYONE Plan on going to storage unit after June 15 BOD meeting to assess filing cabinet condition.
20. MARIANNE Determine (with Cheree's help) for Michelle number of music collections that may be worth insuring versus those that are not by next BOD mtg
21. MIKE Ask Joyce Wilden if there is anything else board can do to help our exposure by next BOD mtg
22. MIKE Update CBOB Mailing List Update insert for concert programs after Michelle obtains a POB number.
23. DALE Write-up suggestions for filling board vacancies by next BOD mtg
24. DAVE Check with Cocoa H.S. band director about availability of storage for some music (Star Spangled Banner, America the Beautiful, Stars & Stripes, Treasures of Scales, etc.) and our small copier by May 29 practice
25. MARGIE Contact previous band members by email about attending our anniversary concerts and possibly rejoining the band by next BOD mtg
26. MARGIE Update "Seeking New Members" with new rehearsal location for distribution by members and for placing on table auditorium by May 29 practice