



SCHOOL OF MUSIC, THEATRE & DANCE
BAND ALUMNI ASSOCIATION
UNIVERSITY OF MICHIGAN

MINUTES - BOARD OF DIRECTORS MEETING

March 7, 2023 – Zoom Videoconference, 7:00 PM

Attendees

Current Board Members: Chris Alvey, Stephen Foster, Jeff Henderson, Eric Miller, Kyle Milliman, Devonie Townsend, Monica Vogel, Sarah Wroblewski, Kevin Wroblewski (Kevin present for last 30 minutes only)

Others: Past Presidents Sherry Chisholm, Jim Kozich, Michael (Tex) Lee

1. Call to Order – 7:07 pm
2. Meeting Minutes Approval – Motion to approve minutes from previous Board of Directors meeting (10Jan2023): motion by Kyle; second by Steven; motion passed.
3. Conductor's Forum – No conductors present. Eric noted that site work has already begun on the new Elbel Field.
4. President's Update (Eric) – Board Member Rich Alder has passed away. Other members noted that Rich had received UMBAA's Distinguished Service Award, so his many contributions to UMBAA have been recognized. He will be missed.
5. Review of Action Items
 - a. On Hold – MMB Mentorship Project (Eric)
 - b. Homecoming Playbook (Kyle & Chris) – updated version was shared at Homecoming Subcommittee meeting (Feb. 20). Still a work in progress.
 - c. Build list of local volunteers (Eric & Kyle) – Upcoming M-Notes will include call for local volunteers.
 - d. Homecoming Committee meeting (Eric) – See Homecoming updates below
 - e. Property Disposition Update (Eric) – No updates yet on instrument disposition
 - f. Alpha Jango website updates quote (Jim K./Jeff) – Alpha Jango is currently putting together a quote for the requested updates.
 - g. Haithcock Retirement Festivities (Eric) – The funds UMBAA has approved are going to evening reception following Haithcock's final Symphony Band Concert at Hill (Friday, March 31). UMBAA Board Members should have already received an invitation to this (apparently not *all* have, and Kyle forwarded the invite to all during the meeting). Eric will also forward the invitation to UMBAA membership. Note – the discussion and vote by the Board to approve these funds was conducted via email; Chris has uploaded a pdf copy to the Board Meetings 2023 folder on Google Drive as an addendum to the January meeting minutes.
 - h. Communications Committee meeting (Kyle) – Still pending; Eric will kick this off via email.
6. Treasurer's Report (Jeff): - Report shared by Jeff has been uploaded to the Google Drive folder. Good news, annual memberships are at an all-time high! Jeff will be working on the budget for the upcoming fiscal year and plans to send a copy of last year's budget out to the Board for input/feedback on expectations for the coming year. Eric and Kyle suggested keeping a placeholder for Elbel Field rental costs just in case, although we anticipate it won't be needed with the new field.
7. Committee Reports:
 - a. Finance Committee (Jeff, Rachel)
 - i. Fundraising Subcommittee (Eric):
 1. Amazon Smile ending. – Amazon is discontinuing this entirely.
 2. On Hold - Merchandise (Block M + Alumni). Not discussed at HC Committee meeting due to time.
 - ii. Auditor Update (Chris) – Chris has reviewed all financial statements and account reconciliation with Jeff. No concerns.
 - iii. Scholarships – No items for discussion.
 - iv. Funding Requests/Items on the horizon
 1. Elbel Field Charge – Request for 2023?? – Not anticipated, but we will keep a placeholder in the budget for now.
 2. Concert Band Instrument Fund – Request (Eric) – Still on hold for now. Concert Band may be upgrading their percussion equipment and passing some down to Campus Band.
 - a. Final list of equipment with Richard Frey for prioritization and replacement recommendations.
 3. Campus Band Instrument Yearly Support – Hold, future item.
 4. Concert/Campus Band Composition Competition – On hold, future item.
 5. UMBAA Website maintenance/enhancements. (Jim) – Met last Friday with Alpha Jango (vendor)



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- to discuss upgrades; now waiting for their quote, probably this week.
- b. Reunion Activities Committee (Devonie, Eric, Stephen):
- i. Homecoming Sub-Committee (Devonie):
1. 2023 Preparation – Next Steps. Stephen shared notes from Feb. 20 subcommittee meeting with the Board via e-mail. Full notes are appended below. Highlights:
 - Date set for Sept. 23 (Rutgers)
 - Open registration May 8, Close Aug 8 (unless we max out earlier)
 - Game tickets will be \$60 each
 - Plan to include code for friends & family tickets in registration confirmation emails
 - Look into getting silks for Alumni flags (action for Sheri)
 2. Lamination project – *no open items until after 2023 Blast.*
- ii. Other Reunions Sub-Committee (Jim R): No updates.
1. Historical Archives
 2. Anniversaries
 - a. 50th anniversary of Revelli Hall – 2023. Eric has made MMB staff aware of this.
- iii. Parking Lot Award List (at UMBAA discretion, on an as needed basis)
1. New names and designation of planned awards. Have 3 names currently on the list (in Google Drive folder, 2023 Board Meetings). Intend to make these well-deserved awards at Homecoming this year; only need to confirm which awards are most appropriate for each person.
- c. Membership Activities Committee (Tex, Eric):
- i. Social Events:
1. UMS event update (Tex) – No UMS or AASO events that suited Carl for timing & repertoire this past season. Will look again at 2023/24 season. Eric suggested other possibilities e.g. DSO, Flint or Toledo Symphony Orchestras.
 2. Symphony band concert this year – Nothing arranged for this year; wait for next year (new DOB)
 3. Other Events
 4. Football events/trips
 - a. Annual bus trip to a Big Ten stadium in 2023 and beyond – Wait for 2024 to try this out at a closer location (closer than Minnesota which is the best 2023 option).
 - b. MMB Invitation to UMBAA for combined Spring Game performance – No news; note Spring Game is the same date as Haithcock's retirement celebrations.
- d. Communications Committee (Kyle, Monica):
- i. Membership Update
- ii. Website Sub-Committee Update (Jim K): Expecting quote for updates from Alpha Jango this week.
1. Action Items / Items in Progress:
 - a. Automatic receipts for those who donate to the Concert Instrument Fund
 - b. Updates to who gets tickets from website
 - c. Update on "Preferred Partners" section
 2. If you notice needed updates send to Jim.
 - a. Broad update of website information needed in the near future.
- iii. M Fanfare (Jim K):
1. M Fanfare re-work
 2. Jim is still looking for a new M Fanfare editor (Gail?). Confirmed, Gail Stout is now M Fanfare editor. Jim is still helping with technical details, but send story ideas to Gail!
- iv. M-Notes (Kyle) – New M-Notes communication is typed up and mostly ready to go. There is a Golf Outing meeting tomorrow and communications re: this year's outing will also be going out soon.
- v. UMBAA Social Media
1. Additional monitors/moderators for social accounts. Brief discussion confirming current moderators. Facebook Group membership needs to be cleaned up (private group status lapsed at one point and non-members have joined) but this is not urgent.
- e. Governance Committee (Tex, Jim, Monica): Tex noted that the e-vote on funds for Prof. Haithcock's retirement should be documented with previous meeting minutes. (DONE, pdf copy of email uploaded by Chris). Regarding the loss of Rich Alder, his position could be filled by nomination now and a vote by the Board, or could be left vacant until the general membership meeting at Homecoming this fall since his term expires this year. Stephen knows of someone who might be interested and will follow up with them by email, cc'ing Kyle (nominations committee).



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- f. Ensembles Committee (Jim K.):
 - i. Concert Band Subcommittee (Jim K): Concert band lost 3 of the first 5 rehearsals to weather closures but is up and running now.
 - ii. Pep Band Subcommittee (Tracy): Tracy not in attendance for tonight's meeting. Jim noted that Pete's sent out the schedule for softball games. Pep Band conductors probably still need to be paid for this season? Jeff will contact Nathan & Ryan regarding payments.
 - g. Nominations Committee (Kyle):
 - i. Survey needs to be sent with March M-Notes (Eric & Kyle are finalizing). – Survey will include a question about interest in serving on the Board.
 - h. Student Liaison (Sarah, Kevin, Issac) - (Sarah) Date for MMB spring meeting is April 22. Someone from Student Liaison committee will attend (Issac can go if Sarah and Kevin cannot).
 - i. NAOAB Liaison (Jim R) – Next board meeting for NAOAB is tomorrow. Jim will be presenting about our UMBAA Concert Band at a March 22 meeting on "Planning Other Alumni Events;" anyone can attend and Jim has shared the information by e-mail. He is unable to attend the Alumni Band Symposium on May 31-June 3 at the University of Cincinnati. If someone would like to attend to represent UMBAA, contact Jim and Eric (hotel costs will be covered).
 - j. Golf Outing (Mike K): Eric: meeting tomorrow night. Always looking for new/additional sponsors, so contact Eric and Mike if you have any ideas.
 - i. Golf Committee Meeting on March 8th.
 - ii. Outing Date: August 6th, 2023 (Tentative)
 - iii. Help with sponsors: Too many is a good problem!
 - k. New Member Lunch (Devonie): There was one known issue with allergies last fall. Are there any changes needed with respect to that? Eric will talk with Deaunna about this.
 - i. Devonie has a vacation planned, may need support for running the day of.
 - l. Merchandise:
 - i. Merchandise strategy & Blast. General discussion: a uniform look for Homecoming would be great! We need to figure out vision & scope. Outline at next Blast, get feedback from membership? Coordinate look with Pep Band? Jim: last time Pep band got new polos was at least 5 years ago. Monica has done orders for tenors and is interested in helping with this. Monica will reach out to Pete (getting contact info from Jim) to talk about Pep band needs. Then we will look at expanding scope for Homecoming gear/merchandise. Devonie has some ideas for unrelated merchandise ("trinkets"); she and Eric will discuss those offline.
8. Upcoming Concert Dates and Events:
9. Future Dates:
- a. Next Board Meeting: June 6, 2023 @ 8:00PM
 - b. Homecoming: September 23, 2023 @12:00 PM
10. Review New Action Items
- Sheri: Look into getting silks for alumni flags (note from Homecoming meeting minutes, the design of 2022 Fiesta Bowl flags was "sweet")
 - Stephen: Reach out to the individual possibly interested in serving on the Board (Rich's seat) and cc: Kyle
 - Jeff: Reach out to Pep Band conductors Nathan and Ryan re: payments due
 - Eric: Touch base with Deaunna re: allergy concerns for New Member Lunch
 - Monica/Jim K: Reach out to Pete about Pep Band "uniform" needs. Starting point for possible Homecoming apparel.
 - Eric/Devonie: Discuss other merchandise ideas for Homecoming.
11. For the Good of the Association – Jim K reminded anyone with UM instruments to check them back in to Revelli Hall.
12. Adjournment: Motion, Jeff; Second, Sarah; motion passed & the meeting was adjourned at 8:24 p.m.

Notes from Feb. 20 Homecoming Subcommittee Meeting:

Rutgers – 9/23 – Time of game start not yet announced.

- Ticket deadline from Athletic office is 8/11 – we will need to close registration prior to that so we have accurate count beforehand.
- Price for the band block tickets will be \$60 each.
- Friends and Family code should be available shortly – objective is to integrate into the registration confirmation email, so it is in the members hand as soon as they register.
- Concern on turnaround for the badges – Devonie indicated the turnaround is fairly quick. Issue might be if we wish to change the design/layout. That would need to be done more in advance.
 - Q – do we want to change the design of the badge?
- Devonie does not have any supplies needs until she has a registration count, unless some folio supplies are available – can always use those.
- Discussion on the dinner
 - Where to have it – At the Hall or elsewhere such as the second floor at Cottage Inn. The IM Building is out due to cost.
 - At the Hall has its challenges with space and students going in and out and registration.
 - Is registration mobile enough to go elsewhere?
 - Tent in parking lot – if Hockey game occurs then that is a problem.
 - New Elbel location – not enough is known on design to make a determination right now.
- Discussion on when to open/close registration.
 - Open registration on May 8 (Monday following Golf Outing) and Close registration on August 8 – or whenever 500 registrations are received – that is the cap – 500.
 - Making the website changes will just take a couple hours – no plan to change design or layout – just update the information to match this year.
- Need to get an inventory of instruments that can be available to Alumni.
 - Inventory is coming soon by Deaunna.
 - will need to confirm function so we know when it gets assigned that is works.
 - Note: Any MMB owned instrument currently out will likely be recalled soon.
- Discussion on Alumni Flag equipment
 - Look at getting dedicated Alumni silks.
 - Maybe order with Joan's order in August.
 - Potentially speak with Ann Fisher – ordered Alumni silks in the past.
 - Alumni purchased 30 extra poles for band to use except for homecoming when they are used for Alumni flags.
 - Maybe use the template from the 2022 Fiesta Bowl – they were sweet.

Dates Summary:

- Get a SAVE THE DATE announcement ready to go out.
- May 8 – Registration opens.
- August 8, 2023 – Registration closes (unless we hit 500 registrants prior).
- August 11, 2023 – Total tickets required for Alumni Band Block due to Athletics.

Treasurer's Report

March 2023

J. Henderson

2023FY Income Statement

Rev: 28-Feb-2023

	TOTAL	
	JUL 2022 - FEB 2023	JUL 2021 - FEB 2022 (PY)
Income		
Alumni Concert Band	0.00	0.00
Concert Band Donations	300.00	0.00
Concert Band Participation Fees	3,640.00	0.00
Total Alumni Concert Band	3,940.00	0.00
Giving	0.00	0.00
Concert Instrument Fund	1,887.00	1,260.00
Endowment (General)	3,373.00	2,954.00
Total Giving	5,260.00	4,214.00
Golf Outing	0.00	0.00
Dinner	50.00	0.00
Mulligans	265.00	215.00
Participant	3,370.00	2,700.00
Putting Contest	430.00	115.00
Raffle Tickets	1,840.00	1,480.49
Skins	450.00	260.00
Sponsor	4,665.00	6,660.00
Total Golf Outing	11,070.00	11,430.49
Homecoming	0.00	0.00
Homecoming BBQ	1,050.00	0.00
Homecoming Participation Fee	9,240.00	5,820.00
Homecoming Participation Game Ticket	23,025.00	0.00
Total Homecoming	33,315.00	5,820.00
Membership	0.00	0.00
Membership - Annual	12,100.00	10,680.00
Membership - Lifetime	800.00	1,600.00
Total Membership	12,900.00	12,280.00
Other Revenue	0.00	0.00
Amazon	418.76	168.06
Interest Income	3.70	3.95
Total Other Revenue	422.46	172.01
Total Income	\$68,907.46	\$33,916.50
GROSS PROFIT	\$55,837.46	\$22,486.01

Expenses				
Communications	579.94			510.92
Ensembles	0.00			0.00
Conductor Fees	1,800.00			0.00
Facility Rental	6,657.50			3,990.00
Supplies	153.70			0.00
Total Ensembles	8,611.20			3,990.00
Finance	0.00			0.00
Bank Charges, Processing Fees	300.63			-17.93
Dues & subscriptions	200.00			200.00
Insurance	250.00			263.00
Michigan Annual Report	20.00			20.00
Stripe Fees	1,330.26			351.59
Stripe - Membership Dues	556.50			519.68
Total Stripe Fees	1,886.76			871.27
Total Finance	2,657.39			1,336.34
Golf Outing Expenses	17,043.10			11,891.14
Endowment (Golf Outing Proceeds)	7,707.00			7,166.00
Stripe Fee - Golf Outing	250.42			125.97
Total Golf Outing Expenses	25,000.52			19,183.11
Homecoming Expenses	0.00			3,843.56
Friday BBQ	6,000.00			1,532.40
Homecoming Game Tickets	33,750.00			0.00
Supplies	1,626.87			783.40
Total Homecoming Expenses	41,376.87			6,159.36
Membership Activities	640.61			0.00
Band Week Lunch	1,714.53			1,878.52
Endowment (General)	3,510.00			2,954.00
Total Membership Activities	5,865.14			4,832.52
Total Expenses	\$59,090.54	\$84,091.06	\$16,829.14	\$36,012.25
NET OPERATING INCOME		\$ -17,183.60		\$ -2,095.75
NET INCOME	-\$3,253.08	\$ -17,183.60	\$5,656.87	\$ -2,095.75

Most recent bank statements reviewed with
C. Alvey 06-Mar-2023

Adjusted values with golf outing revenue and expenses removed.

Significant Income/Expenses Coming:

Homecoming Game Tickets Payback from MMB \$5,000 est

M. Haithcock Retirement Celebration \$3,000

2023FY Balance Sheet

Rev: 28-Feb-2023

Most recent bank statements reviewed with
C. Alvey 06-Mar-2023

	TOTAL	
	AS OF FEB 28, 2023	AS OF FEB 28, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
PNC Checking	3,857.35	3,220.74
Concert Instrument Fund	0.00	0.00
Endowment Funds	0.00	0.00
Total PNC Checking	3,857.35	3,220.74
PNC Money Mkt Savings	35,492.31	41,486.56
Concert Instrument Fund	6,062.00	3,937.00
Endowment Funds	0.00	0.00
Lifetime Membership Funds	16,480.00	15,280.00
Total PNC Money Mkt Savings	58,034.31	60,703.56
Total Bank Accounts	\$61,891.66	\$63,924.30
Total Current Assets	\$61,891.66	\$63,924.30
TOTAL ASSETS	\$61,891.66	\$63,924.30
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
PNC Credit Card	192.01	-23.01
Total Credit Cards	\$192.01	\$ -23.01
Total Current Liabilities	\$192.01	\$ -23.01
Total Liabilities	\$192.01	\$ -23.01
Equity		
Opening Balance Equity	38,504.55	38,504.55
Retained Earnings	40,378.70	27,538.51
Net Income	-17,183.60	-2,095.75
Total Equity	\$61,699.65	\$63,947.31
TOTAL LIABILITIES AND EQUITY	\$61,891.66	\$63,924.30

Concert instrument
fund now contains
\$6,062

Rate of annual memberships significantly ahead of last year at same time

