

# SOSB Leadership Team Minutes

August 29, 2024

- Meeting called to order 6:55 PM
- Approval of previous minutes
  - Scott moved to approve
  - Carolyn seconded
  - Approved
- Treasurer's report
  - Budget is attached
  - Scott moved \$30K into a money market that earns 4.5%
    - Interest covers cost of 1 concert, roughly
  - Patron donations last year down slightly
  - Money from renting percussion equipment is set aside for percussion maintenance
  - This year's budget is a conservative estimate
  - Scott plans to set up a system for people to donate stock (<https://stockdonator.com/>)
- Old business:
  - Survey results
    - Andi suggests making a statement at the first rehearsal regarding results of survey
  - Advertising agenda - tour dates and updates - main message about tour to the band, etc
    - Andi shared a timeline of events for the first part of the season up to December concert (see attached)
    - Communication will be important given the "tour" nature of the season
      - Graphic on website about the tour
    - Would like to release all concert dates with themes at the beginning of the season
      - Include an ad in newspaper
    - Publicity would target communities we play in
    - Need an assisted living contact list – need volunteers to make reach outs to assisted living facilities
  - Membership forms and dues
    - Keeping dues the same
  - Shirts - this year or wait?
    - We could wear new shirts to our final season concert as well as a potential park concert
    - Put shirt size on membership form with intent to buy shirts for the band
      - Sandy moved
      - Carolyn seconded

- Motion approved
  - Confirm needs for concerts
    - Truck to move percussion
    - Draft of stage layout for Donzel at MHS
    - Microphone for Sarah
  - Summer concert
    - Jeanna Vella has contacts at Keehner park via Cincy Shakespeare
    - Summer band concerts are rarer now
    - Hamilton is enlarging stage – might be a possibility
    - Will revisit later
- New business:
  - Ride share for concerts?
    - Rideshare list to make it easier for members to get to new venues
  - Percussion borrowing
    - Butler Philharmonic and Butler Youth Symphony have both borrowed
    - Now charging a rental fee of \$100 to help cover insurance and storage
    - Have not previously required other groups to have an insurance rider to cover damage
      - A rider of our own on our own insurance might be covered by the rental costs we now charge – Scott will investigate
    - Andi will give groups who borrow the equipment the band email for future requests
      - Include a calendar for usage – could use band Google calendar
    - Suggestion to make a band booster donation to Edgewood band for letting us borrow their equipment for so many year
- Director's report
  - Upcoming season programming (attached)
  - Dan's emphasis is to be entertaining for the audience as well as musically satisfying for the band
  - Playing some "greatest hits" from previous seasons as we learn the "personality" of each new venue
- Meeting adjourned at 8:20

## SOSB Fall 2024 Schedule:

### August – 29:

- BLT meeting – align on schedule, discuss concert lineups, ensure all responsibilities are covered

### September 12:

- Finalize themes for each concert

### September 26:

- Finalize roster for December and construct stage layout plan – deliver to Donzel at MHS along with list of needed audio equipment
- Draft press release for the WHOLE TOUR : approve and send to media outlets, nursing homes, assisted living, community websites, announce on our website and social media - Emphasize date change for December

### October 3-10:

- Contact assisted living facilities directly via phonecall and talk to activity directors with a personal invitation to the concerts – to be repeated at least a month before the other concerts
- Organize a few “behind the scenes” or “teaser”/”rehearsal” posts to social media to generate interest in Christmas show – highlight collaboration with Sara

### October 31:

- Finalize graphics for December concert and add to website

### November 14:

- Press release specific to December concert due – and release to media outlets

### December 1:

- Begin social media push and countdown to our concert

### Media Outlets to consider:

- Traditional print, Online, Website, Assisted living, Radio?, ARTswave calendar, High Schools, Local Churches, Community websites.

Volunteer opportunities throughout the year:

- Rehearsal set up and tear down
- Percussion moving / load out
- Calling assisted living / advertising
- Library/folder sorting
- Rideshare

<input type="checkbox"/>	^ <b>Income</b>		
<input type="checkbox"/>	Billable Expenditure Revenue	0.00	0.00
<input type="checkbox"/>	^ <b>Non-Profit Revenue</b>	0.00	0.00
<input type="checkbox"/>	Concert Cash Donations	309.00	300.00
<input type="checkbox"/>	Grants / Foundation Spo...	6,468.53	1,000.00
<input type="checkbox"/>	Membership Dues	3,360.06	3,000.00
<input type="checkbox"/>	Patron Donations	4,630.00	4,000.00
	<b>Total Non-Profit Revenue</b>	<b>14,767.59</b>	<b>8,300.00</b>
<input type="checkbox"/>	^ <b>Services/Fees</b>	0.00	0.00
<input type="checkbox"/>	Percussion Rental Fees	350.00	200.00
	<b>Total Services/Fees</b>	<b>350.00</b>	<b>200.00</b>
<input type="checkbox"/>	Uncategorized Revenue	197.00	0.00
	<b>Total Income</b>	<b>15,314.59</b>	<b>8,500.00</b>
<input type="checkbox"/>	^ <b>Cost Of Goods Sold</b>		
	<b>Total Cost Of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>
<input type="checkbox"/>	^ <b>Expense</b>		
<input type="checkbox"/>	Concert Programs Expenses	534.90	550.00
<input type="checkbox"/>	Concert Venue Expenses	6,330.35	6,000.00
<input type="checkbox"/>	Equipment Expenses <\$500	1,597.42	1,000.00
<input type="checkbox"/>	Honoraria	500.00	500.00
<input type="checkbox"/>	Insurance	500.00	500.00
<input type="checkbox"/>	Music Expenses	1,019.49	700.00
<input type="checkbox"/>	Percussion Maintenance	159.95	150.00
<input type="checkbox"/>	Shipping Expense	132.78	130.00
<input type="checkbox"/>	Software/Website Expenses	75.00	75.00
<input type="checkbox"/>	Storage Rental	2,524.11	1,620.00
<input type="checkbox"/>	Supplies & Materials Expense	159.50	150.00
<input type="checkbox"/>	^ <b>Taxes Paid</b>	134.99	134.99
<input type="checkbox"/>	Sales Tax Paid	92.89	90.00
	<b>Total Taxes Paid</b>	<b>227.88</b>	<b>224.99</b>
	<b>Total Expense</b>	<b>13,866.58</b>	<b>11,599.99</b>
<input type="checkbox"/>	^ <b>Other Income</b>		
<input type="checkbox"/>	Interest Earned	0.00	1,350.00
	<b>Total Other Income</b>	<b>0.00</b>	<b>1,350.00</b>
<input type="checkbox"/>	^ <b>Other Expense</b>		
	<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Net Income</b>	<b>1,448.01</b>	<b>-1,749.99</b>

# Southwestern Ohio Symphonic Band

## Statement of Activity Comparison

September 2023 - August 2024

	TOTAL	
	SEP 2023 - AUG 2024	SEP 2022 - AUG 2023 (PY)
<b>Revenue</b>		
Non-Profit Revenue		
Concert Cash Donations	309.00	210.73
Grants / Foundation Sponsorships	6,573.56	7,667.65
Membership Dues	3,360.06	3,350.00
Patron Donations	4,630.00	5,244.35
<b>Total Non-Profit Revenue</b>	<b>14,872.62</b>	<b>16,472.73</b>
Services/Fees		
Percussion Rental Fees	350.00	
<b>Total Services/Fees</b>	<b>350.00</b>	
Uncategorized Revenue	197.00	
<b>Total Revenue</b>	<b>\$15,419.62</b>	<b>\$16,472.73</b>
<b>GROSS PROFIT</b>	<b>\$15,419.62</b>	<b>\$16,472.73</b>
<b>Expenditures</b>		
Advertising & Promotion Expense		1,190.00
Bank Charges		2.00
Concert Programs Expenses	534.90	474.52
Concert Venue Expenses	6,330.35	4,138.25
Equipment Expenses <\$500	1,597.42	1,683.72
Honoraria	500.00	
Insurance	500.00	649.00
Music Expenses	1,019.49	2,375.50
Percussion Maintenance	159.95	430.85
Shipping Expense	132.78	165.25
Software/Website Expenses	75.00	
Storage Rental	2,524.11	2,121.54
Supplies & Materials Expense	159.50	224.50
Taxes Paid	134.99	
Sales Tax Paid	92.89	150.78
<b>Total Taxes Paid</b>	<b>227.88</b>	<b>150.78</b>
Uncategorized Expenditure	105.20	-24.72
<b>Total Expenditures</b>	<b>\$13,866.58</b>	<b>\$13,581.19</b>
<b>NET OPERATING REVENUE</b>	<b>\$1,553.04</b>	<b>\$2,891.54</b>
<b>Other Revenue</b>		
Interest Earned	14.53	4.15
<b>Total Other Revenue</b>	<b>\$14.53</b>	<b>\$4.15</b>
<b>NET OTHER REVENUE</b>	<b>\$14.53</b>	<b>\$4.15</b>
<b>NET REVENUE</b>	<b>\$1,567.57</b>	<b>\$2,895.69</b>

# Southwestern Ohio Symphonic Band

## Statement of Financial Position

As of August 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BLT Reimbursable Clearing	0.00
PNC Business Checking (7626)	
Unrestricted Funds	5,769.21
<b>Total PNC Business Checking (7626)</b>	<b>5,769.21</b>
PNC Business Premium Money Market (4803)	30,014.53
<b>Total Bank Accounts</b>	<b>\$35,783.74</b>
Accounts Receivable	
Accounts Receivable (A/R)	200.00
<b>Total Accounts Receivable</b>	<b>\$200.00</b>
Other Current Assets	
Undeposited Funds	105.03
<b>Total Other Current Assets</b>	<b>\$105.03</b>
<b>Total Current Assets</b>	<b>\$36,088.77</b>
Fixed Assets	
Percussion Instruments >\$500	1,518.95
<b>Total Fixed Assets</b>	<b>\$1,518.95</b>
<b>TOTAL ASSETS</b>	<b>\$37,607.72</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	34,688.00
Retained Earnings	1,352.15
Net Revenue	1,567.57
<b>Total Equity</b>	<b>\$37,607.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$37,607.72</b>