

SOSB Leadership Team Minutes

September 2, 2023

- Meeting Opened – 5:07 pm
- Approve old minutes - approved
- Treasurer's report
 - Set date for dues final notices for 3 weeks after start of rehearsals
 - Continue dues at \$40
 - We went over operational/estimated budget from past year
 - Missing Kroger donations
 - Amazon Smile will no longer be a donation
 - Grant monies should not be part of general funds – dedicated to percussion
 - Video was a one-time expense
 - Treasurer's Report approved unanimously – attached to minutes
 - There is a need for an operational budget for the coming year
- Old business:
 - COVID policies
 - Discussion of lifting vaccination and keep contact tracing
 - Would ask everyone to please use common sense and if not feeling well, stay home
 - Follows suit with other arts organizations
 - Harriet feels we should keep contact tracing, especially with respiratory season coming
 - Can only encourage people as a courtesy
 - Harriet motioned to lifting vaccination requirement but keeping contact tracing. Sam seconded. Motion carried unanimously.
 - Covid language has been removed from website as well
 - Arts Wave Grant report
 - Current grant amount spent and plans for the rest of the money
 - Project based grant – can only be used for specific purpose – in our case, for upgrading percussion
 - Asked for \$10K, got \$5K, with the idea that we would make up the rest with our own work, payment of expenses, etc.
 - Discussed various purchases made with grant monies, itemized list attached to minutes
 - Need ideas for spending remaining \$1000 of grant - want to avoid giving money back.
 - Possibly get back ups to timpani heads, but want to see after Nick puts the new heads on
 - Halo effect

- Some people are offering to buy percussion equipment because we have been purchasing new equipment – send anyone to Andi
 - Idea – promote sponsorship of a new set of chimes
 - Percussion would like a vibraphone and marimba
 - Dave Shaffer
 - Dave wrote a holiday piece commissioned to us for free
 - Dave would like to come in and direct the piece for its premier – should we pay for his transportation since we did that before?
 - Could provide a travel stipend to let Dave do what he wants as opposed to purchasing a flight for him
 - Scott suggested \$800
 - Jeanna – it’s more of a gesture, and doesn’t need to actually cover his costs
 - Not even sure if he’s expecting anything since he wants to come in
 - Harriet moved and Sam seconded to approve \$500 – approved unanimously
- New business:
 - Website
 - Consensus that current design is good, so no update needed
 - Had been thinking of migrating to new platform, but with current non-profit discount, no migration yet
 - Discussed recent Tech Soup donation
 - Tech Soup works with Wix, website platform, to provide stipends for cost of platform
 - We have a 2 year premium plan at less than half the cost through TechSoup
 - Decided to account for website cost and Dan’s salary on budget as donated line items
 - Social Media & marketing timelines
 - Approved Jenna Vella as Social Media Director
 - Christmas theme is Viva Noel – so ok to begin to promote
 - Sam working on a graphic
 - Jeanna suggested sharing snippets from Dan’s weekly emails in social media
 - Need to encourage everyone to like and follow on Facebook and Instagram to increase numbers
 - Scott asked if we have any other music groups we have affinity liking with
 - Zeffy - online dues
 - Discussed including Zeffy as an option for paying dues this year.
 - Carolyn will create a form and send out a link
 - Discussed making paper registration form include checkbox that dues are paid online
 - **UPDATE** – Can also use Zeffy as online registration, so no need for checkbox on paper form. Sent out test link, with a disclaimer

that only pre-approved players may use the online registration – no “walk-ons.”

- Potential new grant
 - Can apply for another Arts Wave Grant
 - Would like to apply to upgrade our music library with shelves to hold pieces
 - Active library only
 - Will apply in January
- Logo re-design?
 - Digital friendly
 - New logo for new shirts
 - Andi has a vendor with better shirts for \$17-\$18 with men’s and women’s cut
 - Harriet suggested we could sell shirts as swag
 - When? (Year 55? Year 60?)
 - This season will be 54 – table until closer to year 55
- Schedule for next year
 - Announce LT meetings in case others want to attend or volunteer to help
- Sam – Historian – has all band memorabilia (programs, etc) digitized at Historical Society
 - Is seeking a grant to digitize old reel to reels from Jack Armstrong
- Director's report
 - First program
 - Starting sooner - Won't be working just on Dec. concert during Sept.
 - 24 pieces in folders, some for park concerts
 - Chris Brandenburg conducting Irish Rhapsody in December
 - Dave Shaffer conducting his piece – also playing another Shaffer piece
 - Will end concert with Christmas Festival as kids visit Santa
 - Rest of season
 - We have an outstanding percussion section now - Middle concert will feature percussion
 - Julie Giroux piece
 - Wicked
 - Carmina Burina
 - Graceful Ghost Rag
 - Shostokovich
 - West Side Story
 - Park concerts
 - Keehner Park
 - We're on an every other year schedule
 - Dan will call in January
 - We're at a disadvantage for parks since we don't play year round
 - Would like to play 2 park concerts in June
 - Milford a possibility
 - Jeanna has contacts at many parks, including Washington Park in Cincinnati

- Number of required chairs a prohibitive factor for some parks
 - Scott will look into cost of renting chairs
 - Sound system for outdoors would be nice
 - Senior Center – Shuttle provider update
 - Leadership at Senior Center under investigation for embezzlement
 - Shuttle bus needs repairs and they currently have no drivers
 - Dan has looked into other shuttle providers
 - Shuttle was evidence of our inclusive access for Arts Wave – would be good to have back
 - Personnel needs
 - Band is playing well – lots of compliments about musicality
 - Need clarinets – would like 4 more
 - Need tuba players
 - Jill Willhelm thanked us for the chance to direct
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- Meeting adjourned (after a dessert break halfway through) at 7:28 PM

Income and Expense Template

Month: _____

Balance 8/20/2023 \$36, 978.66

INCOME

Date	Income Source	Amount/Earning
9/22-9/23	Benevity fund	\$186.48
	member dues	\$3,400.00
	patron donations	\$4,568.00
	Am. Smile	\$231.60
	Grant	\$5,000.00
	Middletown Fund	\$2,000.00

Total Income: \$15,386.08

EXPENSES

Date	Expense Category	Amount/Spending
9/22-9/23	Music/ink to Dan	\$2,079.36
	Perc. Equip. Andi	\$3,582.28
	U Haul/ Gas	\$880.00 est.
	Storage Unit	\$2,082.20
	Programs	\$505.21
	Shuttle Bus	\$480.00
	Finkelman Miami U.	\$2,820.00
	Liability Insur.	\$266.00
	Percuss. Insurance	\$383.00
	Photo/Video	\$1,190.00
	FileBoxes/Dividers	\$35.00

Total Expenses: \$13,423.05

Notes:

Accurate as of August 20, 2023, exception is one fuel bill from last Dec. About \$45. Submitted by Marty Wedge

Expense	Cost	Grant running total	SOSB Matching - percussion operating expenses	Cost	Running total
Start of grant	\$0.00	\$5,000.00			
Steve Weiss Order 1 - see below	\$1,078.70	\$3,921.30	Transport - April	\$234.54	\$234.54
Steve Weiss Order 2 - 28" head	\$160.90	\$3,760.40	Storage		\$234.54
Sweetwater Order - tamb & 34" head	\$401.48	\$3,358.92	Transport - December - est	\$250.00	\$484.54
Sweetwater order - drum set and bag	\$1,190.87	\$2,168.05			
Steve Weiss Order 3 - percussion	\$1,151.81	\$1,016.24			
SOSB labor - repair and transport (# people	total hours	estimated labor	running total	
transport - april	4	8	\$958.40	\$958.40	
labor - measure tympani heads			\$0.00	\$958.40	
transport - december	4	8	\$958.40	\$1,916.80	
labor - assemble equipment					
labor replace heads					