

**EXECUTIVE BOARD PLANNING MEETING
THE CHATHAM COMUNITY BAND**

**Meeting Minutes
Thursday, August 20, 2009
Library of the Chathams
214 Main Street
Chatham, NJ 07928**

The meeting began at 7:19 pm at the Library. In attendance: Steven Johnson, President; Samantha Barlow, Vice President; Ed Beales, Treasurer; Brian Conti, Band Director, and Ed Abelow, Past Trustee. Judy Vincent, Secretary, was not in attendance.

Meeting Agenda

1. Welcome / Mission Statement
2. Band Survey Review
 1. Feedback / comments
 2. Recommendations
3. Financial Report / Budget for 2009-10 season
4. 2009-10 Concert Schedule
5. Ensemble Updates
 1. Jazz Band
 2. Brass Ensemble
 3. Flute Ensemble
6. Committee Updates
 1. Website / Computer
 2. Publicity
 3. Business Management
 4. Music Librarian
 5. Concert Logistics
7. Ad Journal
8. Open

Welcome / Mission Statement

Steven opened up the meeting with a reading of the CCB Mission Statement. Steven announced some wish list items for the 2009-2010 season.

1. First, better concert venues to increase attendance and exposure
2. Increased publicity to encourage attendance and exposure
3. Bringing the band to the audience for certain concerts, rather than the audience coming to us (example: Fishawack Festival)

Band Survey Review

We reviewed the results of the 33 respondents to the annual band survey. Brian proposed that we come up with a better system for distributing the survey so that members of the CCB, Jazz Bands, and Ensembles who are *consistent* contributors to the groups are answering the survey. It was also agreed that the band member lists, in general, need to be cleaned up. Ed A proposed that these band member lists and other lists not yet determined be available for download accessible from the admin section of the website.

Ed B proposed that Samantha merge the contact info and "Years with the Band/Occupation" Excel lists and share them with each of the section leaders for updates. We also want to include a column for place of business to use for future reference for matching contribution programs. Samantha agreed and we agreed that these spreadsheets would be distributed at the second rehearsal of the season.

Steven provided an overview of the results of the survey. Highlights from the survey that we discussed were:

- More respondents than last year reported increased between-rehearsal practices
- More respondents than last year reported an improvement in their performance ability
- More respondents than last year commented that the music was beyond their abilities. The Board agreed, however, that we should keep the current musical difficulty level. Samantha proposed that the section leaders provide practice technique booklets/documents to assist their groups with general techniques
- A quarter of the respondents thought sectional were not worthwhile, but the Board agreed that professional sectionals are important and that they should focus more on general instrumental ability improvements/foundation materials, rather than reviewing specific pieces that we are playing. The Board agreed that we need to make sure that this is communicated to the band so that they know to expect a lesson rather than a review of the music
- Respondents were interested in more section-leader led sectionals. The Board agreed that this was a good idea. Brian will be in charge of communicating the details of section-leader led sectionals to the section leaders at the beginning of the season
- Respondents were, in general, receptive to out of area trips and playing with other bands but would likely be more responsive to shorter trips (1 night) that are closer to home

The Board agreed to keep the survey active for another few weeks to allow people who haven't had a chance to complete the survey to do so.

Financial Report / Budget for 2009-10 season

The Board reviewed the budget Myra Cole prepared for this meeting. The budget showed the actual costs for 2008-2009 and the proposed budget for 2009-2010. Steven reminded Ed that we need to put in our requests for funding for the Chatham Township and Borough before September. Ed will work with Myra to obtain last year's letters, update accordingly, and send them out. Ed B. made the motion for the board to accept the budget developed for this meeting. The Board unanimously agreed.

2009-10 Concert Schedule

Steven proposed that we provide more variety in our holiday concert music and some new additions. The Board agreed that between the mall concert and the high school concert, that this could be accomplished.

Ed A proposed that we create concert schedule magnets that can be distributed to the band as reminders of the 2009-2010 concerts.

Ed A. proposed a Broadway/Movie theme for the Spring Concert with guest singers and movie screen. Brian will look into the rights associated with showing sections of the movies on screen.

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| Tues September 22 | First CCB Rehearsal |
| Sun September 27 | Runnels Concert with the Jazz Band |
| Tues December 8 | Livingston Mall Holiday Concert |
| Sat December 12 | Holiday Concert at Chatham High School |
| Late March/Early April | TBA Concert with the Westfield Band |
| Sat May 16 | Spring Concert |
| Sat June 12 | Fishawack Festival Concert |
| Memorial Day | Madison Parade and Millburn Parade |
| July 4 | Chatham Fourth of July Parade |
| Thurs July 8 | TBD Summer Concert (RD: Jul 13) |
| Thursday July 15 | Ensembles Summer Concert (RD: Jul 20) |
| Thurs July 22 | TBD Summer Concert (RD: Jul 27) |
| Thurs July 29 | TBD Summer Concert (New Providence?) |

Ensemble Updates

Jazz Ensemble:

We also reviewed George Estes' preferred rehearsal schedule for the 2009-1020 Jazz Band season as well as a few proposed concerts in October and December. For December George proposed an indoor concert somewhere in Chatham, such as the middle school or the Presbyterian Church as part of the Sanctuary Series.

Brass Ensemble

The Board agreed that Ed Rummel has the Brass Ensemble venues under control

Flute Ensemble

Efforts will be made to get more Flute Ensemble gigs this year. The flutes will likely play at the farmer's market this fall but would like to book additional venues.

Ensemble Publicity

Steven proposed that we develop signage for the Ensembles. He asked that some funds be allocated from the budget to pay for signage. The Board agreed that these funds would come from the "Other" section under the General Expenses area.

Committee Updates

Website/Computer

Samantha will take over the Website/Computer committee. Steven proposed that the Ensemble pages be more fully developed and standardized, like the Jazz Band site. He also proposed that the Ensemble leaders be responsible for updating their respective ensemble sites. Samantha to ask Ed and Myra if they would be willing to work on developing website that are hyperlinked to the CCB website rather than using secondary pages from the CCB website, since those pages are not easily manipulated. Samantha will talk with George about his Jazz Band site. She will then discuss transitioning to a new web browser that allows her to create a new www.chathamcommunityband.org website that is more flexible and user friendly.

Publicity

We agreed that Polly, Kathy, and Samantha are doing a good job with publicity and we had no further discussions on this committee other than discussing the possibility of expanding this committee to take on more publicity responsibilities. Lucy was proposed as a potential additional member.

Business Manager

Currently, we do not have a Business Manager Committee. The Board agreed that we need to reach out to a member of the Band to take over this position. Brian recommended Ken or Bernie from the trumpet section as possible candidates.

Music Librarian

Our current Librarians are Lois and Bill and they have done excellent, hard work this past year. We had no further discussions on his committee.

Concert Logistics

Our current logistics head is Andre, who is doing an excellent job. We had no further discussions on his committee.

Social Committee

This is a new committee proposed by the Band. We will reach out to Lucy, Sam DeNisi, and Carol Boison as potential Committee members.

Ad Journal

Before the first CCB rehearsal, Steven will update the solicitation documents that are used to generate the ads. We discussed the idea of postponing the develop of the ad until the winter and

unveiling the new ad journal in the Spring. This would ensure that we are not competing with Fall Booster sales. We agreed that the ad journal discussion would be the focus on the next board meeting.

Open Items

Ed A expressed a desired to develop additional ensembles that could be developed, like a woodwind ensemble. Steven proposed that we put the idea of additional ensembles out to the band to get their feedback and gauge interest. Ed A also proposed determining if there is interest in a string ensemble.

Next Board Meeting

The board meeting concluded at 9:45 pm. The Board decided to select a date for the next Board Meeting at a later time.

Respectfully submitted,

Samantha Barlow
Vice President