

CITRUS SYMPHONIC CONCERT ASSOCIATION

D/B/A – NATURE COAST COMMUNITY BAND

BOARD MEETING

SEPTEMBER 8, 2018

ATTENDEES: Cindy Hazzard, Pat Johnson, Judy Williams, Shelley Niehaus, Sharon Davis, Jim Enoch, Marti Brown, Emily Reisdorf.

The meeting was called to order at 9:00 a.m. by Judy Williams, Vice President.

MINUTES: Minutes from last meeting was accepted and seconded by Emily Reisdorf and Pat Johnson.

FINANCIALS: Pat Johnson presented the Profit and Loss Budget Overview, Profit and Loss Budget vs Actual for the year so far, Profit and Loss Budget vs Actual for August 2018, Balance Sheet for May 2018, Profit and Loss Budget vs Actual for May 2018 and Balance Sheet for August 2018. Financials accepted and seconded by Marti Brown and Jim Enoch.

If you were not at the meeting please **e-mail to Pat Johnson by 3:00 PM Tuesday, 9/18/18**, so that she may bring you a copy of the full financial report.

Electric charges for the music library are being adjusted by Pat for future bills received by Cindy.

OLD BUSINESS

1. **CD Production-** Cindy has found a company that will reproduce CD and cover - Cost \$99.00 for 50 CD's. Lou will continue to make CD and artwork for \$50.00 a concert. Lou will be given a \$200.00 gift at Christmas for all the work on the CD's in addition to the \$50.00 a concert. Cindy is going to send the new company 3 initial CD's so we can see their work. The estimated turn around time for this company is 1 week. Cindy is going to give us the name as the paperwork was not readily available.
2. **Liability Insurance - Pat Johnson** will check on Errors and Omissions/Directors and Officers (D&O) insurance with our current liability insurance company by 9/21/18. Judy Williams stated it should be around \$600 per year.
3. **Risers:** - The new riser has been delivered, paid for and is in the trailer for the next concert.
4. **Library - Pat and Cindy** are evaluating the cost of music so insurance on music can be added to the policy. The insurance for the Music Library building is under Cindy's insurance policy. **Pat is working with Cindy** on the Library Music Listing as well as the Equipment Listing for our annual insurance policy under NCCB. The music library will be insured once this years' policy is paid, in October, with the music addition to our current policy. **Emily and Jim Enoch are working as joint librarians moving forward.** Our Library and Equipment listings will be submitted with our payment that's due by October 20th. Pat is to create legal documentation concerning the ownership of the library building as well as its contents.
5. **Tax ID - Pat** will obtain a new card for our tax exempt status at Home Depot.

6. **Band Policy and Procedure Book** - Change will be made by Pat Johnson that states CD's cannot be reproduced due to copyright laws.
7. **Strategic Planning** - 1. More dynamic Board -- be more active with the band. Attend meetings and promote the band within the community. 2. Plan another Band trip within the next 3 years to play at either ACB or from an invitation that the Band has received. 3. Marketing- Improve marketing for the band. Community calendars, County Commissioners, Local Businesses, Bay News 9, and other marketing sites, such as a more improved website (Pat Johnson is working on revising our website). Phil Davis never received our request for his services as a strategic Planner. We have decided that we no longer need his services as Sharon Davis worked with us to develop the above mentioned plan during our meeting.
8. **Fundraising** - Judy Williams stated that people are pulling back from giving and the dollars aren't there to give. With the 5013C, our products, Friends of the Band, we are doing great with the donations that we receive.

NEW BUSINESS

9. **Chamber of Commerce**- The band will join the Chamber of Commerce and Jim Enoch will represent the band at the meetings. Motion to join Chamber approved by Marti Brown and Sharon Davis. Judy Williams will complete the application so that we will be members moving forward.
10. **Citrus Cultural Alliance** - They want to diversify in the county. Judy Williams and Sharon Davis have attended meetings and it mainly consist of artist, jewelry type of art. They do fund raising for Habitat for Humanity. The Band is not interest in becoming part of this currently.
11. **Tourism Board**- Sharon Davis states the Tourism Board for Citrus County has a fabulous website that NCCB should be on there. John Pritchard is the director and Karen Anderson handles the website. Sharon Davis will check to see what it takes to get on the Tourism Board website.
12. **Publicity** - We published in the newspapers and subsidiaries in Citrus County, Facebook and emails. The Citrus County calendar is handled by the Economic Director Bruce Register. Mr. Register is excited to hear about the band per Sharon Davis. Another way to publicize the band is to Honor a group or list of donors to the band at a concert. Like a Best of the Best. Sharon Davis to pursue NCCB getting on the Citrus County Calendar. Other forms of publicity we could pursue are: City of Inverness, Citrus Hills, Brentwood, Travelocity and Key Training. We discussed sending out personal invitations for our concerts to our County Politicians, Parks and Rec Officials, etc and recognizing at the concert.
13. **Job Descriptions**- Pat needs a list, from everyone on the Board, of your current duties on the NCCB Board by **September 30, 2018. This is to be a list of WHAT you CURRENTLY do on the NCCB Board, not what is listed in the By-Laws as they are not current. Directors at large can list "assist other board members as needed to allow the board to function productively" if they are not currently assigned a permanent duty on the board.** This will allow us to provide a job description to candidates wishing to run for a position on the Board in our 2019 elections. As well, this will allow Pat to update our By-Laws, etc. with the current duties placed upon the Board members. Once everything has been received, Pat and Cindy will work closely to revisit Cindy's duties and any possible reassignments to other Board members in the future.

14. **Band Shirts-** All new members of the band will receive an order form for our NCCB Band Shirts. If they can't afford one the Band will pay for the shirt. Sharon Beckwith has all the band shirt information. Pat Johnson will talk to Sharon about the shirts to get price and to update the form to state if you can't afford a shirt the band will get you one.
15. **Downing Street Band** - Drema Leonard and Bob Eckert approached Cindy about having a jazz band adjunct to the NCCB. Downing Street Band will handle all their own music and scheduling. The Downing Street Band consists mainly of NCCB Band members. The DSB could perform before our concert. If we would accept DSB under our umbrella they would pay us \$50 toward the NCCB liability insurance policy per concert. As well, the DSB would pay NCCB \$125 annually toward our ACB membership fees. DSB would set up for their own performances. NCCB would introduce DSB in our program. The discussion will be brought back up at the next board with the discussion of the liability insurance and the liabilities for the band. Pat Johnson to research different possibilities for the DSB to be under our umbrella besides the "sponsorship" route. Drema is going to speak with her lawyer friend about their options and our liabilities.
16. **Citrus Chorus** - Sharon Davis stated that the chorus would like to perform with us. The determination is that there is really no space for the choir to perform with the band.
17. **Security** - Jim Enoch stated that there is an increase of \$5.00 an hour for security. Jim is to supply Pat Johnson with any future invoices as soon as they are received.
18. **Website-** Pat Johnson is redesigning our website and will remove U-tube clip. Diane Woodley sent 200 photos for use on the website.
19. **Elections-** Shelley will send out the election nomination sheets in March. The ballots with the names will go out in April for elections. Attached to the nomination sheets will be the job descriptions.
20. **All County Band Festival February 2019** -Cindy informed us that she will be conducting at the All County Band Festival February 2019.
21. **NEXT MEETING** - The next board meeting will be November 10, 2018 at 9 a.m. at Cindy Hazzard's home.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted by:

Shelley Niehaus, Secretary.