Cedar Rapids Municipal Band Commission Meeting for 28 September 2014 at Coe College.

Attending:
- Commission: Sadilek, Cummings, Hills, Sternowski, Sams, R Haney
- Staff: H Haney, Shanley, Klima
- Others:

Meeting called to order at 7 PM by Sadilek.

Minutes of Previous Meeting
- Minutes of 25 June 2014 APPROVED.

Financial/Seasonal Reports
- Fiscal 2014 End of Year Report
  - Finance
    - DRAFT 2014 report showed CRMB $220.35 OVER the expenditure budget.
    - R Haney questioned this, as it did not remotely match his tracking.
    - The overage was caused by $1594.33 in “other employee benefits” being charged to the band. **This was in error**, as it was for accrued payroll that applies only to actual city employees. (CRMB has only contract employees on a per-year basis.) This charge was removed.
    - FY14 expenditures are thus $1373.98 UNDER budget.
    - Ronda with Finance says this is good, but a bit close for comfort, so we'll want to have a bigger buffer for FY15. That will happen in March.
    - Were also double-billed for bandshell.
      - Parks department received check, but new staffer didn't know what it was for and sent it back. Finance showed invoice paid, Parks did not. Handled by R Haney, did not appear on report.
  - BOTTOM LINE:
    - Total Revenues: $104,429.85 (taxes, MPTF, donations, Hoover)
    - Total Expenses: $109,913.22
    - Expenses not counted against budget: $5,525 (charges for bandshell from 2010 and 2011, not counted because we could not predict it and had no control).
    - After all adjustments, $1373.98 under expenditure budget.
    - After all adjustments, about $373 above revenue budget due to some late taxes coming in.
  - Logistics
    - H Haney provided a report on the season.
      - We have known openings in several sections for 2015.
      - We had a number of leaves of absence due to the Iowa Ambassadors trip.
      - We ended up having to call some people not on the active list in some sections for some weeks.
  - Equipment
    - Klima reported on ongoing wear on the trailer.
      - Brake issues
      - Water and dust leaks
      - Corrosion in frame and near door
    - Repair on this will run $2000-$3000.
    - Klima provided estimate on new trailer, which is a bit over $5000 (no taxes figured).
• Commission feels replacement rather than repair is warranted. R Haney to
determine proper process per city rules.
  ◦ Publicity
    ▪ Facebook page reaches 100-200 people per concert.
    ▪ Twitter does not provide usable statistics, but probably similar.
    ▪ Website gets up to 400 views prior to a concert, depending on how much our guest artist promote the event.
• Fiscal 2015 Year to Date Report
  ◦ Revenues
    ▪ Tax income: none as yet.
    ▪ Hoover Hometown Days: $5,500
    ▪ Union Trust: $1,425
  ◦ Expenses:
    ▪ Salaried Labor: $5,830
    ▪ Per Event Labor: $41,819
    ▪ Posters : $41.70 (actually for banners)
    ▪ Rubicon Photo: $500
    ▪ Young Artist Award: $200
    ▪ Music: $291.40
    ▪ Rehearsal Space: $252 (for entire season, but billed in FY15)
  ◦ Bottom line: spent 51.3% of expenditures, which is expected given Hoover event.
  Report does not include FY15 bandshell charge yet.

Old Business
• 2015 Budget Amendment
  • Will be submitted when Business Manager meets with Finance this month to go over
    issues from FY14 season. (Short meeting.)
  • This amendment is NOT mandatory, but will help determine if raises can be given in
    2015.

New Business
• Percussion Equipment Maintenance/Concerns
  • Received email from percussionist concerned about state of instruments, including
    but not limited to:
    ▪ Damaged timpani bowls
    ▪ Rattle in timpani
    ▪ Damaged bell and xylophone cases
    ▪ Missing hand percussion
  • Question was raised about whether this is due to Coe's use of the equipment.
  • Issue was discussed with W Carson (Coe) and A Lawrence (Coe and CRMB percussion).
    • Timpani rattle started in middle of season, not while stored at Coe.
    • Coe does use the timpani, but they remain level and in safe storage. R Haney can personally attest to the care Coe's students and staff exhibit while moving the equipment – it's less harrowing to watch than having them put in the CRMB trailer.
    • A Lawrence says that the timpani receive new heads every three years at Coe's expense. He personally installs them without charge.
    • CRMB chimes and gong are used by Coe. The bells and xylophone generally
are not used.

- The remaining percussion remains in A Lawrence's office until the summer season. He states that no miscellaneous percussion is missing, and it's likely that the writer of the email didn't know what bag they were in. (Things are sometimes not put back in the correct bag.)
- A Lawrence states that the method of storage and transport for percussion during the summer is “not ideal.” It is likely that the bell and xylophone cases were damaged during transport. It is also likely that transport provides a bit more wear on the timpani than we'd otherwise expect.

- Takeaway: if we need to change anything, we need to think through how we load and unload the trailer, perhaps with a means of strapping sensitive instruments to the wall of the trailer.

- Sound Equipment Maintenance/Concerns
  - First channel on “snake” is not working properly. Not urgent, but West should be able to fix this inexpensively.
  - Need to consider new stands for the overhead mics. One stand broke during season, fixed by L Klima. The other has a crack on a tightening mechanism, which will only get worse. May be time for replacement.
  - J Comer suggests the band get its own mixer board. We used A Shield's board this summer, and it's perfect for CRMB's needs. We may be able to buy that actual mixer from him.
  - First two items to be repaired if within budget. Third to be investigated by R Haney.

- Hoover Hometown Days 2015
  - Hoover Hometown Days has asked us to return for 2015.
  - Event date is 8 August. **This is a week later than this year's event**, and thus probably the weekend AFTER the 2015 season will end.
  - After considerable discussion, Commission decided not to move the 2015 season, which precludes playing for Hoover. R Haney to send note politely declining and offering to play the following year.

- Other items brought by attendees.
  - Shanley discussed desire to have a professional assemble the band's history. It needs updating soon while we have the opportunity to discuss history with some of the early players. Shanley knows some people who work in anthropology or music history who may be interested.

Meeting closed 8:50 PM.