Cedar Rapids Municipal Band Commission Meeting for 20 Sep 2015 at Marquis Hall, Coe College

Attending:
- Commission: Sadilek, Hills, Cummings, Millar, R Haney
- Staff: none
- Others: none

Meeting called to order at 7:08 PM by Sadilek

Minutes of Previous Meeting
- Minutes of 24 June 2015
  - Approved by acclaim.

Financial Report
- Budget 2015
  - General report only, as the final FY15 report is not in from the city.
    - Should finish comfortably in the black, about $4000 under budget.
    - Revenues were a few hundred short due to USPS delays in getting a FY15 donation check to Finance – check written in FY15, but credited to FY16.
    - FY15 should show actual charges for bandshell repair from city. Business Manager is not informed of these charges because they are internal and do not require approval. Will address when report is in.
- Budget 2016
  - Revenue
    - $16.13 as of end of August. This is typical for the year as tax revenues are normally due in September and March.
  - Expenses
    - $42,859 as of end of August. This is 47% of the annual budget, and is typical for that time of year.
      - 2016 budget has not been amended to include an equipment trailer.
      - 2016 budget has not been amended to cover bandshell donations.

Old Business
- Equipment Trailer
  - No new bids have been requested.
    - Clarification was requested on this. The Commission went through a bidding process last fiscal year, but this was dropped because Fleet requires certain features for insurance purposes. These features were not part of the bid.
  - R Haney obtained chart of purchasing authorization from Band’s financial analyst. (Included in packet.) R Haney recommends submitted via bid request since required items for insurance will likely drive cost above $5000.
  - Fleet will provide guidance. New leader of Fleet is Joy Huber, who is willing to help the Commission with this.
- Bandshell Campaign
  - As of the end of August, total donations (from public, grants from GCRCF, Hall-Perrine, and Rotary) were $135,000, putting us within $15,000 of the goal.
    - Clarification was requested on this amount. It represents the money donated by non-City entities (general public, Hall-Perrine, Rotary, etc) toward the new bandshell. It does not include any money that will be provided by the Commission, Parks Department, or any other City entity.
  - Campaign will remain open through end of December to match donors’ fiscal year, but donations are not actively pursued at this time.
  - R Haney is working with Parks and Fleet to get the new bandshell ordered. There is
much traffic back and forth with Wenger regarding details.

- **Season Reports (as provided)**
  - **Business Manager**
    - **McGrath Amphitheater**
      - This venue works. Acoustically, everything was fine, and an event there costs less than a bandshell rental (at current rates).
      - Venuworks staff was generally helpful, but sometimes missed something we needed. Notes have been taken, next year will be smoother.
      - Parking was an issue for some. This is true of other venues as well. Park CR was not much help – they cannot reserve spaces that do not have meters in the first place. Also, Parks Dept. was incorrect regarding use of a nearby lot.
      - Commission agrees that McGrath should be used next season, but a solution to the parking issues must be pursued.

    - **Downtown Farmers Market**
      - Crowd wasn’t big – hot day, pavement likely contributed to this. Band sounded good.
      - Logistics were tricky with the parking lot venue. Sponsors think we’ll be able to use Greene Square again next summer.
      - Had to obtain a generator for the event. 2000 watt Honda was sufficient, and quiet enough to not disrupt the performance. Commission should consider purchase of a similar generator to enable us to play more venues, or perhaps different places in current venues.
      - Commission agrees the use of a generator for future events is feasible, and one may be purchased for CRMB use (but was not authorized at this meeting).
      - Commission feels that, while playing the Farmers Market is rewarding and in line with the Commission’s outreach objectives, the extra logistics involved (particularly when we are not at Greene Square Park) more than outweigh any benefit. The event was a substantial burden on CRMB staff.

    - **Hotline**
      - New system is both good and bad. Fixed problem of incessant political calls filling the voicemail, but created problem of only one person at a time being able to call in. (Previous system allowed several.)
      - R Haney currently looking into new system from national carrier that will provide a) a pure hotline (no voicemail), and b) ability to text that week’s musicians en masse in the event of a cancellation. R Haney not sure of reliability of some of the carriers, who seem more interested in telemarketing than anything else.

  - **Personnel Manager – summary of main points**
    - Three members resigned before the start of the season. All three were replaced by 2015 auditioners.
    - We had one open chair from 2014 filled with a 2015 auditioner.
    - We had seven leaves of absence for the year.
      - Four were requested in advance for personal or professional reasons. We hired people on one-year contracts to fill these slots.
      - Three were medical leaves. One was declared in March, so a full-season sub was employed. The other two happened immediately prior
to the first rehearsal. These were covered by a mix of subs.

- There were no mid-season leaves this year.

- Of 57 full-time members:
  - Eight played five weeks
  - 10 played six weeks
  - 17 played seven weeks
  - 12 played eight weeks
  - 10 played all nine weeks.

- 135 total absences needed to be filled.
  - “Absence” here is defined as one regular musician gone for one week. With 57 regulars for nine weeks, this is 26% of 513 positions for the season.

- We used three “emergency subs” (people who were recommended when the sub lists proved insufficient).
  - One tuba, two percussion. One percussion slot was filled from another section where subs were available!

- One concert cancelled out of the entire season.

- We had five prelude concerts.

- Publicity Manager – no report.
- Sound – no report.
- Equipment – no report.
- Library
  - Cummings reported that the drawers are not marked, making it hard to locate and retrieve specific pieces. Cummings will work with Sams to help reorganize the music in the near future.
- Conductor – no report.
- Website
  - Website and Facebook were much used and effective. Uncertain of efficacy of Twitter and other social media.

New Business
- Equipment Trailer
  - Discussed purchasing chart. Expectation is to try again with same specs as last year.

Meeting closed 8:06 PM.