Cedar Rapids Municipal Band Commission Meeting for 27 January 2019 at Coe College

Attending:

- Commission:
  - Sadilek, Sternowski, Sams, Millar
- Staff:
  - H Haney, R Haney, Shanley
- Others:

Meeting called to order at 5:00 PM by Sadilek

Minutes of Previous Meeting

- Result:
  - Approved as presented.

Financial Report

- Fiscal 2018
  - Informal report indicates we had $117,944.64 in expenditures for fiscal 18.
  - Original budget was for $133,932.50 to account for unknown costs of the parade and other events we did not actually participate in.
  - Tax revenues were $111,006.08. Donations not related to bandshell were $950. We also had income from the Hoover performance in August 2017 of $5,500. This is a total season income of $117,456.08.
    - This means we pulled $488.56 from our reserve fund (which is roughly $75,000). Please note this does NOT include the Rotary donation. R Haney felt that needed to remain separate for this report.
  - In addition, we received $15,935 for bandshell from Rotary.
  - Fund balance currently at $109,407.53. By law, $28,481.25 must be kept in reserve, leaving $80,926.28 available.
    - Clarification: Iowa law requires that municipalities maintain a 25% reserve on the budget so that operations can carry through a full quarter with no revenue. CRMB spends almost all money in a four-month period, so this isn’t helpful to the band, but the City applies the law to all departments for simplicity.

- Fiscal 2019
  - Revenues
    - Actuals YTD $60,918.23
    - $883 of this comes from sponsorships and Musicians Performance Trust. Another $50 is a donation from a fan!
    - This is 53% of revenue budget, about what we expect for being through half the fiscal year.
  - Expenditures
    - Actuals YTD of $58,585.87. Bulk was pay to musicians and staff. We also have some higher-than-usual expenses for equipment repair that was, frankly, overdue. (This is what our saved reserve fund is for, though.)
    - This is 51% of our expenditure budget, which is a bit lower than usual. This may be because we still have not been billed for the bandshell! Arrangements were made, but the invoice has not rolled through yet. R Haney will check on this.

- Outlook
- We look good going into next season. We are working on creating a “friends of CRMB” non-profit (more on this below) and perhaps a few internships to help young musicians learn more about the business end of the art. How this plays with regard to our FY19 and FY20 budgets will be more fully discussed before the budget amendment cycle (due in April).

Old Business
- Publicity Manager Position
  - See attached “two position” description proposed by Shanley.
  - After ample discussion, Commission voted to create the social media manager position (Sams/Sternowski/unanimous) with pay of $1200.
  - Commission then voted to move remaining duties to Business and Personnel Managers, with each position receiving an additional $300 per season (Millar/Sams/unanimous).
- Bandshell Banner
  - Some discussion of preliminary results from Sams and Millar, but no samples were available at the meeting.
  - R Haney reminded the group that under no circumstances are we allowed to paint or permanently modify the band shell, which is owned and controlled by Parks. There are other users of the bandshell, and the back wall must remain as constructed to support the use of colored lights for shows.
  - Many ideas regarding mounting presented. Millar reports that McKinley Middle School is working a similar project, so she will get information from them.

New Business
- Season Schedule
  - Tentative schedule is included at the end of these minutes.
  - Notes on specific dates:
    - 5 June is SECOND hold for us, which means one other group has priority if they want the date. We may need a backup venue. R Haney will check with Venuworks on current status.
    - There is considerable concern about having chairs and instruments sitting directly on the grass at the History Center. R Haney to work on a solution.
  - There shall also be small groups at Farmers Market.
- Auditions
  - Commission noted how difficult scheduling a single weekend is due to various school breaks plus music competitions involving many of the audition judges. Commission decided to split auditions into two Fridays: 29 March and 5 April.
- Internships
  - Most discussion tabled until next meeting. Commission agrees it is a good idea.
- Updates/information from City
  - H and R Haney met with City Finance on 25 January 2019 about changes they are making to how staff and musicians are paid.
    - Historically, pay for everyone was processed through Payroll, despite no musician or staff being a City employee. (CRMB is handled entirely as contract work, which is different.)
    - Nobody at City or with CRMB remembers why CRMB is on payroll, so starting in calendar 2019, all staff and musicians will be paid through Accounts Payable, just like all other contractors.
This is largely an internal issue, but there are several pragmatic effects:

- Accounts Payable must be approved by the City Council, which ties payment to the Council meeting schedule rather than the regular two-week Payroll cycle. Council normally meets every two weeks, but occasionally, there is a three-week gap. For CRMB, this means an extra week before pay for the final two concert weeks arrives. This will be clearly stated in the Band Handbook for 2019.
- For this year only, EVERYONE will need to provide new W9 and direct deposit information, because they can’t transfer that between the systems. After that, it all returns to how it was before, with information provided only if there is a change. H Haney will make necessary changes to contracts.
- At end of year, City will send 1099 tax forms only to those who made $600 or more in the year. Others will not receive 1099s. This is standard under IRS rules, but it’s a change from how things were done previously under the Payroll system. There will be an entry in the Handbook about it, and we’ll probably have to send the information to everyone by email as a reminder at the end of the year. This doesn’t affect 2018 tax docs!
- R Haney discussed issues with Venuworks, which manages McGrath
  - R Haney received email in December about two unpaid invoices for CRMB’s use of McGrath. After investigation, City determined that one had in fact been paid, and the other never submitted for payment.
  - The unsubmitted one was because Venuworks normally asks for a signed copy to be returned for them to submit, which apparently never happened. Information was sent to Venuworks, and after some back and forth, a new check was sent for one invoice. Venuworks said they’d track down the other but have not provided further information since. CRMB’s usual contact has since left the company.
  - City and R Haney agree that going forward, Venuwork invoices will be submitted directly by business manager regardless of any existing Venuworks policies. This ensures prompt payment and avoids problems with bookkeeping.

Information

- Endowment or Non-Profit Org “Friends of the Band”
  - R Haney met with Greater Cedar Rapids Community Foundation (GCRCF) to get started. There are a few options for setting up a fund to help the band. Frankly, R Haney hasn’t processed this all well enough to explain it correctly to the group, but general information is provided below.
  - ENDOWED/NON-ENDOWED/QUASI-ENDOWED FUND
    - An endowed fund is a permanent fund to ensure long-term sustainability of a nonprofit org. It is pooled and invested, and the org basically runs on the earnings. It may be possible for the Commission to partly fund an endowment with part of our reserve fund. R Haney needs to talk to City about this. May be eligible for Endow Iowa tax credits.
    - A non-endowed fund does not operate in perpetuity. Assets are not permanent or invested, but the fund can be converted to Endowed at any time.
    - Quasi-endowed is a mix of the two and works well for organizations that expect to operate for 3-10 years.
    - All of these can be managed by GCRCF.
- Many options for specific types of funds exist. GCRCF can walk us through things when we decide on whether to proceed.
- Sams stated that having the ability to donate online (similar to how Patreon works) is essential. Endowments seem a bit much, but perhaps a small account with GCRCF. R Haney to follow up.
- Discussion of having companies sponsor nights as events for their people followed.
  - Elections
    - Sadilek as Chair, Hills as Vice-Chair for 2019.

Meeting closed at 6:50 PM by Sadilek
Farmers Market dates: 25 May, 1 June, 15 June

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<tr>
<th>Monday</th>
<th>Wednesday</th>
<th>Sunday</th>
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<tr>
<td>3-Jun</td>
<td>rehearsal</td>
<td>5-Jun</td>
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<td>McGrath Amphitheater (second reserve, may not survive)</td>
<td>Bever</td>
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<td>10-Jun</td>
<td>rehearsal</td>
<td>12-Jun</td>
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<td>Cleveland School</td>
<td>Bever</td>
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<tr>
<td>17-Jun</td>
<td>rehearsal</td>
<td>19-Jun</td>
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<td>History Center</td>
<td>Ellis</td>
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<td>24-Jun</td>
<td>rehearsal</td>
<td>26-Jun</td>
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<td>McGrath Amphitheater (first hold)</td>
<td>Bever</td>
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<tr>
<td>1-Jul</td>
<td>rehearsal</td>
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<td>Guthridge Park</td>
<td>7-Jul</td>
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<td>rehearsal</td>
<td>10-Jul</td>
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<td>Johnson</td>
<td>14-Jul</td>
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<td>15-Jul</td>
<td>rehearsal</td>
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<td>Cleveland</td>
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<td>24-Jul</td>
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<td>Bowman Woods</td>
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<td>29-Jul</td>
<td>rehearsal</td>
<td>31-Jul</td>
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<td>Noelridge Park (helps Parks with Jazz Under the Stars)</td>
<td>Bever Park</td>
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