

FRIENDS OF IOWA CITY NEW HORIZONS BAND, INC. 501 (C)(3) established January 2014

Mission: *Enriching the Lives of Community Members by Providing Support to the Iowa City New Horizons Band*

THE ORIGIN OF FRIENDS OF IOWA CITY NEW HORIZONS BAND, INC: The Friends of Iowa City New Horizons Band, Inc. nonprofit was formed in 2013-14 as a community-based organization to support the Iowa City New Horizons Band program (ICNHB). The original mission of the Friends organization was to serve as a support entity independent of the University of Iowa and the Iowa City/Johnson County Senior Center with the capacity to accept donations and make the funds available to support the Iowa City New Horizons Band program and the affiliated small groups that have grown from the band. The initial organizers were Gene Spaziani and Nancy Wombacher.

In 2013, Gene Spaziani attended a workshop on forming a nonprofit which was led by Prof. Emeritus Richard Koontz of the University of Iowa Larned Waterman Nonprofit Center. Subsequently, Prof. Koontz provided examples of basic articles of incorporation and bylaws; as well as valuable guidance and support throughout the application process.

Links to copies of pertinent documents follow:

[FICNHB Articles of Incorporation and Bylaws](#)

[FICNHB Nonprofit Approval](#)

The official date of nonprofit approval was January 17, 2014.

FICNHB REGISTERED AGENT: The initial “Registered Agent” was Gene Spaziani; followed by Atty. David Bright during the years he worked to help confirm the ownership of music and equipment was, in fact, with the ICNHB; and in 2020, Wes Habley, as FICNHB Board President, was identified as Registered Agent.

FICNHB BOARD: A 10-member board of directors provides financial oversight and support to the Iowa City New Horizons Band program. This Board is comprised of folks from the Iowa City area at large, and folks who are members of the ICNHB. Historically, the numbers have been about half community members and the other half were band members. The current (August 2020) board consists of:

Wes Habley
President

Steve West
Vice president

Nancy Wombacher
Secretary

Board Members:

Jim Hall
Tom Nelson

Suzanne Smith
Pete Wallace
Jerry Zinn

Jerry Stamp
Michael Pavelich

Bob Hanson, Financial Officer

Board Members Elect (beginning January 1, 2021): Karla Laubenthal and Steve Schomberg.

Former Board Members Included: Gene Spaziani, Mary Cohen, and Randall Aitchison

CHANGING ROLE OF FRIENDS: The role of Friends grew over time as the University of Iowa sought a different way to pay the student conductors and the program grew and expanded into outlying communities. The role of the Friends organization evolved to overall financial oversight and management. From the inception of the band in 1995 until December 2014, the band fees and finances were managed through an account based in the IC/JC Senior Center. However, due to the limitations on use of Senior Center/City of Iowa City accounts, financial management was moved to the Friends organization in January 2015. Friends now manages the band fees as well as donations

FINANCIAL OFFICER: As the role of the Friends organization changed and expanded, the accounting duties went from maintaining records on pass-through donations to establishing and managing a system of budgeting and accounting procedures to include all revenue sources, including band fees, donations, & recently, grant funds; as well as Accounts Payable, including Independent Contractor agreements/payments for student instructors/conductors, as well as operational expenses for ICNHB and all affiliated groups.

The expansion of the fiscal role of Friends led to the appointment by the board of a Financial Officer for the organization. Bob Hansen volunteered for this role. Centralizing the fiscal procedures allows for a more standardized process. Band Steering Committees' Treasurers are responsible for collecting band fees and furnishing the funds to the Financial Officer for deposit. Band Treasurers also provide input into the annual budgeting process. The Financial Officer makes all deposits and writes all checks. (There are two back-up officers who are authorized to sign checks in the event The Financial Officer is not available for an extended period.)

NEW HORIZONS GROUPS: There are currently two "groups" that elect governing bodies (Steering Committees) to manage the activities and set policies: The Iowa City New Horizons Band (ICNHB) and Monday Night Live! (MNL!). Both groups have their own Bylaws and elect Steering Committees from their members; within each Steering Committee there are elected officers. The other "directed group" is Silver Swing Big Band. Silver Swing does not have a formal organizational structure but is included (financially) in the over all budget. Numerous other "self-formed" spin-off groups are self- managed. Some of these self-managed groups pass on any donations received as a result of a performance to Friends, and occasional music purchases are made for the group(s).

DONATIONS COORDINATOR: The "Donations Coordinator" maintains the records of donations received and provides acknowledgement letters to donors. The donations are then provided to Financial Officer for deposit. The records kept by the Donations Coordinator are used to produce the "Donors' Recognition" section of the Annual Report. The Donations Coordinator is currently Karla Laubenthal.