**Iowa City New Horizons Band**
**Steering Committee**
Meeting Minutes

April 12, 2016

**Members present:** Alice Atkinson, David Carlson, Jean Hill, William Laubengayer, Joyce Marner, Jerry Musser
**Guest:** Erin Wehr

Jean Hill called the meeting to order at 1054.

A motion to approve the October 29, 2015 meeting minutes, previously sent to committee members via email, was made by Alice and seconded by Jerry.

FYI - A letter was circulated stating that David Bright will be the attorney of record for FICNHB.

Financial report: Jerry reported that we have a NHB fees balance of $1,262.90. This includes payment of $4,000 for spring semester instructors/directors fees. As of March 3, 2016, we have a balance of $185 in the Senior Center NHB copy fund. We have a current NHB roster of 62 paid members.

A contract through July 31, 2016, between the Senior Center & FICNHB has been signed. The final contract is very similar to contract description in October annual meeting.

All new music orders will be routed through and approved by Erin.

Insurance coverage for concerts outside the Center: NHB concerts with ICCB are covered by ICCB. We need to determine if insurance coverage is necessary for playing at other venues, such as CCPA.

Joyce volunteered to be publicity chairperson for NHB concerts.

Erin will be moving to the new music building in August, 2016.
Erin has begun a research project that will be submitted for acceptance at the October, 2016, Adult and Community Learning in Music conference in Ithaca, NY. This conference will also be celebrating the 25th anniversary of the founding of the New Horizons Band. The research project will involve interviews, videos and photos promoting and celebrating NHB members and music. Large photos of NHB members, quotes from NHB members and videos will be presented. The story of NHB members giving back to the University will be included. The interviews/photos will be done before, during & after band, starting the end of April.

Recognition of 100 year old instrument/case. Bob Moninger has a 100 year old instrument case and Bill Gauger has a 100 year old tuba. This information could be a topic for a national NHB newsletter or some other form of recognition.

Candidates recommended for the 2016 Nominating Committee were Jon Cryer and Jan Hanson. Date for the fall annual meeting will be determined at the next meeting.

Motion to adjourn made by Jerry and seconded by Alice.
Meeting adjourned at 1203.

David E. Carlson
Secretary

**Iowa City New Horizons Band**
**Steering Committee**
Meeting Minutes

May 3, 2016

**Members present:** Alice Atkinson, David Carlson, Jean Hill, William Laubengayer, Joyce Marner, Jerry Musser
**Guest:** Erin Wehr

Jean Hill called the meeting to order at 1603.

Financial report: Jerry Musser reported we have a current balance of $1,263.04.
A listing of current ICNHB members & Silver Swing members (not in ICNHB) was attached to the report.

A motion to approve the April 12, 2016 meeting minutes, previously sent to committee members via email, was made by Joyce Marner and seconded by Alice Atkinson.

Storage & insurance for music and instruments:
We currently have adequate space for storage of all ICNHB music with some room to expand, therefore purging is not needed at this time. If the need occurs, Erin will be contacted to determine which music can be purged and how it may be used, perhaps in beginner bands and/or for School of Music students in conducting classes.
After some discussion, the Steering Committee concluded that the music and instruments could be "self-insured" and buying insurance was not recommended at this time. Liability insurance for concerts outside the Center was recommended if needed for other venues such as the Englert Theatre or CCPA. The need and cost estimate is being investigated by Nancy Wombacher, FICNHB Treasurer.

ICNHB Treasurer:
On July 16, 2015, the FICNHB Ad Hoc Financial Committee, with legal consult (Attn. David Bright) advice, developed a 2-step procedure for handling ICNHB dues and donations. After discussion, it was recommended to continue the two-step process for receipt of funds, although this has not been followed. This two-step process involves an individual receiving the money to complete deposit slip and forward checks/cash & deposit slip to NHB general accountant (Bob Hansen) to review and make actual deposit in appropriate account at Hills Bank.
FICNHB legal counsel, David Bright, has also recommended that the ICNHB Treasurer be a member of the ICNHB Steering Committee.

New Business:
Robert Logan, composer of four pieces featured in our May concert and high school band director of two of our members, will be attending the concert and conducting two pieces. A motion was made by Alice, seconded by Joyce, to provide an honorarium of $300 to Mr. Logan for his work in the rehearsal and concert.

Motion to adjourn made by Alice and seconded by Joyce.
Meeting adjourned at 1706.

David E. Carlson
Secretary

**Iowa City New Horizons Band**
**Steering Committee**
Meeting Minutes

June 7, 2016

**Members present:** Alice Atkinson, David Carlson, Jean Hill, William Laubengayer, Joyce Marner, Jerry Musser
**Guest:** Erin Wehr

Jean Hill called the meeting to order at 1045.

Record email approval of the May 3, 2016 minutes: Correction made to number of pieces Robert Logan composed that were featured in our May concert and the number of pieces he conducted. Motion to approve corrected minutes made by Alice Atkinson and seconded by William Laubengayer.

Financial report: Jerry Musser reported we are still collecting summer dues and have approximately $2,000 in our checking account, with $500 remaining to be paid to UI summer instructor.

Budget for FY 2016-17 was presented: Total budget of approximately $12,000 for the next fiscal year.

Web domains: Our current web domain www.iowacitynhb.org was renewed for 3 years last year. Three other web domains were reserved for ICNHB @ a cost of $75/year. A motion was made by Joyce Marner and seconded by Jerry to not renew the other three web domains at this time.

Should self-formed groups be allotted money for music? It was decided that all requests for new music from self-formed groups would go through Erin Wehr.

Update band directory? It was decided to totally update the directory at a later date, in preparation for celebration of the ICNHB 25th anniversary, beginning in January 2019.

Donation to the Center (for use of the Center): After discussion, a motion was made by David Carlson and seconded by Joyce to recommend to FICNHB that a donation of $1,000 be made to the Iowa City/Johnson County Senior Center before the end of July 2016. The donation and amount will be reevaluated yearly (May 2017).

Fall Potluck: A social committee co-chaired by Karla Laubenthal and Adele Monserud, with Donna & Al Grundstad and David Carlson assisting are organizing a fall potluck for Thursday, September 1, 2016 from 5:30PM - 8:30PM at the North Ridge Pavilion in Coralville. Jan Hanson has already made the reservation and Jerry has paid the deposit.

Storage closet:  The storage closet was cleaned and markings placed on floor denoting storage area for NHB and storage area for the Center.

Motion to adjourn made by Jerry and seconded by Alice.
Meeting adjourned at 1207.

David E. Carlson
Secretary

**Iowa City New Horizons Band**
**Steering Committee**
Meeting Minutes

September 15, 2016

**Members present:** Alice Atkinson, David Carlson, Jean Hill, William Laubengayer, Joyce Marner, Jerry Musser
**Guest:** Erin Wehr

Jean Hill called the meeting to order at 1042.

A request for formal approval of the June 7, 2016 ICNHB minutes was made by Jean. Motion to approve minutes made by Alice Atkinson and seconded by Joyce Marner.

Financial report: Jerry Musser reported we are still collecting fall dues and have approximately $3,000 in our checking account.

The contract between the Center and FICNHB has been slightly modified. The time frame for the contract has been changed to September 1, 2016 until July 31, 2017. The document is currently with the Center and will be signed by Suzanne Smith, President of FICNHB.

The date/time for the annual meeting will be Thursday, October 6, 2016 at 1000. The nominating committee (Jon Cryer and Jan Hanson) has selected Marilyn Van Roekel and Steve Murphy to fill the two steering committee slots (Jean Hill and Jerry Musser).

We have had two individuals who have requested scholarships for ICNHB. After some discussion the steering committee has decided on the following policy:
"*Those who qualify for a scholarship at the Senior Center are eligible to have their band fee adjusted."*
Motion to approve this policy was made by David and seconded by Alice.

Karla Laubenthal (Fall potluck planning committee chair) sent the steering committee a three page report summarizing the fall potluck held September 1, 2016. A new chair will be needed for any future potlucks.

Martin Hill suggested to Jean that the ICNHB purchase a new wireless headset mic for the director. Erin will check into getting a better quality microphone for the sound system (from Jason @ Sweetwater).

Meeting adjourned at 1130.

David E. Carlson
Secretary

**Iowa City New Horizons Band**
**ANNUAL MEETING**

October 6, 2016

The annual meeting of the Iowa City New Horizons Band (ICNHB) was called to order at 1005 by Steering Committee Chair Jean Hill. The majority of members of the Steering Committee and ICNHB were present.

The October 20, 2015 annual meeting minutes were approved.

**Treasurer's Report:** Jerry Musser reported we currently have 60 paid members. Silver Swing members not in ICNHB are also paying dues. We have a current balance of $5,050.24. All fees for students and director for the fall 2016 in the amount of $3,900 will be paid out of this account. Monthly copying fees ($0.07/page) will be paid to City of Iowa City. A contribution of $1,000 to the Senior Center was approved by the Steering Committee this past summer and paid.

**Introduction of Steering Committee candidates:** Jan Hanson and Jon Cryer were on the nominating committee that selected the following candidates for two positions on the Steering Committee.
Marilyn Van Roekel (saxophone)
Steve Murphy (trumpet)
Both nominees were introduced and elected by acclamation.

**Report of the Steering Committee by Jean Hill:**
1)The contract with the City was completed and signed in March, 2016. This contract, with minor modifications, was renewed with a term of September 1, 2016 to July 31, 2017.
2)The highlights of the contract were explained by Jean Hill.
3)For the newer members, Jean briefly reviewed the last five years of the ICNHB history.

**Report of "Friends of ICNHB, Inc." by Nancy Wombacher, Secretary-Treasurer of FICNHB:**
"Friends of ICNHB, Inc." (FICNHB) is a non-profit established January, 2014, to receive donations and as a mechanism to pay the Silver Swing director.
Friends exists to help provide financial support for ICNHB and ensembles.
The current members of a 7 member board are: Jean Hill, Jerry Zinn, Steve West, Jim Hall, Tom Nelson, Nancy Wombacher and Suzanne Smith.
Attorney David Bright provided pro bono services to FICNHB and has volunteered to serve as "Registered Agent" for this non-profit organization.
Anyone interested in more specific details about the FICNHB, please contact Nancy Wombacher, Secretary-Treasurer of "Friends of ICNHB, Inc."

**Percussion donation to ICNHB:**
The late Nick Ryan of Grinnell, Iowa, willed his drum to Robert O. Moninger and Allen L. Grundstad, long time friends. They in turn donated the drum to the Iowa City New Horizons Band. A new carrying and storage case has been purchased and donated by Al Grundstad and a new drum stand was purchased and donated by Jerry Stamp.
The drum was made in the 1940's by WFL (Ludwig) Drum Company. It is constructed with a maple shell overlaid with a mother of pearl veneer and has a 14" head and is 9" deep. It has two snare throws; one that controls a metal spring snare and another that controls a four-string gut snare.

The meeting was adjourned at 1030.

David E. Carlson
Secretary

**Iowa City New Horizons Band**
**Steering Committee**
Meeting Minutes

October 13, 2016

**Members present:** Alice Atkinson, David Carlson, Jean Hill, William Laubengayer, Joyce Marner, Steve Murphy, Jerry Musser, Marilyn Van Roekel

Jean Hill called the meeting to order at 1045.

A request for formal approval of the September 15, 2016 minutes was made by Jean Hill. Motion to approve minutes made by Alice Atkinson and seconded by Joyce Marner.

Financial report: Jerry Musser reported we have collected additional dues since our annual meeting last week and our current balance is $5,280.59. The fall payment for the band/ensemble directors ($3,900) will be made in the next couple weeks.

Election of 2016-2017 Steering Committee Officers:
Joyce Marner, Chair
Marilyn Van Roekel, Treasurer
Alice Atkinson, Secretary

Old business:
The new wireless headset for the band director has been purchased by FICNHB.

Publicity chair & potluck chair-tabled until next meeting.

ICNHB biography books:
Jeanette Carter and Jan Denehy are willing to update these books. We are currently out of the books for new members. It was recommended that we purchase small three ring binders for the new bio books (to facilitate future updates) at a cost of approximately $3.50 each. It was also recommended that current band members may request their pages be updated (for changes to email, etc.).

Motion to adjourn made by Joyce and seconded by Marilyn.

Meeting adjourned at 1146.

David E. Carlson
Secretary