Minutes of NHB Steering Committee from Feb. 8, 2018

Meeting in Room 205 at 10:45 were Joyce Marner, Adele Monserud, Karla Laubenthal and William Laubengayer. Steve Murphy and Jerry Stamp were absent.

Old Business items from the Informational meeting of 10-12-17 were reviewed. *Adele will not be in charge of putting publicity in the local newspapers. The Center takes care of the PC and Gazette, Joyce has arranged for a community music column to advertise the concert. Joyce will ask Jerry to develop a poster for this spring's concert on May 8. The December concert had no poster.

**The NHB is thriving under Toni Lefebre. At this point there is no urgency to a suggestion box or changes in the Code of Conduct.

***Erin's brochure and Nancy's brochure were discussed. Adele has background in design and offered to help design a fun brochure that will encourage people to join.

**** Joyce will ask Jean Hill to be the contact person for past members. She will gather current emails and phone numbers so that the board can invite those people and their families to our concerts.

New Business:

1. Joyce will check on the remainder of the binders for the new directories.

2. Steve Murphy is directing one or two numbers this semester as requested.

3. Karla mentioned that about a third of the membership has not paid dues. The list was distributed and Joyce will contact several family members about paying for their band member. An announcement will be made at the end of band about dues, also an email will go out to the membership reminding them to bring their checks for $65 to band. If this does not result in payment then section leaders will be asked to contact people in their section for payment.

4. Joyce will email Steve Schomberg to see if he is still in agreement to pay for the website.

5. Motion to vote on. To adopt a weather cancellation policy consistent with the Senior Center and no longer cancel if there is a 2 hour delay in the IC Schools.

Motion carried via email 5-0, Jerry Stamp not voting.

Respectively submitted,

Joyce Marner, Chair

2018/08/07 NHB Steering Committee Meeting, Senior Center, Rm 205, 10:30-11:45

Present: Joyce Marner, Karla Laubenthal, Adele Monserud, Jerry Stamp, William Laubengayer, absent Steve Murphy

The winter and spring informal board meetings were called to deal with current problems of how to replace Erin Wehr. A survey monkey was created to allow the band to register their opinions for keeping the university connection or breaking it. This survey showed overwhelming support for staying with the university. The one year interim position to direct the band and identify and supervise ensemble and assistant conductors was filled by Nolan Hauta, director of summer band 2018 and 2017. He will now find students to lead flutes, clarinets, saxes, brass and percussion and an assistant conductor. He will also identify a student to direct MNL! Silver Swing is led now by Toni Lefevbre. NHB concluded its summer session with a concert in Voxman Concert Hall with Tremere Hill assisting and including MNL! and Linn Street Band. 200 programs were printed and many more people came. Our relationship with the University is currently strong. Joyce thanked Adele for the beautiful programs printed at Copyworks and Jerry for his poster work. Thanks goes to Karla for arranging the recording of the Voxman concert by Ty Coleman of CityChannel 4 and James Edel at Voxman.

1. The date for the annual meeting will be Oct. 2. The nominating committee of Janet Rawley and David Carlson submitted the following names for consideration to the steering committee: Sue Dallam (percussion), Donna Grundstad (flute), Roger Hileman (trombone) and Judy Schroeder (clarinet/sax). David will print the ballots. 2 vacancies need to be filled for retiring Joyce Marner and William Laubengayer. Karla and Steve Murphy have one year left and Adele and Jerry have 2 years left of their terms.
2. Concert dates – Joyce was informed that the ICCB/NHB concert at the Englert will be Dec. 9. Because of scheduling issues with the conductors, our concert at the Senior Center will be Dec. 6. Ensemble concerts will be Dec. 4 and 11, Tuesdays. It was suggested that we play at a larger venue after our spring concert at the Senior Center. It will be necessary to establish the full year's concert dates in order to ask for concert space at CCPA in the spring. No other locations were mentioned. Joyce will check on dates for NHB concerts in the spring.
3. Update on combining MNL! and Linn Street bands – though it would probably be good for both bands, no change will happen in the near future. The steering committee voted to invite both bands and FICNHB to the fall potluck.
4. Timpani report – From the quotes given by West Music, our percussion section and Nolan agree that the set of 3 Revolution timpani at $5202.35 is right for our band. This purchase will be dealt with at the next meeting, which will be primarily a budget and music meeting.
5. Website update and dropbox – Jerry and Adele are placing all information that needs to be shared with the steering committee in dropbox. Jerry will send the ID and password to the committee so all can have access.
6. Potluck –Aug. 30 from 5-8 at UU Society, Oakdale Rd. Nancy Wombacher, Jan Hanson and Joyce Marner are the potluck committee. Jeanette Carter made the arrangements to secure the location and will help us with the details. Since the venue is very eco-friendly we will not use disposable tableware but ask each participant to bring their own washable table service. Joyce will check with the committee about hours, drinks, rules and pass that to Karla for the invitation.
7. Room assignments for fall – 103 – saxes; 211-clarinets; 202-brass; 205-flutes; assembly room-percussion.
8. Joyce volunteered for the copying committee. Nancy W. and Glo Berry have begun the copy process. When Joyce knows the particulars of the job, she will document the information and put it in the dropbox.
9. Music storage –Music previously stored at the music building was loaded into 29 storage boxes and taken to a storage unit at Herbert Hoover Highway Storage, along with part of a drum set, at a monthly cost of $74.20. Joyce will talk to the U. about space for music files. The steering committee would like a music committee, who would go through the music and decide what to cull. From the names suggested, Joyce will ask Jerry Zinn, Martin Hill and Jeanette Carter to reduce the inventory and be the music committee. We also need to identify a

person to order, check in, stamp and give music to the conductor. Nancy Wombacher is doing this and will train the next person, preferably someone from the music committee.

10. Karla, as treasurer, will take over maintaining the donations records and sending acknowledgement letters. Currently Nancy is doing this.
11. Budget – In looking over the budget proposed for 2018-19 the steering committee feels uninformed about band finances. They request from Nancy 2-3 years of expenses by budget category. Adele estimated that printing costs would be around $300/yr. Since our structure is changing with the band now responsible for copying, programs (both generation and reproduction) and posters, we need to know how to fit that into the budget.

The next meeting will be help next Tuesday, Aug. 14 at 9:30 am in Rm 205. Jeanette and Nancy, will be asked to attend.

Joyce Marner, Chair
Steering Committee

2018/08/14 Minutes of NHB Steering Committee

Attending were Joyce Marner, Jerry Stamp, Adele Monserud, William Laubengayer, guests Nancy Wombacher and Jeanette Carter. Absent Steve Murphy

This meeting was set to clarify budget concerns and the state of the music library. Jeanette has the library up to date. There is overcrowding in the files on the mezzanine. Jerry Zinn was asked to help cull the files and is in the process of doing this. She would prefer to wait for Sheila Stevenson to return to band to help her with librarian duties.

Nancy brought 3 years of budgets with her. Several categories were added to reflect our current expenses. Printing - $300, Membership directory updates - $100, Storage Unit Rent- $900. Jerry proposed a new budget format for adoption at the meeting on Sept. 25.

The timpani purchase of 3 Revolution timpani at $5202.35 was approved and the timpani ordered.

Martin Hill has agreed to be the purchaser of music from West Music. Nancy will instruct him in this.

A letter was sent to Dr Gier on Aug. 10 to ask for storage space for music in Voxman. No response was received. The letter will be resent to the new head and possibly Eric Bush as well.

In the next contract (2019-20) with the Senior Center we are to ask for permission to leave an NHB (clarinet) stand in the clarinet practice room.

Meeting adjourned at 11:30.

Joyce Marner, Chair

NHB Steering Committee

Minutes of 9/24/18 Steering Committee

Present: Joyce Marner, Adele Monserud, Jerry Stamp, William Laubengayer, Steve Murphy. Absent Karla Laubenthal.

This meeting was to approve past minutes, budget and prepare for the NHB Annual Band Meeting Oct. 2, 2018 at the beginning of band, 9:30 am.

Minutes of Aug. 7 were approved and added to the website. Minutes of Aug. 14 were approved as amended and added to the website. The budget for 2019-2020 was approved.

Old business: Joyce stated she has not asked CCPA or any other venue for an additional performance for the spring concert. There is still the possibility that we may go to the Iowa Band Teachers' Conference in Des Moines.

The timpani are arriving at 1:30 Thursday, Sept. 26 Joyce will ask Sue Dallam to instruct Linn Street Band drummers on proper use of the new timpani.

The FICNHB and UICOE memo of relationship 04 02 15 draft was shared at the meeting. Joyce will send it as a document to Jerry for the dropbox.

Joyce will email the entire band reminding them of the meeting next Tuesday, Oct. 2 and restating the nominations. She will also ask them to read the minutes of the last annual meeting and vote for their approval, also she will ask them to look over the budget which will be handed out at the meeting.

Joyce will ask Nancy if she is passing out the 4th Annual Report at the annual meeting. Jerry Stamp will talk about the budget. Adele will talk about the updated brochure and ask if any information about small groups needs to be amended or removed. Joyce will also ask for new members' contact information for additions to the directory.

Adele volunteered to take minutes at the annual meeting, Steve Murphy and William Laubengayer will count ballots.

The board voted to include Linn Street Band as well as Monday Night Live on the website and in the brochure as affiliated with New Horizons Band.

Joyce Marner, Chair

New Horizons Band Steering Committee

NHB Steering Committee Minutes
October 25, 2018

Members present: Karla Laubenthal, Adele Monserud, Jerry Stamp, Sue Dallam, Donna Grundstad
The meeting was called to order by Karla Laubenthal at 10:40 am.
The minutes of the previous meeting were approved.

OLD BUSINESS

1. The insurance rider for performing at Voxman has been removed from our policy and the bill will be paid in November.
2. Karla will attend tonight's meeting of the Friends of ICNHB. They will be discussing the issue of storage. Karla will ask about selling the trap set that is in storage.
3. Directory: Jean Hill will do the update. Efforts will be made to see that it is distributed to new members. Jerry Stamp is preparing a form to get information from new members when they join and he will maintain the membership roster on the web.
4. Dues: we are all paid up!
5. Karla spoke with LaTasha DeLoach, the new coordinator of the Senior Center, and encouraged her to let us know if there were any concerns. LaTasha requested that ensemble groups turn off lights after rehearsals.
6. FICNHB has asked Karla to keep a record of donations and send thank-yous. A request for donations is included on concert programs.
7. Music Copying Committee: Adele will work with Jeanette Carter to establish committee membership and update procedures.
8. The new timpani have arrived. The old ones were removed for recycling by West Music.
9. Brochure: Adele is in the process of updating the brochure and plans to have it ready before the December concert.

NEW BUSINESS

1. Nancy Wombacher is compiling information and documents regarding policy and procedures. When the work is complete, copies will be printed for the steering committee. Karla will ask Nancy for an estimated date of completion.
2. 25th Anniversary (January 2020): Past presidents and Judy Schroeder will be asked to be on the planning committee. Sue Dallam suggested a 3-day summer band camp with Don Kaufman.
3. Web: Jerry Stamp's suggestions to update the website were approved. David Carlson and Steve Schaumberg can still edit the website. There is a Dropbox folder of past programs. Jerry will endeavor to get additional history found, scanned and loaded, as much as 5-10 years worth. There is a total of 8 folders out there with various NHB things in them, including old minutes.
4. Karla will let us know about the Friends meeting and determine when we will meet next.

The meeting was adjourned at 11:35.
Respectfully submitted,Donna Grundstad, Secretary

NHB Steering Committee Minutes
November 15, 2018

Members present: Karla Laubenthal, Adele Monserud, Jerry Stamp, Sue Dallam, Donna Grundstad.
The meeting was called to order by Karla at 10:45 am.
The minutes of the meeting on October 25,2018 were approved as written.

OLD BUSINESS

1. Music Copying Committee: Jeanette Carter will be the contact person. Other members are Glo Berry, David Carlson, Adele Monserud, Judy Schroeder and Nancy Wombacher. Nolan will send requests to Jeanette, she will contact committee members and report back to Nolan. There will be an orientation meeting for new members to the committee.
2. Storage:
    a. Jerry Zinn thinks the drum set has value and maybe we could do a trade with West Music. Sue indicated that snares are not needed and a new marimba would be appreciated. Since a new or used marimba may be quite expensive, the possibility of one being donated from the University of Iowa School of Music was mentioned. We will ask Nolan about this.
    b. Jerry Zinn has gone through some of the music that is in the rented storage facility. Some of it might be usable. FICNHB has advised that this is not a good time to seek storage at the UI, so we we will keep the rented storage space for the time being. There is no space available at the Center.
3. Brochure: Adele is working to complete the new brochure before the next concert. If it is not ready by that time, a revision of the old one will be used.
4. Web Updates: Jerry Stamp presented paper and internet options for gathering information from band members. The committee decided to use the paper option for now but may add the on-line option in the future. The form will ask for name, address, phone number, email address and instrument. The form will also have a box to check to indicate whether or not to include the email address on the web roster. A copy of the form will be placed on the chairs before the first band rehearsal in January. Members present will be asked to list the names of people who are absent from their section. The form will fit on a half sheet of paper. This information will be used to update the ICNHB website roster and the directory.
5. Policy and Procedure Manual: Nancy Wombacher is still working on it. Karla will meet with Jean Hill to look through the information she has to decide what needs to be kept and what needs to be communicated to others. Once all information is collected, a small group will compile and propose a final manual for the steering committee to review. Hopefully the first draft will be ready by January 2019.
6. 25th Anniversary Planning: We are exploring the possibility of a band camp in the summer of 2020. Roy Ernst (Founder of NHB) and/or Don Kaufman could be invited to direct. We continue to explore the feasibility of this with the help of Nancy Wombacher

and the FICNHB Board. A preferred location is the Senior Center. Feasibility of scheduling most of the space at the Senior Center will be explored with LaTasha DeLoach as things progress.

NEW BUSINESS

1. Concerts
    a. Program: The program will be 8½ by 11 in order to include director bios and program notes. The roster was proofread and corrected.
    b. Poster: Jerry presented a draft of a concert poster. He will reduce the size of the band graphic and will add information about the soloist and also a holiday graphic.
    c. Dress for the concert will be black bottoms and holiday colored tops for the concert at the Senior Center, black bottoms and white tops for the Englert.
    d. Jerry showed us an example of a business card from another group with the concert schedule on the back. This idea will be considered for the 25th anniversary year.
2. Sue Dallam and Jerry Stamp will be co-treasurers for the band. Sue will be in charge of collecting dues and writing receipts. Jerry will be in charge of computer processes.
3. Karla is now able to write checks on the account, along with Bob Hanson and Nancy Wombacher.

The next meeting will be held early in the spring semester.

Jerry Stamp moved that the meeting be adjourned. Adele Monserud seconded the motion. The meeting was adjourned at 11:40 am.

Respectfully submitted,
Donna Grundstad, Secretary