ICNHB Steering Committee Minutes
February 2019 (via internet)

Members contributing: Adele Monserud, Donna Grundstad, Jerry Stamp, Karla Laubenthal, Sue Dallam. Comments also included from Nolan Hauta.
The meeting was initiated by Karla on February 7, 2019.

OLD BUSINESS

I. Minutes of the 10/25/2018 Steering Committee Meeting Minutes were approved as written.
II. Announcements:
    A. Bob Hansen agreed that receipts were not necessary when paying dues by check. Sue will write a receipt only when dues are paid with cash.
    B. Mathew Hayes is leading the MNL Band at West Music. Craig Hatter is directing the Linn Street Band at the Senior Center. Adele will ask them for bios for the printed programs for concerts they will conduct.
    C. No adult or community groups were selected to perform in Des Moines at the Iowa Band Convention in May.
III. Policy and Procedure Manual: Donna moved that the draft be approved as written. Jerry seconded the motion and the motion carried. The manual will be printed for each member of the Steering Committee.
IV. Website / Directory: A member information form was distributed to band members. Jerry is collecting the forms. Changes and additions will be passed on to Jean Hill to update the directory.
V. Trap set: This subject is tabled until we have new information.
VI. 25th Anniversary:
    A. Committees: It was suggested that we establish a planning committee to start and then add more specific committees as needed.
    B. Band Camp:
        1. Karla has not yet heard back from the UI College of Music, but they haven't said "no" yet!
        2. Michelle Buhman, program director at the Senior Center, is more than willing to host the band camp at the Senior Center. Members recall it worked well in 2010. It's convenient for those attending (parking, food). It's cheaper than other venues. Group sizes are limited, but being at the Senior Center would make it feel more like *our* reunion camp.
        3. Nolan is interested in being involved with the reunion camp in some way: preparing or actually at the event.

NEW BUSINESS

I. FICNHB Quarterly Financial Report: The report was emailed to the committee.

II. Music acquisitions:

   A. The piece to be commissioned in honor of the ICNHB: The actual cost will be $150. The piece would be ready for us in time for next summer. We would be joining several other bands across the country to have an easy, Grade 2 work composed by Jose Ignacio Blesa Lull. Once completed, the score would include a list of all the bands who helped create this new piece of music. The ICNHB Steering Committee approved funding for the commission. Nolan will contact the composer.

   B. We borrowed one piece from West High and two pieces from the University in the fall and have borrowed 2 more pieces from the University this semester. Nancy brought back music from the camp she attended in New York and we used two of those pieces last semester. Nolan found a resource to buy some band music for half-price and he will look through their list for a couple marches we don't already have. There is also a possibility we will get one more brand new composition for free.

III. NHB Director (Summer and beyond): This is uncertain. The Instrumental Music Education Professor will probably be named around the end of February. That person would probably not direct the band (like Erin did) but would be our link to the University and help identify students who would assume the role Nolan has fulfilled and also students to lead the ensembles and assist with the directing. We will probably need to wait until March or April before we will be able to proceed.

IV. Cancellation Policy: The current policy is to cancel band and ensemble rehearsals if Iowa City Schools are closed because of weather. In the past we also canceled if school was delayed. We will ask the band for a consensus regarding whether or not to cancel if school is delayed.

Respectfully submitted,
Donna Grundstad, Secretary

ICNHB Steering Committee Minutes
March 28, 2019

Members Present: Karla Laubenthal, Adele Monserud, Jerry Stamp, Sue Dallam, Donna Grundstad
The meeting was called to order by Karla at 10:45 am.

OLD BUSINESS

I. The minutes of the February 2019 internet meeting were approved as written.
II. Announcements:
    A. The start time for all 3 **spring concerts** is changed from 2:30 to 2:00. There will be an open house at the Senior Center on May 2, so that concert will need to finish as soon as possible. It would be possible for groups to stay and play during the open house. Sue Dallam will be at the open house with band brochures. Karla will inform the band when we have more details.
    B. Copies of the revised **ICNHB Policies and Procedures Handbook** were distributed to committee members.
    C. Adele is receiving information and will prepare the **programs** for the spring concerts.
    D. Jerry is making corrections to two ICNHB **rosters**. One has addresses and is circulated only on paper. The other is the online roster with name, email and instrument.
    E. Dues: We need to follow up on unpaid dues. It was decided not to prorate dues for any who participates for less than a full semester.
III. Directory and Website Update: Jerry will print and distribute pages from the current directory and ask band members to edit and return the pages to him so he can update the directory and the website.
IV. 25th Anniversary
    A. Celebration Planning Committee:
        1. Adele will prepare an invitation to participate on this committee and then it will be sent to a group of 5 band members.
        2. The Celebration Planning Committee will set the dates for the camp and then establish a planning committee for planning the camp.
    B. Summer Camp - Summer 2020, At Senior Center
        1. The Celebration Planning Committee will need to meet with ???? from the Senior Center to firm up dates. We suggest early in the summer, maybe three days during the first week of June. The start of summer band could be delayed until after the camp.
        2. Former players could be invited to be honored.
        3. Don Coffman has agreed to come. He is not available in August.
V. HB Woodlawn Program - Commissioned Piece

A. The dedication will read: “Iowa City New Horizons Band, Iowa City, Iowa, to honor its 25th Anniversary”.
B. Karla will take care of the payment.

NEW BUSINESS

I. Meeting with Dr. Harry March 13, 2019: Dr. Harry is very supportive of NHB, but due to his research obligations we do not expect that he will direct the band. Jerry Zinn suggested we reach out to Dr. Heidl who is in charge of the conducting program. We also need to keep Steve West included as he is a strong ally and he was the person who made the initial connection with Roy Ernst. This resulted in the establishment of the ICNHB which was the third New Horizons Band to exist.
II. We need to review how our conductors are paid. Currently all are paid through the UI and we do not pay community people in order to avoid filing 1099’s. There is nothing in our rules that doesn’t allow us to pay directly. We also need to review how dues are paid through Monday Night Live and Silver Swing. Karla will communicate with Friends of ICNHB in this regard.
III. Summer 2019 Contract(s) for Director(s): Nolan is interested, but doesn’t know if he will be available. Trey hasn’t responded. Steve Murphy is interested.
IV. Coralville Farmers’ Market - Seniors Night, June 17: We will ask for one or two volunteers from the band to be at the market with brochures about ICNHB.
V. The Boone Summer Concert is on July 13. The committee felt that we are not stable enough to try to participate this year.
VI. The French Horn Section expressed an interest in having the band contribute to the newly established food bank at the Senior Center. It was decided to invite band members and our audience to contribute food items at our spring concert. This will be added to the concert poster.
VII. Weather Survey: Jerry has prepared a survey to see whether we want to continue our current cancellation policy, which states that our rehearsal is cancelled if Iowa City Schools are closed due to the weather. Currently, we do not cancel if school is delayed. Band members are always advised to use their own judgement as to whether or not they come to rehearsal. The survey will be conducted in the fall.
VIII. We need to establish a contact with the Iowa City Community Band for coordinating the food for the summer picnic. Adele will ask Jerry Zinn. Karla will ask at the upcoming FICNHB board meeting.
IX. Dates for 2019-2020:
    A. Fall 2019
        1. Tuesday, Sept. 3 - Rehearsals Begin
        2. November 26-28 - No Rehearsals
        3. Tuesday, Dec. 3 - Ensemble Concert, 2:00 pm, Senior Center
        4. Thursday, Dec. 5 - Ensemble Concert, 2:00 pm, Senior Center
        5. Sunday, Dec. 8 - NHB Concert, 2:00 pm, Englert Theater
        6. Tuesday, Dec. 10 - NHB Concert, 2:00 pm, Senior Center
    B. Spring 2020

1. Tuesday, Jan. 21 - Rehearsals Begin
2. March 17-29 - No Rehearsals
3. Tuesday, Apr. 28 - Ensemble Concert, 2:00 pm, Senior Center
4. Thursday, Apr. 30 - Ensemble Concert 2:00 pm, Senior Center
5. Tuesday, May 5 - NHB Concert 2:00, Senior Center

C. Summer 2020

1. Tuesday, May 26, NHB Rehearsals resume 9:00-10:30
2. June 21? 28? - NHB/ICCB Joint Concert 3-5 pm, Park TBA
3. Monday, July 27 - NHB Concert 7:00 pm, CCPA

Respectfully Submitted,
Donna Grundstad, Secretary

NHB Steering Committee Meeting
Senior Center, Rm 205, 10:50-11:35
May 28, 2019

Present: Karla Laubenthal, Adele Monserud, Steve Murphy, Sue Dallam; absent: Jerry Stamp, Donna Grundstad

OLD BUSINESS

I. Review minutes 3/28/19
S. Murphy moved to approve; A. Monserud seconded the motion; minutes approved.

II. Announcements/Updates

A. Band Member Roster (now in DropBox)

B. Directory
Jean Hill is updating the directory, has most of the information from new members and has updated email addresses. She plans to reprint in the fall. Karla will inform band members who want to change their bio information to contact Jean to make those changes.

C. Commissioned Music (Jose Ignacio Blesu-Lull Consortium)
Should be ready spring of 2020 and can be programmed for our May concert.

III. 25th Anniversary Committee (Jan Hanson, Judy Schroeder, Jean and Martin Hill, David Carlson)
All have agreed to be on the committee. Karla will encourage them to organize, meet, get dates, and start planning. Sue showed the t-shirt that was printed for the last band camp and will share it with the planning committee. Suggested activities: party, slide show and band camp.

IV. Coralville Farmer's Market Senior Night June 17

V. Weather policy survey - tabled until Fall/Winter 2019-20

NEW BUSINESS

I. Summer 2019
A. Directors: Nolan (only through 1st concert), Andy, Steve, Kamal, possibly Trey (2nd concert)

B. Contracts between directors and FICNHB instead of College of Education (1099's)
Dr. Harry doesn't want payment to go through the College of Education so we will pay conductors directly. Steve West will have his personnel print 1099 Forms.

C. Picnic
Location: ST Morrison Park, Coralville: Chicken: NHB

D. Coralville Performing Arts Center (ALL 3 bands to play)
July 29, 2019; Monday night

II. Fall potluck

Usually occurs the Thursday before labor Day. We'll ask Alice and Jeanette to check on the availability of the Unitarian Universalist Society.

III. 524Good Philanthropic Organization (Goal this year: Enriching Lives Through Arts and Culture-Creation, Access, Appreciation)

A. June 4 at Terry Trublood

B. Steve Schomberg, Nancy Wombacher, Karla Laubenthal

C. Grant writing later this summer. Needs?
Generation of Jazz?
20th anniversary celebrations?
Band camp?
Don Coffman's expenses?

IV. Update from FICNHB meeting May 8, 2019

A. MNL! is organizing, similar to ICNHB (I.e.: Dues paid to treasurer, given to Bob Hansen)
They will have their own Steering Committee and treasurer.

B. Directors: Andy McDonald (Summer), Matt Hayes (Fall)

C. Shared our Policy and Procedure document as example for their own by-laws, etc.

D. Steering Committees may want to meet jointly at some point

V Update from meeting with Dr. Harry, Nancy Wombach, and Steve West May 20, 2019 (personnel needs/payment)

A. Fall/Spring
-Most ensemble instructors are returning ($400 each/semester) - 5 total
-Possible student assistant directors: Kamal Talkuder (Fall), Sean Miller (Spring) ($500/semester)
-Music Director ICNHB ($1500/semester) - Dr. Harry is asking 2 DMA Conducting Students (JT Womack and Josh Neuenschwander - SP?)
-Silver Swing Director ($400/$500) - Dr. Harry asking Jazz Faculty

B. Discussion about long term goal to merge the 2 Monday night bands
In order for NHB to be a legitimate organization, we need to have a beginner feeder band. Linn Street Band qualifies as a beginner band and could merge with Monday Night Live. The first step is to get MNL organized with their own governing board before it can merge with Linn Street Band.

VI. Music Storage

A. 2 few files at Senior Center for simple music (needed by LSB)
B. Steve West discussing options of returning music to the Music Building (would save $900/year) Our storage unit is too far and not very accessible in inclement weather.
C. Problem with missing music
We should assign a member from each ensemble to collect music originals from the student directors

VII. ICSC Agreement: Needs to be renewed the end of June. FICNHB will follow up.

VIII. Other – Sue suggested that we have an information handout to give to new band members along with our brochure. It would include things such as parking, dues, bring your own stand, band conduct, concert attire, weather policy, etc. Sue will develop the handout.

Meeting adjourned at 11:35. (S. Murphy moved, A. Monserud seconded.)

ICNHB Steering Committee Minutes
July 23, 2019

Members Present: Karla Laubenthal, Adele Monserud, Jerry Stamp, Sue Dallam, Steve Murphy, Donna Grundstad

The meeting was called to order by Karla at 10:40 am.

OLD BUSINESS

I. The minutes from the meeting of May 28, 2019, were corrected. (Donna Grundstad was not present at the meeting.) Jerry Stamp moved to accept the minutes as corrected. Steve Murphy seconded the motion and the motion carried.

II. Announcements:
   A. Thank you to Jan Hanson and Jeannette Carter for hosting the Coralville Farmers' Market Senior Night and to Jerry Stamp for getting concert fliers to them.
   B. For the summer concert/picnic, chicken was ordered for about 80 people. There was a lot left over that was either taken home or to Shelter House. It is recommended that less be ordered next time,

III. Anniversary Committee Update
   A. The grant application will be submitted to 5224GOOD (Johnson County Foundation) for funding Generations of Jazz, a 4-day camp, a reunion and a concert at the end of July (July 27 at CCPA). We are asking for $4,000. We would match that amount from the donations account. The ICNHB Steering Committee unanimously supports providing the matching funds.
   B. In the fall, a Band Camp Committee will be formed. All members are welcome, however those who have attended a NHB band camp elsewhere will be urged to join. The music directors will also be a part of this committee (Don, Roy, Nolan and Josh).

IV. Updated Band Directory - Submissions for new members and updated information for current members will be due to Jean Hill on September 19. The new pages will be distributed at the fall band meeting on October 15.

V. Fall Potluck
   A. Jeanette Carter has reserved the Unitarian Universalist Society building for August 29, 2019, from 5:00 to 8:00. The cost is $50.
   B. Karla has sent a save-the-date email.
   C. Karla will send an invitation in August.
   D. Woodwinds will do the set-up. Brass and Percussion will do the clean-up.

VI. An orientation document for new members is being drafted by Sue. It will include things such as parking, dues, bring your own stand, band conduct, concert attire, weather policy, etc. New members will be asked to complete a contact information sheet so they can be added to the roster and a bio for the directory. Adele will be responsible for giving the information to new members and introducing them to the band.

VII. The weather policy will continue to be the same as the Senior Center. If Iowa City Schools are closed, the Senior Center will be closed and we will not have rehearsal. If schools are delayed, the Senior Center will be open and rehearsal will not be canceled. Members may decide whether or not they feel safe to attend.

VIII. Music Storage - there is no change at this time.

IX. ICSC Agreement with Friends of ICNHB is due September 1.

NEW BUSINESS

I. The roster on programs will include active members and deceased members.

II. Update of Policy and Procedures: Karla has started working on the update. Work will be continued by next year's steering committee.

III. We approved Ken Slonneger and Alice Atkinson to be our Nominating Committee. Steve will ask Ken. Karla will ask Alice. Names should be submitted 2 weeks before our Fall Band Meeting.

IV. Karla will prepare contracts for the student ensemble leaders (5) and student directors (2) for Fall.

V. The Anniversary Committee will be asked to pursue a grant from Hy-Vee to provide refreshments at Anniversary activities.

Respectfully submitted,
Donna Grundstad

ICNHB Steering Committee Minutes
September 10, 2019

Members Present: Karla Laubenthal, Adele Monserud, Jerry Stamp, Sue Dallam, Steve Murphy, Donna Grundstad. Bob Hansen and Nancy Wombacher were also in attendance.
The meeting was called to order by Karla at 10:45 am.

The purpose of the meeting was to discuss the budget for 2019-2020. Discussion focused on what we need to do to keep the band viable. Expenses have increased in the area of directors' pay and donations were below budget during the last fiscal year.

Anniversary Celebration: The line item for the anniversary celebration considers matching funds from a grant proposal. We should hear the results later this month. This item should be clearly separate from ongoing expenses.

Storage Space: The space is a high cost for the amount of storage needed. The drum set could be sold. Filing cabinets are needed to store music. We are asking for cabinets to be donated. Some of the music is for orchestra and it should be donated to another group. (The storage facility was set up using Nancy's credit card. Bob will look into getting a debit card for NHB to use for this expense.)

Dues: It was decided to increase dues to $75 beginning with the spring semester. Summer dues will be increased to $40 or $45. Nancy will compute with each amount for a later decision.

Copy Costs: Ways to reduce copy costs were discussed. It might be cheaper to make one master set of copies and then distribute originals. (This is currently being done for Monday Night Live.) The originals could be left on chairs after the concert. The master set of copies should be stamped in red.

Silver Swing: The cost of music includes music for Silver Swing. The group includes members of NHB and also other members of the community. Non NHB members will be asked to pay $60 dues for the year. Steve Murphy will collect the dues for Silver Swing. It was also noted that Silver Swing might play at Jazz Fest only every other year, which would reduce expenses by $100 on the years they don't play at Jazz Fest.

PO Box: The fixed expense for the PO Box is $80 and needs to be included in the budget.

The committee voted via e-mail to increase band dues to $75 in the spring and to $45 in the summer. The committee also voted to accept the Band Budget proposed for 2019-2020.

Respectfully Submitted,
Donna Grundstad

NHB Annual Meeting Minutes
October 15, 2019

1. Karla Laubenthal called the meeting to order at 9:28 am.
2. Steering Committee ballots were collected for counting by Jerry Stamp and David Carlson. Candidates included Bill Blanchard (Clarinet), Chuck Hesse (Trumpet), Kay Schneider (Flute) and Sheila Stevenson (Percussion). Current Steering Committee members are Adele Monserud and Jerry Stamp (2020) and Donna Grundstad and Sue Dallam (2021).
3. Annual Meeting Minutes of 2018 were reviewed. Al Grundstad moved to approve the minutes. Alice Atkinson seconded the motion. The minutes were approved.
4. Summary of 2018-2019:
    a. Much appreciation to Nolan Hauta for his leadership in this year of transition.
    b. In spring 2019, Dr. Adam Harry replaced Erin Weir in the Music Education Department at the University of Iowa. With his input, student directors are now contracted (paid directly) through Friends of ICNHB rather than through the University.
    c. There has been a restructuring of Monday Night Live which now has its own steering committee, by-laws and a representative on the FICNHB Board..
    d. The Storage unit at the Hoover Highway/I-80 storage facility has been reorganized. Thanks to the addition of 3 large filing cabinets, one purchased from Craig's list and the others donated by Zion Lutheran Church and Dave Parsons.
    e. A piece of music has been commissioned for our 25th Anniversary. This was organized by Nolan and paid for by the band. It will be available to us after it's debut in May.
    f. At the spring concert everyone was invited to contribute food items for the new food bank at the Senior Center. The plan is to continue donating at future concerts at the Senior Center.
    g. Band and Ensemble concerts at the Senior Center will now begin at 2:00 instead of 2:30.
    h. Nancy Wombacher presented a written report from the Friends of the Iowa City New Horizon Band. (Attached)
    i. Thank you's:
        i. FICNHB Board for all their time and efforts. (The 5th Annual Report of FICNHB is attached.)
        ii. Dr. Harry for being our University of Iowa liaison and for helping find student directors for our band, Monday Night Live and ensembles..
        iii. Josh Neuenschwander, Nolan Hauta and all of our great student directors.
        iv. LaTasha Loach and Michelle Buhman at the Senior Center
        v. Volunteer directors: Steve Helscher, Steve Murphy, Roscoe Porch.
        vi. Donna Grundstad, Secretary

vii. Treasurer: Sue Dallam with assistance from Jerry Stamp
viii. Jerry Stamp for maintaining the web site and creating concert posters
ix. Adele Monserud, our graphic designer for the brochure and programs.
x. Steve Murphy, for his service on the steering committee.
xi. Bob Hansen, Financial Officer for FICNHB.
xii. Martin Hill, music ordering and pick-up.
xiii. Jeanette Carter and Sheila Stevenson, Music Librarians.
xiv. Photocopy Committee: Jeanette Carter, Glo Berry, Nancy Wombacher, Adele Monserud, David Carlson, Judy Schroeder.
xv. Jean Hill, Directory updates and providing greeting cards for members.
xvi. Jerry Zinn and Adele Monserud for the selling of donated instruments.
xvii. Joyce Marner, Press Citizen liaison.
xviii. Grant Writers: Steve Schomberg and Nancy Wombacher.

5. Plans for 2019-2020
    a. Nolan Hauta has commissioned a piece of music for the band from a UI student for his son Milo.
    b. Dues will increase in January to $75 per semester and $45 for the summer. This is the first time dues have been increased. If it is a problem for anyone, they should see a member of the steering committee.
    c. This fall, Friends of ICNHB, LLC was awarded a grant through the Community Foundation of Johnson County, entitled “Silver Anniversary of Lifelong Music Making”. It was funded by the Wallace Family Fund. The amount was $4159.80. A report will be due in June 2020.
    d. Anniversary Celebration
        i. Planning committee members are Alice Atkinson, David Carlson, Jan Hanson, Jean and Martin Hill, Donna Grundstad, Karla Labenthal, Judy Schroeder. Additional volunteers would be welcome, especially those with experience at band camps.
        ii. Don Coffman, Roy Ernst (Founder of NHB), Nolan Hauta and Josh Neuenschwander are willing to direct and celebrate with us. Hopefully, the five people who originally met and planned the band will also be able to attend a celebration event.
        iii. There will be a concert at CCPA on July 27, at the end of the camp.
    e. We need a volunteer to write an article for the Press Citizen. If you are interested, see Joyce Marner. The article is due by November 25, 2019.
    f. Jean Hill announced that directory updates are available. Notify Jean if there are any mistakes.
    g. Open Discussion:
        i. Student directors do not get course credit for their work with the band.
        ii. Would summer dues include the band camp? Those details have not yet been decided.
        iii. What is the cost of performing at CCPA? We haven’t paid in the past, but the cost for the band camp concert will be paid through the grant. When

we play at the Englert, we share the cost with the Community Band. (See attached budget.)

h. Election Results: Chuck Hesse and Sheila Stevenson were elected to serve on the Steering Committee through 2022.

Jean Hill made a motion to adjourn and it was seconded by Jan Rawley. The meeting was adjourned at 9:50.

Respectfully Submitted,
Donna Grundstad

ICNHB Steering Committee Minutes
October 22, 2019

Members Present: Karla Laubenthal, Sue Dallam, Jerry Stamp, Chuck Hesse, Sheila Stevenson.

The meeting was called to order by Karla at 10:40 am.
Welcome to the new members, Chuck Hesse and Sheila Stevenson.

Before leaving the committee, Karla distributed updated copies of the ICNHB Policies and Procedures Handbook. THANK YOU, Karla, for all of your work as committee chairperson during the past year.

Steering Committee officers for the 2019-2020 year are:

Sue Dallam - Chair
Jerry Stamp - Treasurer
Donna Grundstad - Secretary

The Steering Committee will meet once each month, or as needed.

Sue Dallam will attend board meetings of the Friends of ICNHB.

Karla Laubenthal and David Carlson will co-chair the Anniversary Celebration Committee.

Member Information Forms were distributed to have on hand to give to new members or current members who wish to update their information.

Chuck moved to adjourn. Sheila seconded the motion. The meeting was adjourned at 11:00 am.

Respectfully submitted,
Donna Grundstad