

Approved December 11, 2017

**Sacramento Concert Band Council  
Minutes –November 13, 2017 Meeting**

The meeting of the Sacramento Concert Band opened at 5:35 p.m., Monday, November 13, 2017, in the Chorus Room at Rio Americano High School, Sacramento, California.

People present were:

Bob Allshouse  
Les Corbin  
Norm Hill  
Karen Hung  
Barbara Murray  
Jim Murray  
Bill Parker  
Grant Parker  
Linda Powell  
Jill Somers

**Minutes**

Norm discussed the minutes of the October 9, 2017 meeting that had previously been distributed to the council by email. The minutes from the meeting were approved.

**To Do List Review**

Linda reviewed the To Do List, and the members reported briefly on the items they had finished.

**SVSBA Report**

Karen reported on the Sacramento Valley Symphonic Band Association meeting that she had attended. She said that the association still wanted the director of each member band to send a letter to the District Attorney urging prosecution of the embezzlement of funds case involving a prior president of the association. Grant said that he would send a letter later in the year but that he saw little enthusiasm for the case in the DA's office.

Karen also reported each band pays \$8 per member regardless of the number of bands a given member is in. Also that the association was unhappy over delayed submission of information from our band. Grant explained that SVSBA wanted a

roster of players in our band before that roster was complete. He said that SVSBA wanted the roster in September but that our roster does not approach completeness until the end of October. SVSBA is considering having SCB pay an average amount based on past roster numbers. He will have more discussions with the association to resolve this issue.

### **Email Voting**

Jill explained that in October Jim and Barb wanted approval for purchasing signs and other items for concert publicity. They needed the approval within the next week and Jill proposed that the Council discuss and vote via email or hold an interim meeting. An email vote approved the expenditure.

The members agreed that these expenditures for publicity needed to be made, but there was concern about the use of email voting for larger matters. Members valued hearing the views of other members during discussion of issues and were concerned that there would be less discussion via email. The council agreed that email voting should be allowed for urgent matters and that discussion through the emails should be encouraged. However, if a board member thinks an issue is complex, they could request a special in-person meeting to address the issue.

### **Concert Checklist**

Jill asked Grant to remind the band during rehearsal about formal wear as the standard for members at the concert. Men are to wear black tuxedos or suits with white shirts and black bowties. Women need black formal wear.

Bob reported that from notes on the rosters he circulated, he expects attendance of players at the concert to be very good. Attendance was a concern because we are changing from Monday evening to Sunday afternoon for the concert, and members might have conflicts.

Grant expressed concern about learning how to operate the lights in the theater. Jill and Barb said that the school janitor, who we are required to have there, knows how and will operate the lights. Grant will see about the recording system.

### **Publicity**

Jim reported that the Sacramento County Board of Supervisors will include an announcement of our concert in their next publicity release. He also reported that our sign about the concert went up today at Rio. He said that the school secretary had been very good to work with. The electronic sign at Rio is not working, so our announcement will not appear on that sign. The signacade has arrived and the freestanding sign is yet to be ordered.

He described the ongoing publicity efforts. The Library system agreed to allow flyers at branch libraries. He has the graphic design for the concert flyer and will arrange for its printing. He will forward it electronically to Bill, Bob, and the SVSBA. The bookmarks to put in the programs have not yet been made but will be soon. He and Barb are doing letters to the area newspapers about the concert. They have invited Mayor Steinberg.

### **Program**

Bob reported that he has been waiting with the program for the final concert order of the music. He now has it, so he will proceed with setting up and printing the program.

The program insert will be the same as in prior years. People can write their email address on it and submit it for the drawing for CDs of last year's concert. It will also ask how people heard about the concert. There will be space for suggestions.

Discussion turned to selling ads in the program. Les said he would ask Tim's Music to buy an ad for the program as it had done before. He also said he would ask about putting an ad about our concert in the program for the Sacramento Symphonic Winds concert which will be the week before ours. A credit card sized ad would cost \$90. Jill suggested that we pursue a trade and have an SSW ad regarding their Spring concert in our program.

### **Lobby, Program Distribution, and Donation Collection**

Barb reported on current plans for concert support activities involving people not playing in the band. Volunteers will be contacted 2 weeks before the concert. Two people will be stationed on the second floor to help audience members who have mobility problems. We will have two tables, one in the lobby and one on the second floor with baskets for the CD drawing entries. She will have signs about the CD drawings. The benches will need to be removed from the lobby to make way for the tables. 4 to 6 people will be needed to help pass the baskets for donations. Money will be counted in a separate room, probably the chorus room. Les is to give the buckets to Barb. We will raffle off 4 CDs from last year's concert.

### **Road and Stage Crew**

Because the concert will be at Rio, we will not be renting and loading a truck. The road crew will be asked to help the stage crew set up and take down equipment and make sure things get back to the right places. Dawn remains in charge of stage setup. Norm will notify the road crew about helping with the equipment.

### **Website Update**

The group had a general discussion of the website. Barb noted that the website needs to be updated on a regular basis. If not updated, it looks as if we don't know what we are doing. The website is one of the major ways potential members find out about the band, so it needs to be good. We need updates before the concert.

Grant agreed to act as a backup to Mark and committed to making changes within a couple of days of being requested to do so. Mark uses technical programming to update the site, but Grant said he can use Microsoft Front Page to make changes. This is an old program, but it is still useful to people without detailed programming skills. Grant said it looks as if using Barb as the single point of contact with Mark for updates to the website is beneficial. It was recommended that Barb email Mark, cc'ing Grant, and then follow up with a phone call to Mark. Reorganization of the site can wait until later. In four months we will reevaluate changes and updates to the website and determine what if anything remains to be changed.

### **Treasurer's Report**

Les reported that he had money left over from the scholarship donations because some people may have donated more than needed. He agreed to hold this surplus in the treasury to use the next time a scholarship is needed.

Les handed out a proposed budget for the year. He pointed out that the amount shown for donations is an estimate. Although we try to balance our budget, we don't know how it will turn out. Based on last year's experience, people thought we could increase the estimate for donations.

Les suggested that selling more ads in the program would be helpful. This led to a discussion of the price for ads and whether we should charge the same or less than what the Symphonic Winds charges. People thought that since we are new to selling ads, we should charge less. The group asked Bob to set the price and to sell more ads. Jill agreed to ask the band members during rehearsal if any one was interested in buying ads for their businesses.

The group suspended the meeting at 6:58 p.m. due to a school function needing to use the room. The council reconvened in the hallway to finish the discussion.

### **Next Meeting**

The next meeting will be on December 11, 2017 at 5:30 p.m.

**Adjournment**

The meeting adjourned at 7:00 p.m., November 13, 2017.

Respectfully submitted,

Norm Hill, Secretary