

April 15, 2018

Sacramento Concert Band Council Minutes –March 12, 2018 Meeting

The meeting of the Sacramento Concert Band opened at 5:35 p.m., Monday, March 12, 2018, in the Chorus Room at Rio Americano High School, Sacramento, California.

People present were:

Dawn David
Norm Hill
Karen Hung
Grant Parker
Jill Somers

Minutes

Norm discussed the minutes of the February 5, 2018 meeting and the changes resulting from members' review of earlier emailed drafts. The minutes from the meeting were approved with the changes.

To Do List

Jill briefly reviewed the To Do list, and members reported the tasks they had completed.

Publicity

Jill presented the publicity report that Barb and Jim Murray had sent in. Neither Barb nor Jim were able to attend the meeting. Publicity for the spring concert will feature our combining with the Mission Avenue School band. Jim wants more radio time for the publicity and is trying to arrange an interview by Capital Public Radio with Grant Parker. Barb contacted Rio Americano High School, and the principal has approved putting a banner on the fence again.

Jim reported that the publicity effort will need about 100 flyers and 4 volunteers to distribute them to libraries, senior homes, music stores and other places. Barb will try to get the concert announcement into the Sacramento County Board of Supervisors events newsletter again.

Jill handed around the design for the concert flyer that SCB bassoonist Jack Miller prepared. The same design will be used on the program cover.

Norm and Dawn suggested getting a large reusable banner to announce a concert by the band and then buy a separate, smaller sign to go with the large banner giving the time and date for the concert. This approach could reduce costs of future publicity. The group agreed to pursue the idea starting next fall.

Barb's report anticipated expenses of \$159 for the publicity efforts. The expenses could include \$32 for the signicade, \$22 for flyers \$30 for balloons, and \$75 for the banner. The estimate did not include 6 potted mums for the stage that were discussed and approved. We can give away the mums in a raffle near the end of the concert.

Barb wanted to know if Grant's sister and brother-in-law, Barb and Gregg Leach, could volunteer again because they had been so helpful at the Holiday concert. Grant said he would check and reported back later in the meeting that they would be able to help.

The council approved an expenditure of up to \$250 for publicity for the spring concert.

More Support for Grant

Jill posed the question of how we can provide more support for Grant. Since Grant had previously mentioned wanting help ensuring all the doors are locked at the end of rehearsal, she asked if this was still something he would like help with. Grant thought this would not be necessary because he now has a system for checking all the doors before leaving.

Grant suggested that we need to do better in maintaining contact with new players. Some people leave after only one or two rehearsals. Les generally gets the player contact information, but we need someone to reach out to new players to make sure they feel welcome. Jill suggested that several of us could also have new member contact forms so that when Les is not at rehearsal, we could acquire information from the new members.

Rio Americano Theater Decontamination Issue

We had a player who reported she was sickened by the chemical odors coming from the new seats and carpeting in the Rio theater. The group discussed ways that the chemicals could be emitted in the theater and how they could be reduced. One suggestion was to use air filters and soda ash in buckets. At the end of the discussion, Grant agreed to contact the player and see if we had an approach that could meet her needs.

Financial Report

Les did not attend the meeting due to work commitments. Jill handed out a two page summary of the financial estimates for the year to help the council members see the financial picture. This was a summary she compiled based on Les' latest financial report and information from SVSBA. The two-page summary is attached to these minutes. The report shows a starting balance in the band's account with SVSBA of \$2,056.22 with income to date for the account of \$2,055.00. After projected expenditures of \$2,843.82, the end of band season in the SVSBA account would be \$1,767.40.

[Note added after the meeting: Based on adjusting some anticipated income and expenditures during the meeting and learning during rehearsal that we would be playing the Memorial Day concert (and therefore would likely receive \$350), Jill updated the summary and sent it back out to Council members. The new projected balance at the end of band season in the SVSBA account is \$2117.40, \$61.18 over our balance at the start of the season. The new summary is also attached.]

Shirts

The council approved buying new shirts for the remaining one third of the band who do not yet have the new shirts. We will also need a reserve of shirts for substitutes and will need to make sure we get the shirts back from the substitutes as well as members who quit the band.

Holiday Concert Debrief

Jill led a discussion of issues raised by members about the experience of the Holiday Concert so that we can improve a number of aspects of the Spring Concert. Because the December concert was our first performance in the Rio theater, we expected that there would be problems we had not anticipated. The goal of our debrief is to identify the problems and find ways to resolve them.

Jill's summary of our discussion is attached to these minutes.

Next Meeting

The next meeting will be on April 16, 2018 at 5:30 p.m.

Adjournment

The meeting adjourned at 6:55 p.m., March 12, 2018.

Respectfully submitted,

Norm Hill, Secretary

Attachment:

Debrief – SCB Concert 12-17-2017

Approved April 16, 2018

Debrief – SCB Concert 12-17-2017

Note – the items in green and blue were discussed at the 3-12-18 Council meeting; the discussion outcome for each one is in red.

General Concert Info

1. Sunday afternoons work well – more elderly people attending.
2. Many audience members said they enjoyed the music selection.
3. Limiting holiday wear to the holiday section of the program was good.
4. The music selection and band performance were good.
5. Audience participation (their singing and response) was surprising and wonderful. Consider encouraging this in future holiday concerts. Could do this at the finale; possibly using a drop-down projection screen for lyrics if RIO has a screen and LCD projector.
6. In the event of another enthusiastic audience, consider having the band rehearse one additional song to play as an encore
7. Consider spending less time on the raffle – possibly post a list of winners in the lobby.

Venue

1. The theater is a good venue – all can see & sound is better.
2. Many musicians dumped their spit on the floor at dress rehearsal and at the concert. We should require the band to use spit rags instead. The custodian will be asked to clean up the spit. (Later that evening, the custodian agreed to do so.)
3. Some audience members were bewildered when entering onto the stage. Maybe a carpet runner from the door to the stairs would help. Consider making a suggestion to Rio. No, this was the first concert we have had there and the audience will become familiar with it. In addition, we want to minimize the requests being made of Rio.
4. Having extra bathrooms open was good. Grant does not want the audience walking through the band set-up; the bathrooms in the hallway by the band room is only for the musicians.
5. Not having coffee & refreshments minimizes tasks & keeps the venue clean.
6. Would be helpful to have tables in the band room to put instrument cases on. No, band members can use chairs if need be.
7. Balloons, signs, table cloths, plants, and CDs added much to the festive atmosphere.
8. Lobby tables could use a little more decoration. Up to Barb and Jim to change if needed.
9. Should reserve seats on top row for people using elevator that can't do steps and reserve front row floor for elderly, wheelchairs & people with wheelchair people. Yes, ushers to do it.

10. Set up a row of chairs on the stage floor in front of the first row with "Reserved" signs. When people arrive later, if they have a large family or group, they could be directed to those seats rather than spreading them out among 1-2 vacant seats. No, we can add chairs to the floor if needed and/or direct the audience to stand and move towards the center to fill empty seats.
11. The number of CDs and plants were good, consider mums for Spring concert.
12. We need heat in the lobby, particularly prior to the auditorium doors opening to the public. It was very cold. Some folks stood outside to warm up. OK, ask the custodian to do it.
13. We need to work out a contingency plan with the Custodial Supervisor. If the person assigned to the concert is unable to work, then someone with comparable training should be the designated back-up. While Uri was most helpful and accommodating, he was not trained in the areas of lighting or sound. OK

Non-Band Member Volunteers

1. All of the volunteers were prompt, extremely helpful and friendly.
2. Don't hold volunteer meetings during the concert - they would like to be able to sit & enjoy the concert after it starts. OK. Barb and Jim to find another time to provide them with gifts.
3. During collection, have 2 people start at top or bottom between rows so no one gets missed or hit up twice. OK, ushers in the aisle can help move the plates across the aisle.
4. Volunteers located on the stage floor and on the second floor provided complete coverage for assisting attendees with seating.

Publicity

1. Very effective publicity & the signs both inside & outside were helpful.
2. Banner on the school fence 3 weeks in advance worked.
3. Folks seemed to like the bookmarks.
4. In the future, we need to replicate much of the publicity strategies used.
5. Publicity efforts in some areas need a fresh look – especially broadcast media and capturing the ear of key people. OK, no doubt Jim and Barb will do this.
6. Consider seeing if there are other bands performing before our Spring Concert and negotiate a mention in their program.
7. Need an early commitment from a graphic artist.
8. Advertising in SSW program was good but the format we used in our program was simpler & easier to read. Also consider asking Tim to announce it next time. OK

9. Increased publicity efforts worked -- i.e., newspaper coverage, Sac County Board of Supervisors newsletter, SSW concert program, outside banners, etc. We should pursue reciprocal program listings between SCB and other bands in our area. OK

Loading and Set-Up Crews

1. Lots of band members not on the crew helped with set-up.
2. Was helpful to not have to rent and load a truck.
3. Norm & Dawn should identify separate crews for set-up versus tear down when we play at Rio and therefore don't need a truck. Norm and Dawn to coordinate.

Music Library

1. Having band members empty their folders in an organized way worked well.
2. We need a way to ensure all band members turn in their folders. Need to have band members check in with Linda when turning in their folders. Karen will help with this. Grant to coordinate.

Concert Program

1. The program looked great.
2. The number printed seemed to work out well.
3. The new cover layout should work going forward.
4. Need to have all roster changes in by dress rehearsal. OK
5. If we continue having advertising in the program, then we need to coordinate it earlier. OK
6. Grant's bio and the band history were minimized. We need to provide Bob with feedback on whether or not it was sufficient. Added to the To Do List for Grant to do.
7. The CD drawing insert – might be better to hand it out separately. Consider printing it on colored stock (light blue or yellow) so it stands out from the rest of the program. No, we won't hand it out separately, yes it can be printed on colored stock.