

Sacramento Concert Band Council Minutes – April 16, 2018 Meeting

The meeting of the Sacramento Concert Band opened at 5:40 p.m., Monday, April 16, 2018, in the Chorus Room at Rio Americano High School, Sacramento, California.

People present were:

Dawn David
Norm Hill
Karen Hung
Grant Parker
Linda Powell
Jill Somers

Minutes

Norm discussed the minutes of the March 12, 2018 meeting and the changes from earlier emailed drafts. The minutes from the meeting were approved with the changes.

To Do List

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

Concert Checklist

Jill noted that we are four weeks away from our Spring Concert. Grant went over the first section of the Concert Checklist and said all the items were done except for the percussion issues.

Publicity

Jill presented the publicity report for Barb and Jim Murray. Barb and Jim were unable to attend the meeting. Jill reported that the banners are up on the fence at Rio Americano High School. The signcade is done, and press releases have gone out to 11 entities that have agreed to run our announcement. The flyers are done and will be available for the band members at rehearsal that evening. The flyer has been sent to the Sacramento Library, and the library system will send the flyers to the branches. The publicity packets have been sent to the four volunteers who will be distributing materials to music stores and other places. Barb and Jim sent an electronic copy of the flyer to Bob who in turn sent it out to all the band members.

We have yet to buy the balloons and mums flowers for decorations at the concert.

The Murrays have not yet received a response from the custodian. Grant asked that the Murrays email their requests to him. He said he would try to contact the custodian after rehearsal because he normally sees the custodian then. (At rehearsal, it was determined that the Murrays did not need to email Grant since he talked to the custodian.)

Jill said that the Murrays are concerned that we may exceed the 350 seat capacity of the theater. Several council members remarked about what a delight it would be to have a completely full house, and with the Murray's publicity efforts, that is a real possibility. As a backup plan, we will have a rack of chairs available and can put them along the sides of the stage if necessary. Grant indicated that he would coordinate the set-up of additional chairs since he didn't want them placed too close to the band.

With regard to theater seating, we plan to put reserved signs on the bottom row and top rows to keep them available for people with mobility limitations. We will coordinate this with the volunteer ushers. Dawn will have signs made for these reserved seats.

Jill said that Barb was uncertain as to whether she would be able to attend the concert. If she can't, we will need to find someone to fill in for her.

Jill didn't know if the fan list has been updated with information from the Holiday Concert program inserts. Jill said she would talk to Bill Parker to find out whether he has updated the list.

The publicity costs to date are \$96.76 (banner, signicade, flyers). Balloons and mums are yet to be purchased. The total publicity expenditure should be well within the \$250 approved at the last meeting.

Concert Program

Bob was out of town for this meeting but had submitted a report to Jill. Jill said that his plan for the program is on schedule. Next week he will circulate a band roster at rehearsal so people can update their information if necessary and indicate the remaining concerts that they will attend. He needs information about the guest artists and wants to make sure the program has enough space to acknowledge them and the Mission Avenue band. The council approved Bob's recommendation for expanding the program to allow enough space and to revert Grant's bio and the band's history back to the original content.

Lobby, Program Distribution, and Donation Collection

The Murrays confirmed that they have 5 volunteers ready to help at the concert but 6 are needed. Jill agreed to seek another volunteer from the band during rehearsal. Barb has a list of tasks that would need to be done in the event she is not able to attend the concert. Jill agreed to seek a back-up for her.

Load and Stage Crews

Dawn and Norm will talk with the stage crew and the loading crew to make sure we have people scheduled to handle setup before the concert and tear down afterwards. With the Holiday Concert, we were short handed for the tear down.

Grant asked that we mark the center of the stage with blue tape on the floor to help guide the arrangement of chairs. With the unusual shape of the stage, it can be difficult to keep the arcs of chairs facing the podium. We will pull up the tape after the concert.

Plan for Collecting Music Folders

Although we will have three performances after the Spring Concert, we will need to collect the folders in order to retrieve the rental music for the youth guest performer. Grant has already paid the rental fee for the music and will be charged a penalty if he does not return it by the deadline.

We will need to work with Bob to put together a list of band members with their last performance date later in the spring when they will need to turn in their music folders. Linda will coordinate the folder collection.

Financial Report

Les did not attend the meeting due to work commitments.

Plan for New Band Shirts

Jill said that she would be putting the blue band shirts on display in the back of the band room at rehearsal. We wear these shirts for our outdoor performances and for the adult education graduation. She had a list from Bob of the members who still need a shirt. She would talk with those members at the break and get them to order the necessary size and style. Last year we thought that we would need to buy shirts this year for only the remaining 1/3 of the band who did not yet have the new shirts. However, due to the number of new members, we will need to order 30 new shirts plus a reserve for substitutes. This is over 1/2 of the band.

Jill reported that she had called the shirt company and found that the price per shirt would be the same regardless of the number ordered.

Last year we decided to buy shirts for band members but to allow members to buy a shirt for \$20 to keep. People with band purchased shirts would be required to return the shirt upon leaving the band. The council decided to continue that policy this year. Jill said she would report that to the band at the rehearsal break.

To have enough shirts for substitutes, Grant suggested that we have one small, one XXL, and two of each of the intermediate sizes. The council agreed.

Registration

Les had reported to Jill that two members of the band had not paid their registration fee due to financial hardship problems. Les wanted policy guidance from the council. The council agreed to use band funds to pay those members' fees as scholarships.

SVSBA Report

The Sacramento Valley Symphonic Band Association will hold its next meeting at Rio Americano High School after our Spring Concert on May 13.

Next Meeting

The next SCB Council meeting will be on May 14, 2018 at 5:30 p.m., the Monday after our Spring Concert. We will also have a rehearsal that evening.

Adjournment

The meeting adjourned at 6:45 p.m., April 16, 2018.

Respectfully submitted,

Norm Hill, Secretary

Approved May 14, 2018