



Meeting of the Board of Directors

9/14/2020

Board members in attendance: Melissa Terrell, George Matthews, Aimee Faller, Patrice Mustaaftaa, Matthew Toland, Rick Villanueva, Adam Lang, Lily Sikes, Emily Dodd, Eric Rosecrants, Ross Guthrie, Tony Marino, Andrew Paul

Board members absent: Jonathan Alvares, Brandon Strawn

Members in attendance: Abdo Timejardine-Zomeño, Scott Malinowski, Seyi Adeyemi, Steven Kandow

Minutes - Key Takeaways

Ensemble Rehearsals/Business: Jazz Band will be rehearsing in person at Center On Halsted. Social distancing and special musician masks and covers will be used. Symphonic Band held a Zoom rehearsal and is investigating a limited attendance, in person outdoor rehearsal event. Several chamber ensembles are investigating starting up rehearsals again. The saxophone ensemble charter was approved. Aimee and Emily will assemble a proposal and timeline for a Fall virtual concert.

Board Business: Abdo Timejardine-Zomeño and Seyi Adeyemi have been appointed to Members-At-Large for the remainder of the current board term.

Grants: LPME had less approvals for grants than previous years, most likely due to COVID-19 and level of need during the pandemic.

Instrument loans: An instrument donation drive and loan program will be undertaken, headed by Adam and Rick.

- 1) Call to order, 7:06 PM
 - 2) Approval of last month's minutes
 - **Motion to approve the August 2020 Meeting Minutes as amended: Tony. Seconded: Emily. All others aye.**
 - **Motion unanimously carries.**
 - 3) Comments from members in attendance (5 minutes each maximum)
 - Melissa: The only members here are Artistic Directors and the two new Members-At-Large, so let's officially vote on that first so they can participate fully in the remainder of the meeting. (See item 6A)
 - 4) Officer action items
 - a) Chair – Melissa Terrell - *No Report*
 - Melissa: Everything I need to discuss is included in the line items later.
 - b) Vice-Chair – Jonathan Alvares - *No Report*
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c) Treasurer – George Matthews - *Report Attached*

- George: For those who read the report, we spent a lot of money this month. A good chunk of that was on LGBA. Melissa, Jonathan, and I discussed each of those costs before spending money on them. I added an LGBA budget to the agenda to get something more formal in place. The other expenses were standing items, like jazz music, other administrative fees, etc.

d) Secretary – Aimee Faller - *Report Attached*

- Aimee: Nothing additional from the report.
- Melissa: I'm realizing Abdo and Seyi don't have a copy of the agenda yet. Aimee, can you email that to them now?
 - Aimee: Would someone else be able to do it so I can keep typing?
 - Adam: I'll put it in the chat right now. (*Linked Agenda document in Zoom chat*)

e) Member Resources – Patrice Mustaaftaa - *Report Attached*

- Patrice: Emily and I have been digging into the Handbook and Members Form and update them and make it all look really nice. Thank you George for the suggestions, and also to Matthew. We added notes in there for COVID, and the info on waived dues for the season. It was reviewed by Jonathan and Melissa, and it's now live and available on the website. Melissa also set up the spreadsheet for that so it's automatically tracking entries.
- Patrice (*cont.*): Our next steps are sending out a member's new season info mailer, filling out the form for this season, where we're at, etc. Do you agree, Emily?
 - Emily: Yeah, sounds right. Emails to the membership with form, and a welcome to the new season should be at the end of this month.
 - Melissa: Let me know before that, because I want to do a general newsletter update first. (*Emily/Patrice concur.*)
- Patrice: Later in the language, we talk about donations. Be aware that we did include that to encourage people to continue to support us, but still also support our community who are losing jobs due to COVID, etc.

f) Development – Rick Villanueva - *No Report*

- Rick: I have no report, but I do have an update coming up in another section. I'm excited to see new faces on the board and I'm hoping to get some of the new Members-At-Large on my team.
 - Melissa: Yes, I'll be reaching out to Abdo and Seyi. I mostly want to slot you in to the committees vacated by previous members, but please email me and let me know if you have any specific committee or team interests. Officers, let me know if you need more personnel.

g) PR – Matthew Toland - *No Report*

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- Matthew: Mine is basically the same report as the last few months. We're ready to release something newsworthy to the press when it's ready. Thanks to Emily for cleaning up our contact list. We are ready to go as soon as we have something. I'm hoping that the virtual Symphonic rehearsal video might be that thing.
 - Emily: I also included a list for any time Lakeside Pride has been included in digital media. Eventually, we'd like to add links to the newsroom part of the website.
 - Aimee: Can we connect offline about merging those resources into the existing archives folders? (*Emily agrees.*)
- **ACTION ITEM: Aimee and Emily will meet to discuss physical and digital archives.**
- Melissa: Did everyone see that Windy City Times is closing? It's so sad.
 - Adam: Just the print division is closing. They will continue to have an online publication.

h) Marketing – Adam Lang - *Report Attached*

i) Operations – Brandon Strawn - *No Report*

5) Ensemble action items

a) Symphonic Band – Kyle Rhoades - *No Report*

- Melissa: Kyle isn't here but I'll give a small update. We had the Symphonic Band Zoom rehearsal last night. There were about thirty-five who participated. It was lots of fun. It's not something that is going to get us a concert, but it brings people together to play and socialize in a way we haven't had.
- Melissa (*cont.*): We are looking at potentially hosting an in-person, outdoor rehearsal. We are looking at outdoor venues. We reached out to Lakeview High School, who normally hosts our Marching Band. They are not sure if they can allow us there because of COVID restrictions, but they're checking. It would be a limited entry, fifty people max, play for an hour type event. We could also do two fifty minutes sessions, one after another, if there's a lot of interest.

b) Pops Ensemble - Steven Kandow - *No Report*

- Melissa: Steven is In transit and can't be on right now, but we are still working with Vandercook on rehearsal space. They are figuring out what to charge us, so that's where we're at there.

c) Jazz Ensembles – Scott Malinowski - *Report Attached*

- Scott: We now have the musician's masks (*Scott wears and shows off the mask*). There is a slot for the mouthpiece. We also have the bell covers (*Scott plays a little trumpet with the bell cover on*). We can't brand them with that size batch order, but maybe in the future if we order a large order we could.



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- Aimee: We could brand them ourselves with die cut iron ons.
 - Scott: I'm not sure how well that would work since they need to stretch and I'm not sure if it will affect the sound quality, but that's a possibility.
 - Melissa: It sounds really good, not muffled.
 - Scott: Yeah, you just can't use mutes or trumpet stands.
 - Patrice: Can we have a picture for the newsletter?
 - Scott: Yes.
 - Lily: How big do they come?
 - Scott: They come in every size from piccolo trumpet to sousaphone. Five to ten inches are the size range we have currently.
 - Melissa: What's the status on rehearsal space [*at Center on Halsted*]?
 - Scott: They've booked us for all we wanted, and given us everything in the theater from now until June. As expected, there isn't a lot of demand right now. It would be easy to add Latin Band if they want to rehearse as well.
 - Melissa: I don't see those in the calendar. Can you submit a request?
 - Scott: Yes.
 - **ACTION ITEM: Scott will submit a calendar request for Jazz Band rehearsals.**
 - d) Marching Band – Stephen Carey - *No Report*
 - e) Chamber Ensembles – Brandon Strawn - *No Report*
 - Melissa: Woodwind Quintet is looking at rehearsing again, but haven't done it yet. Hopefully, that will start back up soon.
 - 6) Old business
 - a) Member-At-Large Vacancies - Melissa (*This section occurred after item 3 above, at 7:08PM*)
 - Melissa: You all have already seen Abdo's board declaration, and I sent out Seyi's. Are there any additional questions or comments for either of them? (*No additional questions/comments from the board*)
 - **Motion to appoint Abdo Timejardine-Zomeño to a Member-At-Large for the remainder of the 2020-2021 term: Adam. Seconded: Ross. All others aye (Jonathan Alvares votes aye by email).**
 - **Motion unanimously carries.**
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- ***Motion to appoint Seyi Adeyemi to a Member-At-Large for the remainder of the 2020-2021 term: Patrice. Seconded: Adam. All others aye (Jonathan Alvares votes aye by email).***

- ***Motion unanimously carries.***

- Melissa: These appointments take effect immediately, so feel free to fully participate in the remainder of the meeting. If you need us to stop and explain anything, please do so. I will be sending you an email, and please send me a picture of yourself for the website.

- **ACTION ITEM: Abdo and Seyi will email a headshot for the website to Melissa.**

b) Website Redesign - Melissa

- Melissa: It's progressing, but we still need to finish. We are working on going through content, which involves reading every sentence and testing every click. It's tedious, but still moving.

c) Fall Virtual Concert - Melissa

- Melissa: I had suggested this, but there doesn't seem to be interest. Brandon hasn't moved much on it. He might just be too busy with school. I had originally asked him because he's Operations.
 - Aimee: If people still want to have a concert but just don't want to head it up, I'd be happy to take that over.
 - Melissa: Can you touch base with Brandon about that?
 - Aimee: Yes.
 - Emily: I'm happy to help too.

- **ACTION ITEM: Aimee will email Brandon about the Fall Virtual Concert and meet with Emily regarding planning.**

d) Commissioning music from Black or Indigenous composers - Emily/Lily

- Lily: We still need to get together on this.
 - Emily: Do you have availability this or next week?
 - Lily: Later this week works, I'm sending you an email now.

e) Gala 2021 - Patrice/Lily

- Patrice: This is still pending. We haven't discussed it yet.
 - Melissa: An event of that size needs a lot of time. Let's get a jump on that.
- **ACTION ITEM: Patrice will take initial steps for Gala 2021 planning.**
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7) New business

a) Grant Update - Rick

- Rick: I don't have a report, but I'll review the grants. The Saints were a no. The feedback was a generic rejection. Other organizations were found to be in more need. DCASE was a no, but we haven't had a feedback meeting yet. The Young Leaders was a no, and our feedback appointment will be in the next two weeks. Alphawood was a yes.
- Rick (*cont.*): Over the course of these applications and speaking with the reps, they have been saying it's COVID related indirectly. I think it is more directly related to that. Our budget was more than what they found we were able to qualify for. I thought the application for DCASE was really strong, and I think the notes in that meeting will help point us in the direction of getting nays switched to yays.
 - Melissa: I don't want you or anyone else on the board to get discouraged; that is a lot of no's in a short amount of time. Arts funding right now is focused on keeping organizations from going under, and there are many who are in a position of making payroll or keeping the lights on. Grants we might have gotten in the past, we may not get this time since we're ok right now financially. I appreciate you; grant writing is a lot of work.
 - Rick: Hopefully I will get Development Team 2.0 launched with new Members-At-Large. It would be great to brainstorm and reignite energy with the new team.

b) Sax Ensemble Charter - Brandon/Melissa

- Melissa: Did everyone get a chance to read the charter? Dylan Tam wants to reignite the Sax Ensemble. We used to have a huge one, and then it faded, which is fine. Ensembles come and go as there is demand. He didn't fill in the sponsoring ensemble, but it would be Symphonic Band.
 - Emily: When do we update the Handbook to reflect the new ensemble?
 - Melissa: As soon as it's approved.
 - Emily: Will they have a librarian?
 - Melissa: Generally, no. Chamber Ensembles mostly self govern. There is already a lot of sax music within the Symphonic stuff. Most of it is in the storage locker.
 - Emily: Since Dylan is the liaison, is he also leading or will it be someone else?
 - Melissa: I think he is leading.
- **Motion to approve the Sax Ensemble charter as presented to the board: Aimee. Seconded: George. All others aye.**
- **Motion unanimously carries.**

c) Instrument Donations/Lending Library - Adam

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- Adam: At the retreat, Rick and I took the action item soliciting the public for instruments that are playable and can be donated. Emily, Rick, and I had a meeting two weeks ago to hash out the beginning of that. If we get instruments donated, we have to take them in somehow. We'd prefer that people bring them to us, but if they can't we need to arrange people who are willing to go and pick them up. Are the Band-Aides active?
 - Eric: It has been kind of quiet due to COVID, but I can check.
 - Adam: Eric, would I send that request to you?
 - Eric: Maybe, but I haven't done anything with them yet since Lee was running it.
 - Melissa/Patrice: We should start with board members first and then reach out to trusted volunteers.
 - Aimee: If people are willing to drop them off, where would people do that?
 - Adam: I'm guessing there is enough room in the storage lockers, so there or possibly Center on Halsted. People would need keys though.
 - Melissa: There is room for them. There aren't any keys; it's all codes. I don't like handing out the codes to anyone, so we would have to arrange someone to meet them there.
 - Scott: Let's say we get a really valuable instrument, but it needs to be serviced to be playable. How do we pay for that?
 - Melissa: Technically, everything that Lakeside Pride has belongs to everyone in the organization, but whoever uses it the most is usually responsible to make sure the item stays functional. It would likely come out of whatever budget that's under. That's probably a problem to discuss when we have it. We did have a saxophone donated, but I don't play so I can't tell how well it works. *(Multiple members confirm that the saxophone is not playable or serviceable.)*
 - Lily: They are going to need upkeep. For example, we own one decent Tuba that needs cleaning every two to three years to stay playable.
 - Aimee: Maybe we can create a network of volunteers in the organization with repair skills. For example, I can do clean oil adjusts on flutes that come in, but I can't do any other instruments. Someone else may have the skill set for others who would like to donate their labor.
 - Adam: Maybe that's a thing to bring up as needed, maybe in the newsletter, e.g. "Hey, we have a clarinet that needs this thing, can anyone help with that?"
 - Adam (*cont.*): Another thing to consider is if someone were to give us two hundred trumpets and we can't use that many, would we regift those onto another organization?
 - Melissa: Yes.
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- Abdo: Does Lakeside Pride have a direct affiliation with any repair shops?
 - Melissa: For brass, yes. Dana Hofer. He advertises with us and for us and lots of our members use him. He's great.
 - Emily: Where?
 - Melissa: Des Plaines. There's a woodwind place in Evanston, but I don't know how they are.
 - George/Aimee: PM Woodwind; they are good.
- Adam: Okay, so we will move forward soliciting feedback from the public with no objections from the board.
- Melissa: We will need a better format to track who we're loaning to.
 - Emily: I will work with Patrice on that. We forgot to bring it up last time.
- Abdo: Since we're technically off season right now, could we potentially send them all since they aren't being used right now? We did that at school while shut down.
 - Melissa: Possibly, but I'm not sure of the status of our instruments. None of the marching instruments got played this year, and I think they were all cleaned after last year. There's the big tuba, but beyond that, I'm not sure we have a ton of actual instruments on hand other than marching and percussion.

d) LGBA 2022 Funds - George

- George: I've been meaning to put this on the agenda, but it lost attention. We hope LGBA will be wonderful and make us lots of money, but to get there we need to spend money. Instead of coming back to the board with every little item, I thought it might make sense to pre-approve a total amount. I haven't talked about a specific figure with Melissa and Jonathan, especially since we are restricted from fundraising until the 2021 conference is over. We won't get registrations fees, etc. for at least another year. I'm looking for something slightly more democratized than what we have right now. I don't know if Palmer House requires a down payment, for example, but I can come up with a more specific list to present.
 - Melissa: We are still working with Palmer House. I got multiple messages about them closing, and I just want to let you all know that I have spoken with them and they are not closing down. They are getting new owners, and everything will continue under those new owners and we're going to stick with them.
 - George: If there are any other expenses you can anticipate in the next six months, it would be nice to have those amounts.
 - Melissa: Yes. We need to sit down and flesh that out. George, let's take the bid budget and flesh it out. I did not anticipate spending so much up front, but Adler was getting interest in the same day as us, so we had to pay them to lock it down
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immediately. Rick, we also need to sit and get a development plan going. Let's get together with George, Jonathan, and I.

- George: Yes, I am happy to table this until we have more numbers.

➤ **ACTION ITEM: Melissa, Jonathan, George, and Rick will meet about the LGBA 2022 budget and development plan.**

e) Month Ahead Review (standing item)

- Melissa: Starting next Wednesday and going to eternity, there will be Jazz rehearsals?
 - Scott: Yes.
 - Melissa: Let's see if there is some way somehow that we can perform, even if it's for a limited audience.
 - Scott: We could even livestream from there.
 - Melissa: That's a great idea.

f) Kudos (standing item)

- *(Melissa explains Kudos for new board members)*
 - Patrice: Kudos to Melissa for leading us down this difficult road. She has been so supportive during our recent losses and always willing to lend an ear.
 - Patrice: Kudos to Emily as well; she makes me look good. I appreciate her and she is on point. Kudos to Aimee for patience and nudges with reports.
 - Tony: Kudos to the retreat organizers. It was really productive and a good experience.
 - Melissa: That was me and Jonathan, thank you!
 - Adam: Kudos to Emily, so willing to help and jump in on things and does amazing at everything.
 - Melissa: Yes, she is a super volunteer! She says yes and follows through.
 - Emily: Kudos to Rick. Grant writing is a lot of work.
 - Aimee: Kudos to our two new board members for jumping in mid-season and hitting the ground running.
 - Melissa: To Ross, Emily, and Adam for helping with Symphonic band rehearsal.
 - Melissa: How do we feel about having the board meeting in person next month?
 - *(general consensus from the board to do that)*
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8) Adjourn, 8:05PM

- **Motion to adjourn the September 2020 Board Meeting: Tony. Seconded: Patrice. All others aye.**
- **Motion unanimously carries.**

9) Reports

Chair Report (Melissa Terrell)

No Report

Vice Chair Report (Jonathan Alvares)

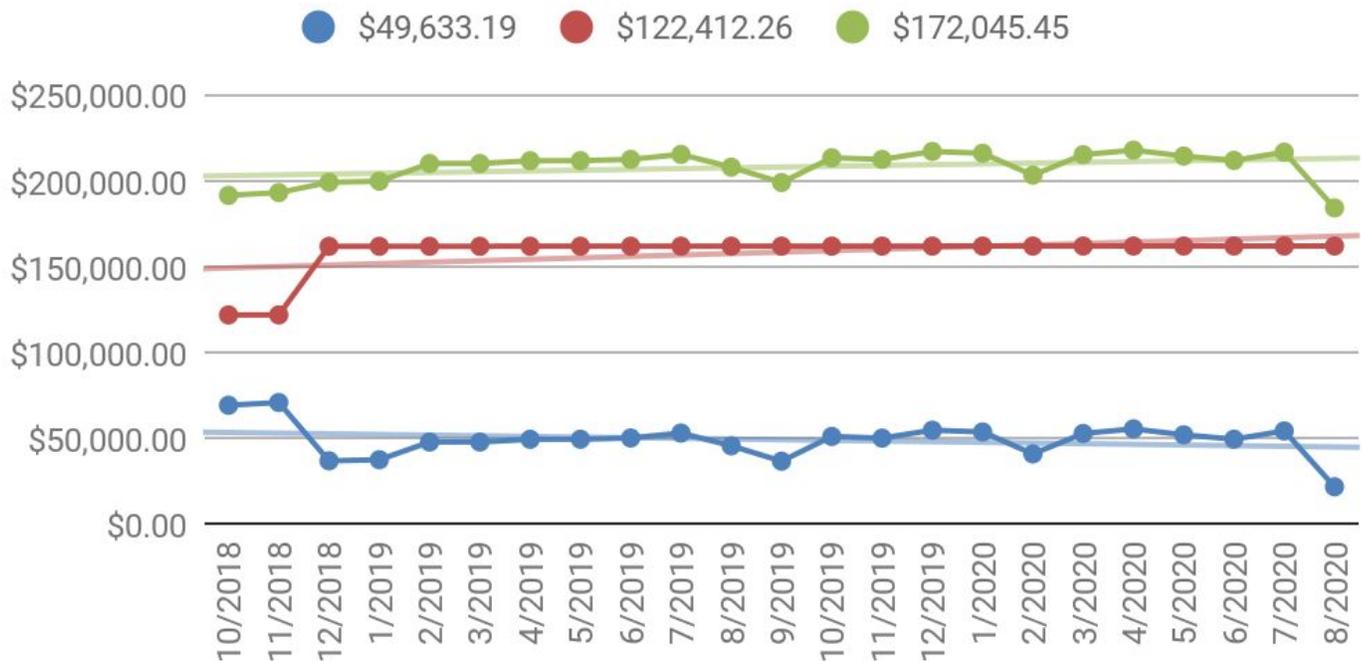
No Report

Treasurer Report (George Matthews)

(begins on following page)

Chase	Current Month (8/2020)	Previous Month (7/2020)	Monthly Change \$	Year Over Year (8/2019)	Year Over Year Change \$	Fiscal Year Start (9/2019)	Fiscal Year to Date Change \$
Checking	\$22,208.25	\$54,754.94	-\$32,546.69	\$46,092.62	-\$23,884.37	\$46,092.62	-\$23,884.37
Savings	\$162,615.68	\$162,612.96	\$2.72	\$162,525.50	\$90.18	\$162,525.50	\$90.18
Total	\$184,823.93	\$217,367.90	-\$32,543.97	\$208,618.12	-\$23,794.19	\$208,618.12	-\$23,794.19

24-Month Rolling Cash-on-Hand



- Notable expenditure: \$10,000 in AD stipends, ~\$3,000 in Jazz music and equipment, \$3,500 in accounting fees, ~\$15,000 in LGBA 2022 deposits for the Adler Planetarium and catering
- New fiscal year started September 1, 2020, so I will contact the accountants to arrange for our FY20 tax documentation to be submitted

Budget Variance

Lakeside Pride Music Ensembles, Inc. 1 Sep 2019 to 31 Aug 2020

	Actual	Budget	Var USD	Var %
Revenue				
Ad Sales - Season Advertising	2,199	2,000	199▲	9.9%▲
Contributions - Corporations	3,025	3,000	25▲	0.8%▲
Contributions - Grants	18,067	8,000	10,067▲	125.8%▲
Contributions - Individual	4,452	14,000	(9,548)▼	-68.2%▼
Deferred Income	2,453	-	2,453▲	0.0%
General Fundraising	7,069	5,000	2,069▲	41.4%▲
Interest Earned	87	50	37▲	74.9%▲
Membership Dues - Regular	21,100	20,000	1,100▲	5.5%▲
Merchandise Sales	113	-	113▲	0.0%
Misc Production Revenue - Gala	7,036	3,000	4,036▲	134.5%▲
Misc Production Revenue - Marching Band	14	-	14▲	0.0%
Misc Production Revenue - Symphonic Chamber Ensembles	26	-	26▲	0.0%
Performance Fee Revenue - Jazz Chamber Ensembles	3,147	9,000	(5,853)▼	-65.0%▼
Performance Fee Revenue - Symphonic Chamber Ensembles	2,825	2,000	825▲	41.3%▲
Performance Fees Revenue - Chamber Ensembles	825	-	825▲	0.0%
Performance Fees Revenue - Jazz Orchestra	1,586	-	1,586▲	0.0%
Performance Fees Revenue - Marching Band	1,000	2,000	(1,000)▼	-50.0%▼
Performance Fees Revenue - Symphonic Band	1,184	-	1,184▲	0.0%
Production Sponsorship - Gala	5,466	10,000	(4,534)▼	-45.3%▼
Production Sponsorship - Jazz Orchestra 1	-	1,000	(1,000)▼	-100.0%▼
Production Sponsorship - Symphonic Band 1	-	2,000	(2,000)▼	-100.0%▼
Production Sponsorship - Symphonic Band 2	-	2,000	(2,000)▼	-100.0%▼
Silent Auction - Symphonic Band 1	2,245	3,000	(755)▼	-25.2%▼
Silent Auction - Symphonic Band 2	-	3,000	(3,000)▼	-100.0%▼
Song Sponsorship - Symphonic Band 1	344	250	94▲	37.8%▲
Song Sponsorship - Symphonic Band 2	296	250	46▲	18.4%▲
Ticket Sales - Chamber Ensembles	-	2,250	(2,250)▼	-100.0%▼
Ticket Sales - Gala	8,178	13,000	(4,822)▼	-37.1%▼
Ticket Sales - Jazz Orchestra 1	298	750	(452)▼	-60.3%▼
Ticket Sales - Jazz Orchestra 2	-	750	(750)▼	-100.0%▼
Ticket Sales - Symphonic Band 1	-	4,250	(4,250)▼	-100.0%▼
Ticket Sales - Symphonic Band 2	-	4,250	(4,250)▼	-100.0%▼
Total Revenue	93,035	114,800	(21,765)	-19.0%
Gross Profit	93,035	114,800	(21,765)	-19.0%
Operating Income / (Loss)	93,035	114,800	(21,765)	-19.0%

Budget Variance

	Actual	Budget	Var USD	Var %
Other Income and Expense				
Cash Bank Expense	(100)	-	(100)▼	0.0%
Development Expense	-	(500)	500▲	100.0%▲
Diversity, Equity, and Inclusion (DEI)	(2,250)	-	(2,250)▼	0.0%
Dues & Subscription	(100)	(500)	400▲	80.0%▲
Equipment - Jazz Ensembles	(5,671)	(5,708)	37▲	0.7%▲
Equipment - Marching Ensembles	(270)	(1,772)	1,502▲	84.8%▲
Equipment - Organizational	-	(3,500)	3,500▲	100.0%▲
Equipment - Symphonic Ensembles	(3,525)	(5,970)	2,445▲	41.0%▲
Equipment & Maintenance - Marching Band	(54)	-	(54)▼	0.0%
Fees & Licensing	(290)	(500)	210▲	42.0%▲
Food & Beverage - Gala	(12,599)	(10,000)	(2,599)▼	-26.0%▼
Food & Beverage - Marching Band	-	(275)	275▲	100.0%▲
Information Technology	(1,978)	(2,000)	22▲	1.1%▲
Insurance	(4,607)	(4,000)	(607)▼	-15.2%▼
LGBA Expenses	(20,168)	-	(20,168)▼	0.0%
Marketing Budget	(6,950)	(11,965)	5,015▲	41.9%▲
Member Resources Budget	(913)	(7,000)	6,087▲	87.0%▲
Misc Expenses	(1,346)	(2,125)	779▲	36.7%▲
Misc Production Expense - Jazz Orchestra 1	-	(100)	100▲	100.0%▲
Misc Production Expense - Jazz Orchestra 2	-	(100)	100▲	100.0%▲
Misc Production Expense - Symphonic Band 1	(350)	(500)	150▲	30.0%▲
Misc Production Expense - Symphonic Band 2	(250)	(500)	250▲	50.0%▲
Misc. Production Expenses - Gala	(1,059)	(1,500)	441▲	29.4%▲
Music - Chamber Ensembles General	(108)	(100)	(8)▼	-7.5%▼
Music - Jazz Orchestra General	(2,419)	(2,700)	281▲	10.4%▲
Music - Marching Band	(250)	(250)	▲	0.0%▲
Music - Pops Ensemble General	(1,451)	-	(1,451)▼	0.0%
Music - Symphonic Band General	(1,086)	(3,256)	2,170▲	66.6%▲
Occupancy	(17,099)	(25,000)	7,901▲	31.6%▲
Performance Fees - Chamber Ensembles	-	(250)	250▲	100.0%▲
Performance Fees - Jazz Orchestra 1	-	(125)	125▲	100.0%▲
Performance Fees - Jazz Orchestra 2	-	(125)	125▲	100.0%▲
Performance Fees - Marching Band	-	(700)	700▲	100.0%▲
Performance Fees - Symphonic Band 1	-	(750)	750▲	100.0%▲
Performance Fees - Symphonic Band 2	-	(750)	750▲	100.0%▲
Pops exploration expenses	(427)	(1,000)	573▲	57.3%▲
Postage & Office	-	(100)	100▲	100.0%▲
Production Fees - Gala	-	(1,000)	1,000▲	100.0%▲
Professional Fees	(3,595)	(3,000)	(595)▼	-19.8%▼
Program - Chamber Ensembles	-	(400)	400▲	100.0%▲
Program - Jazz Orchestra 1	(131)	(250)	119▲	47.8%▲
Program - Jazz Orchestra 2	-	(250)	250▲	100.0%▲
Program - Symphonic Band 1	(395)	(300)	(95)▼	-31.6%▼

Budget Variance

	Actual	Budget	Var USD	Var %
Program - Symphonic Band 2	-	(300)	300▲	100.0%▲
Programs, Brochures, & Inserts - Gala	(640)	-	(640)▼	0.0%
Staff Stipends	(10,000)	(10,000)	-	0.0%
Transportation - Chamber Ensembles	-	(200)	200▲	100.0%▲
Transportation - Jazz Orchestra 1	-	(200)	200▲	100.0%▲
Transportation - Jazz Orchestra 2	-	(200)	200▲	100.0%▲
Transportation - Marching Band	(70)	(800)	730▲	91.3%▲
Transportation - Symphonic Band 1	-	(200)	200▲	100.0%▲
Transportation - Symphonic Band 2	-	(200)	200▲	100.0%▲
Uniform Cleaning - Marching Band	-	(1,700)	1,700▲	100.0%▲
Uniform Purchase - Marching Band	(2,180)	(2,400)	220▲	9.2%▲
Venue Labor - Chamber Ensembles	-	(200)	200▲	100.0%▲
Venue Labor - Symphonic Band 1	-	(1,600)	1,600▲	100.0%▲
Venue Labor - Symphonic Band 2	-	(1,600)	1,600▲	100.0%▲
Venue Rental - Chamber Ensembles	(1,000)	(1,000)	-	0.0%
Venue Rental - Gala	(8,215)	(5,500)	(2,715)▼	-49.4%▼
Venue Rental - Symphonic Band 1	-	(2,250)	2,250▲	100.0%▲
Venue Rental - Symphonic Band 2	-	(2,250)	2,250▲	100.0%▲
Total Other Income and Expense	(111,543)	(129,421)	17,878	13.8%
Net Income / (Loss) before Tax	(18,508)	(14,621)	(3,887)	-27.0%
Net Income	(18,508)	(14,621)	(3,887)	-27.0%
Total Comprehensive Income	(18,508)	(14,621)	(3,887)	-27.0%



Meeting of the Board of Directors

9/14/2020

Secretary Report (Aimee Faller)

Newsletter

Using suggestions from Rae and Eric, I have finalized an option for the new newsletter format (release to coincide with the updated website). The birthdays section has been adjusted to a highlighted "member of the week" type blurb, with a button to link to a birthdays page (see below). If the birthday page does not end up working correctly, this section can be reversed to the existing format.

Birthdays Page

Within the member's section, ideally we will have a birthdays page that automatically updates weekly (or possibly monthly) and is linked to the button at the end of each newsletter. I'm investigating three options for making this work:

- 1) Find and use an existing birthday widget available for WordPress. Right now, I'm not liking the options I'm finding, as they are geared more towards automatic happy birthday notifications, although sending a happy birthday email from Lakeside Pride is not something I'm opposed to.
- 2) Repurpose a calendar widget to display birthdays. I'd basically create an "event" for each birthday. I'm not sure if this would need to be manually re-entered every year or if you can create a recurring annual event. Yearly data re-entry would be a deal breaker.
- 3) Create a user database in WordPress, much like that which is used for member access, but customize the data fields to be for name, birthday, instrument, ensemble, and a photo. A few lines of code can be written to dynamically populate the page from this database. It's the most work up front, but probably also the easiest to manage over the long term.

Member Resources Report (Patrice Mustaafaa)

(Begins on the following page)

Development Report (Rick Villanueva)

No Report

PR Report (Matthew Toland)

No Report

Marketing Report (Adam Lang)

Last month

- Informed illustrators we won't have the fall portion of our season, may reach out again later in the year if it seems like we'll perform in the spring
- Mailed social justice letters
- Started discussing instrument donations / lending library program with Rick and Emily

Month ahead

- Start instrument donation / lending program

Agenda item

- Instrument donations / lending library
 - **Outreach to public**
 - Do the digital channels (email, free and paid social media) initially
 - If it takes off look at other ways to reach the public
 - **Get instruments**
 - Figure out pickup/dropoff on a case by case basis
 - Ideally donor brings instruments to us
 - **Would Band Aids help pick up instruments?**
 - Maybe do a pickup day where someone routes through the city to pick up instruments
 - **Does Brandon have storage space availability?**
 - **Assess instruments**
 - Punch into eBay to get fair value
 - Rick can issue tax donation receipts
 - **Store or recycle instruments**
 - Need to ask donors if the instrument is playable
 - Need to ask donors if there are any known issues we'd need to fix



Meeting of the Board of Directors

9/14/2020

- Does the board know anybody who would touch up our instruments?
- Does the board know of any instrument donation programs we should re-gift unneeded instruments to?
- **Distribute as needed**
 - Emily to engage membership team about making a policy

Operations Report (Brandon Strawn)

No Report

Chamber Ensembles Report (Brandon Strawn)

No Report

Symphonic Band Report (Kyle Rhoades)

No Report

Pops Ensemble Report (Steven Kandow)

No Report

Jazz Ensembles Report (Scott Malinowski)

PPE Info

After reviewing options for musician-friendly PPE, Dance Sophisticates in Indianapolis seems to be the right balance of price, quality and lead time. Here are their [masks](#) (\$10 each), and the double-layer [bell covers](#) (\$13 each, more for large instruments). There is currently a 3-week lead time.

Sax players will use cloth bags that fully surround the horn. McCormick's out in the NW burbs (Wheeling) had [suitable bags](#) in black for \$30-\$35. 1-week lead time.

The vendors explored weren't able to do the fully branded PPE items for the relatively small quantities of masks and bell covers needed for the Jazz Orchestra only, so I went with solid royal blue covers and matching musician masks for now. If later on LPME were to do an order of 50 covers or more (can mix and match sizes), branding only adds a couple dollars per piece and would be a nice touch to encourage pride and solidarity among the membership. We will test the PPE and assess usability and report back.

Marching Band Report (Stephen Carey)

No Report
