



Meeting of the Board of Directors

10/12/2020

Board members in attendance: Melissa Terrell, George Matthews, Brandon Strawn, Aimee Faller, Patrice Mustaaftaa, Lily Sikes, Emily Dodd, Eric Rosecrants, Ross Guthrie, Abdo Timejardine-Zomeño

Board members absent: Jonathan Alvares, Tony Marino, Andrew Paul, Adam Lang, Rick Villanueva, Matthew Toland, Seyi Adeyemi

Members in attendance: Steven Kandow, Scott Malinowski

- 1) Call to order, 7:04PM
 - 2) Approval of last month's minutes
 - **Motion to approve the September 2020 Meeting Minutes as posted: Patrice. Seconded: Emily. Brandon abstains. All others aye.**
 - **Motion carries.**
 - 3) Comments from members in attendance (5 minutes each maximum)
 - 4) Officer action items
 - a) Chair – Melissa Terrell - *No Report*
 - Melissa: We're continuing to plow along with all that we can. I want everyone to think about what else we can do to engage our membership. Kyle asked us to reach out to people and encourage participation in our virtual events coming up. Rhonda and I would both like to encourage the DEI book clubs. They are really great and productive conversations.
 - Brandon: We have a meeting this Wednesday. The book is [Why I'm No Longer Talking to White People About Race](#). It's an interesting look into racism in the UK. It's also a short read, so you could start it now and finish before Wednesday.
 - Melissa: If you would like more info, there's a Facebook event in the Members and Friends page. The Zoom info is also in there. It's very well done and lots of good discussion, please consider participating.
 - b) Vice-Chair – Jonathan Alvares - *Report Attached*
 - Melissa: Jonathan is not on the call today, and will likely be unresponsive this month because he's buried in work. If you need something, contact me. He will resume after the election.
 - c) Treasurer – George Matthews - *Report Attached*
 - George: There's very little going on. Some people are paying dues, but very few. As predicted, this won't be a big source of revenue this year.
 - Brandon: Is it Venmo and Zelle @lakesidepride.org?
 - George: Don't use Venmo. We don't use it anymore. Yes to Zelle. You can also use PayPal, but they take a fee, so quick pay is better.
 - d) Secretary – Aimee Faller - *Report Attached*
 - Aimee: I don't have anything further, so I will wait until my agenda item.
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e) Member Resources – Patrice Mustaaftaa - *Report Attached*

- Patrice: It's a lightweight month. The form up and going. We have close to sixty who have finished the form. We have around four hundred dollars in dues so far. Responses are coming in fairly regularly now that the form is out. We also have about twenty people with interest in the Pops Ensemble, which is great. The numbers in the report are self explanatory.
 - Emily: Since I compiled the report on Thursday, we've had a few more responses to the form. We have close to six hundred dollars now in dues. Assuming you forwarded me the other payments from Zelle, that number should be up to date.
 - George: I stopped forwarding them, because Patrice automatically gets them now.
 - Patrice: Can Emily also get them automatically?
 - George: Right now it goes to the Member Resources officer versus team, but I think it should be easy to fix.
 - Brandon: You can automatically do it through filters and I can show you.
 - Melissa: We can just add Emily.
- Emily: Also, the Member's Team email is updated. For Pops, I anticipate that the Pops number will grow since only twenty-five percent of the membership has filled out the form.
 - Melissa: Let's keep pushing that. It's important that we keep our membership rolls current as much as possible.
 - Emily: We have three new members as well, which is exciting. I followed up on anyone who inquired. Of those thirty to forty, we got three more responses. They know about the virtual concert as well, so it's pretty exciting.
 - Patrice: We'll try to send out reminders in the next week or so.
- Emily: For people updating their preferences of ensembles, should I forward that info to the ADs? Or is there something else we do with it?
 - Brandon: I didn't do anything with that, so anything would be great.
 - Emily: Steven, I will send the Pops interest list to you as well.

f) Development – Rick Villanueva - *No Report*

- *(no discussion)*

g) PR – Matthew Toland - *No Report*

- *(no discussion)*

h) Marketing – Adam Lang - *Report Attached*

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- (no discussion)

i) Operations – Brandon Strawn - *No Report*

- Brandon: It has been a light month. I'm just catching up with work, emails, etc. after personal events. Eric has graciously assisted with the Beverly Center.
 - Eric: The woman in charge reached out, and she wants to have a pride concert and wants members of ours to be a part of it. Scott, I think you mentioned Jazz ensemble, so if we could light up that email chain.
 - Scott: Yeah, we just need a proposal to send along to her.
 - Brandon: Andersonville Chamber of Commerce reached out about caroling again. Since it will be virtual, it should be fairly easy. We can whip up videos of that, so there's no cap on the number of performers. Lily, I would like you, me, and Claire to make a decision about chamber ensemble charters.
 - Lily: Yes, I should have time two weeks from now.
 - Brandon: Can you email me about that?
- **ACTION ITEM: Lily will email Brandon about chamber ensemble charters.**
- Ross: For the inventory management system, I've been looking into the top three contenders. It seems like internet access will be required for all of them. Unless we buy our own server, computer, iPad, we need internet. I'm not sure it's available at Center on Halsted or the storage unit or both.
 - Brandon: It's kind of both. Center on Halsted isn't just open to everybody, and the storage unit is a big metal box, so I imagine internet isn't great.
 - Melissa/Aimee: Internet is spotty, no Wi-Fi.
 - Ross: Whether Wi-Fi or phone internet, you'll need it as they are mostly app based now.
 - Brandon: If you were trying to live stream that would be a no-go, but uploading something should be manageable.
- Scott: Is there a volunteer who could move gala items from Center on Halsted to the big unit?
 - Brandon: Yes, I can do that now. Can you send me an inventory of what you want me to take?

➤ **ACTION ITEM: Scott will send a list of gala items to Brandon.**



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5) Ensemble action items

a) Symphonic Band – Kyle Rhoades - *Report Attached*

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

- Steven: It has been a super light week, month, etc. I've selected Maureen Bocka for Pops Librarian. She just got her degree in library science, and she's really excited. Once we have a few boxes of stuff, we will get going on that.
- Melissa: Can you forward her info to me so I can get her an email address? You should also meet with the Symphonic Librarian. Since you will be working out of a lot of the same stuff, it will really be an effort between them.

➤ **ACTION ITEMS: Steven will send Maureen's contact info to Melissa.**

c) Jazz Ensembles – Scott Malinowski - *No Report*

- Scott: We waited forever for the last bit of PPE, which was the saxophone bags. Aimee did a great job of adding the logo to the bell covers. With developments after the White House superspreader event, people are feeling more weary about meeting as a group in person. We're thinking about smaller sectional rehearsals starting next week Wednesday.
- Melissa: Take precautions and keep comfort levels in mind, but it would be great to see some rehearsals.

d) Marching Band – Stephen Carey - *No Report*

e) Chamber Ensembles – Brandon Strawn - *No Report*

- Melissa: Has anyone reached out about having in-person rehearsals?
- Brandon: No, though I saw that Tiny Bubbles had a brief performance. They might be up for it.
- Melissa: Please reach out to chamber groups and reiterate that we have space available, so if there's interest we can help with that.

➤ **ACTION ITEM: Brandon will reach out to chamber groups about in-person rehearsals.**

6) Old business

a) Website Redesign - Melissa

- Melissa: We continue to work on this. It's going much slower than anticipated. We're not used to not working together. We will create an online space to collaborate. Emily, can you schedule that?
- Emily: Sure, I can get a doodle form going.

➤ **ACTION ITEM: Emily will create a doodle form for a website team working session.**

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- Melissa: Thanks, we just need a few hours so we can go through everything step by step.
- b) **Commissioning music from Black or Indigenous composers - Emily/Lily**
 - Emily: We met two weeks ago, and we are currently drafting a list of possible composers. If anyone has suggestions, we would love to add them as well. One we found is in the midwest, but commissions are currently closed.
 - Brandon: Omar Thomas is amazing.
 - Melissa: Yes he is, and he is on the list already.
- c) **Gala 2021 - Patrice/Lily**
 - Patrice: We spoke about two weeks ago. Lily made contact with someone who did a successful virtual gala. I talked to someone who has done so as well. We are finding out what types of costs are associated with this type of event.
 - Melissa: Did you talk about format, etc.?
 - Patrice: Lily has a list of formats from the person she talked to. The one I talked to was a webinar, so it could hold 100+ people. I'm not sure what is required for software and licensing. Corporations generally have licensing built in.
 - Melissa: If it's completely private, it would be like a Zoom meeting. It could be semi-private, like a Facebook live group, or public - live on external Facebook. Those are the levels that we need to look at. The more exposed it is, the more we need to worry about licensing.
 - Patrice: Yes, I wasn't clear where the boundaries were.
 - Melissa: Any time we add something that people can view multiple times, we have to pay for every single view. If it's viewed 100 times, no problem. A thousand, okay, but if it were to go viral we'd be in trouble. We need to consider what we perform, as that dictates royalties. For example, Kyle is looking at Sleigh Ride, which is old and probably isn't as high in fees as other songs.
 - Patrice: See, that's what scares me. We'll have advertising, donations, and we'll be selling tickets, e.g. paying for a link to the event. But, I don't know if we are able to limit that to a one time view.
 - Melissa: It depends on how we broadcast it, but galas are supposed to be somewhat exclusive and special, so I don't see it as a public link.
 - Melissa (cont.): If anyone has other ideas, please don't hesitate to speak up.

7) New business

a) Fall Virtual Concert - Aimee/Emily

- Emily: Aimee and I have been working on planning the Fall/Winter concert. We're looking at Saturday, December 12th. We want it to consist of segments from
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- host/emcees. We'd love to secure David Patterson. The program would move between emcees, David, and pre-recorded performances. The performances will include two Jazz, two Symphonic, some throwback Symphonic and Marching video footage, and some chamber groups. A solid program is lining up. Brass Quintet and flutes are on board, and the Sax Ensemble might be interested. Rick is waiting to hear back from members of the low brass choir. I have not heard back from Tiny Bubbles yet. This would stream on Facebook, Instagram, Twitter, and possibly Twitch. Lots of non-video game stuff is streamed there, and we'd reach a new audience, though it would require setting up a new social media account. The event will be free to attend with solicitations to donate.
- Emily (cont.): We need to nail down a way to execute the format. (*Emily reads the three options from the Secretary report.*) We have not nailed down an official title, we need to work on drumming up marketing and PR, and need to nail down licensing as well. We considered including digital ads, either during songs or during the banter sessions; how do we feel about that? Do we have sponsors that are interested? We are also working on nailing down volunteers. Brandon expressed interest in co-hosting. We would love to find more to help with audio and video assembly. I added a skills questionnaire to the membership form, and we already have a good number of folks interested in volunteering their skills. Other volunteers are needed for script writing, day-of tech support, and chat monitoring. Are we working on securing season artwork? Do we want a logo/image for this show?
 - Melissa: Let's start with the title. I think it should be something slightly humorous. I liked our "Concert in Quarantine"; it could be a play off of that.
 - Scott: The title would need to play into whatever theme we are doing. I personally think the nature commentary format is adorable.
 - Melissa: I would personally like to avoid the telethon format. I don't want to focus too much on the fundraising aspect. I like the idea of mixing it up so it doesn't get stale. I nominate George for the nature documentary.
 - George: Write me a script and I'll read it. We did not get to artwork this year. For the title, I would want to steer away from anything mentioning "pandemic" or "quarantine". We all know we're in it and people are sick of being reminded of it.
 - Melissa: Good point. We want to convey that we wish we could be together but can't so this is the next best thing.
 - Emily: It will be Winter and if we decide to go the nature route, the title can weave into that. We identified throwback songs that fit into the nature theme.
 - Scott: Could we do a music video with the throwback songs?
 - Emily: That could be fun. Something like Fantasia, but with cardboard cutouts.



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- Scott: We could do thirty second segments from across the membership and do a montage.
 - Brandon: It could also be funny to have generic backgrounds like couples on beaches, etc.
 - Melissa: It's a cool idea, but we need buy-in from the members.
 - Abdo: Could we do a meeting like this one and advertise it in the newsletter? Maybe watching something live would entice people to participate?
 - Melissa: Like a town hall to discuss what we're doing?
 - Abdo: Yes.
 - Brandon: DankHaus had an event in the late spring. It had karaoke, and a mixologist from Koval was there and taught people how to mix drinks. It was on a private Zoom and they had a costume contest. It was cute and lots of fun.
 - Melissa: By the way, I checked the mail and we got a donation from PRP Wine International. We were gifted two wine sampling experiences, which are private, in-home events.
 - Aimee: We talked about having a contest for ugly Christmas sweaters, with finalists and announcement of the winner woven in to the programming. We were trying to figure out what they would win. Maybe one can be for that winner?
 - Lily: I actually also have a gift certificate for a wine tasting, and I'm happy to donate.
 - Emily: Yes, we're looking for ways to engage the audience.
 - Melissa: How do we feel about Abdo's suggestion for a town hall? (*general consensus that it's a good idea*)
 - **ACTION ITEM: Emily will create a doodle poll to organize a time for the town hall.**
 - Eric: Maybe wear your ugly Christmas sweater to the town hall to help with buy-in?
 - Scott: What's the date for submitting concert materials again?
 - Aimee: November 7th, but we have some wiggle room. We chose that date to give us plenty of time, but also knowing that we would get some entries late. Just so long as we aren't trying to assemble something the week of.
- b) Month Ahead Review (standing item)
- Melissa: We have the next meeting on the calendar, and that's it. Scott, let us know when rehearsals will resume so we can put it on the calendar.
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- Steven: There's also Kyle's two events.

c) Kudos (standing item)

- Melissa: Kudos to Patrice, Aimee, Emily, and Lily for doing a huge amount of work this month.
- Patrice: So excited to have Abdo, he has really hit the ground running. Emily is my queen, thank you! Aimee is on point. Lily, I appreciate the conversations with you. There is a lot in the air- DEI, Members, LGBA- I appreciate all the work and ideas.
- Aimee: Kudos to Emily for being a huge help putting together the virtual concert.
- Emily: Kudos to Aimee, Patrice, Lily, Melissa, and Abdo.

8) Adjourn, 8:00PM

- ***Motion to adjourn the October 2020 board meeting: Patrice. Seconded: Aimee.***
- ***Unanimously adjourned.***

9) Reports

Chair Report (Melissa Terrell)

No Report

Vice Chair Report (Jonathan Alvares)

- **DEI Subcommittee**
 - Team has outlined our Fall goals
 - Currently brainstorming an organization DEI Statement. Planning to share our initial thoughts at November Board Meeting
 - Narrowing down a list of new DEI training programs
 - Reigniting an active POC Affinity Group in preparation for LGBA affinity groups
 - Oral History project with our founding and early member
- **Vandercook - Pops Ensemble**
 - No updates, will follow up with Patrick

Treasurer Report (George Matthews)

(begins on following page)

| Chase | Current Month (9/2020) | Previous Month (8/2020) | Monthly Change \$ | Year Over Year (9/2019) | Year Over Year Change \$ | Fiscal Year Start (9/1/2020) | Fiscal Year to Date Change \$ |
|--------------|------------------------|-------------------------|-------------------|-------------------------|--------------------------|------------------------------|-------------------------------|
| Checking | \$23,459.58 | \$22,208.25 | \$1,251.33 | \$37,104.30 | -\$13,644.72 | \$22,208.25 | \$1,251.33 |
| Savings | \$162,618.31 | \$162,615.68 | \$2.63 | \$162,536.53 | \$81.78 | \$162,615.68 | \$2.63 |
| Total | \$186,077.89 | \$184,823.93 | \$1,253.96 | \$199,640.83 | -\$13,562.94 | \$184,823.93 | \$1,253.96 |

24-Month Rolling Cash-on-Hand



- Notable income: \$2,000 LGBA seed

Budget Variance

Lakeside Pride Music Ensembles, Inc. For the month ended 30 September 2020

| | Actual | Budget | Var USD | Var % | YTD Actual | YTD Budget | Var USD | Var % |
|-------------------------------------------------------|--------|--------|-----------|----------|------------|------------|-----------|----------|
| Revenue | | | | | | | | |
| Ad Sales - Season Advertising | - | 2,500 | (2,500)▼ | -100.0%▼ | - | 2,500 | (2,500)▼ | -100.0%▼ |
| Contributions - Corporations | - | 2,500 | (2,500)▼ | -100.0%▼ | - | 2,500 | (2,500)▼ | -100.0%▼ |
| Contributions - Foundations | - | 2,500 | (2,500)▼ | -100.0%▼ | - | 2,500 | (2,500)▼ | -100.0%▼ |
| Contributions - Grants | - | 10,000 | (10,000)▼ | -100.0%▼ | - | 10,000 | (10,000)▼ | -100.0%▼ |
| Contributions - Individual | - | 16,500 | (16,500)▼ | -100.0%▼ | - | 16,500 | (16,500)▼ | -100.0%▼ |
| General Fundraising | - | 5,000 | (5,000)▼ | -100.0%▼ | - | 5,000 | (5,000)▼ | -100.0%▼ |
| Interest Earned | 3 | 50 | (47)▼ | -94.7%▼ | 3 | 50 | (47)▼ | -94.7%▼ |
| LGBA Revenue | 2,000 | - | 2,000▲ | 0.0% | 2,000 | - | 2,000▲ | 0.0% |
| Membership Dues - Regular | 165 | 29,000 | (28,835)▼ | -99.4%▼ | 165 | 29,000 | (28,835)▼ | -99.4%▼ |
| Merchandise Sales | - | 100 | (100)▼ | -100.0%▼ | - | 100 | (100)▼ | -100.0%▼ |
| Misc Production Revenue - Gala | - | 5,000 | (5,000)▼ | -100.0%▼ | - | 5,000 | (5,000)▼ | -100.0%▼ |
| Performance Fee Revenue - Jazz Chamber Ensembles | - | 8,000 | (8,000)▼ | -100.0%▼ | - | 8,000 | (8,000)▼ | -100.0%▼ |
| Performance Fee Revenue - Symphonic Chamber Ensembles | - | 2,000 | (2,000)▼ | -100.0%▼ | - | 2,000 | (2,000)▼ | -100.0%▼ |
| Performance Fees Revenue - Marching Band | - | 1,500 | (1,500)▼ | -100.0%▼ | - | 1,500 | (1,500)▼ | -100.0%▼ |
| Production Sponsorship - Gala | - | 15,000 | (15,000)▼ | -100.0%▼ | - | 15,000 | (15,000)▼ | -100.0%▼ |
| Production Sponsorship - Pops Ensemble 1 | - | 2,000 | (2,000)▼ | -100.0%▼ | - | 2,000 | (2,000)▼ | -100.0%▼ |
| Production Sponsorship - Pops Ensemble 2 | - | 2,000 | (2,000)▼ | -100.0%▼ | - | 2,000 | (2,000)▼ | -100.0%▼ |
| Production Sponsorship - Symphonic Band 1 | - | 2,000 | (2,000)▼ | -100.0%▼ | - | 2,000 | (2,000)▼ | -100.0%▼ |
| Production Sponsorship - Symphonic Band 2 | - | 2,000 | (2,000)▼ | -100.0%▼ | - | 2,000 | (2,000)▼ | -100.0%▼ |

Budget Variance

| | Actual | Budget | Var USD | Var % | YTD Actual | YTD Budget | Var USD | Var % |
|----------------------------------------|--------------|----------------|------------------|---------------|--------------|----------------|------------------|---------------|
| Season Sponsorship | - | 4,000 | (4,000)▼ | -100.0%▼ | - | 4,000 | (4,000)▼ | -100.0%▼ |
| Silent Auction - Pops Ensemble 1 | - | 3,000 | (3,000)▼ | -100.0%▼ | - | 3,000 | (3,000)▼ | -100.0%▼ |
| Silent Auction - Pops Ensemble 2 | - | 3,000 | (3,000)▼ | -100.0%▼ | - | 3,000 | (3,000)▼ | -100.0%▼ |
| Silent Auction - Symphonic Band 1 | - | 3,000 | (3,000)▼ | -100.0%▼ | - | 3,000 | (3,000)▼ | -100.0%▼ |
| Silent Auction - Symphonic Band 2 | - | 3,000 | (3,000)▼ | -100.0%▼ | - | 3,000 | (3,000)▼ | -100.0%▼ |
| Song Sponsorship - Pops Ensemble 1 | - | 400 | (400)▼ | -100.0%▼ | - | 400 | (400)▼ | -100.0%▼ |
| Song Sponsorship - Pops Ensemble 2 | - | 400 | (400)▼ | -100.0%▼ | - | 400 | (400)▼ | -100.0%▼ |
| Song Sponsorship - Symphonic Band 1 | - | 400 | (400)▼ | -100.0%▼ | - | 400 | (400)▼ | -100.0%▼ |
| Song Sponsorship - Symphonic Band 2 | - | 400 | (400)▼ | -100.0%▼ | - | 400 | (400)▼ | -100.0%▼ |
| Ticket Sales - Chamber Ensembles | - | 2,250 | (2,250)▼ | -100.0%▼ | - | 2,250 | (2,250)▼ | -100.0%▼ |
| Ticket Sales - Gala | - | 15,000 | (15,000)▼ | -100.0%▼ | - | 15,000 | (15,000)▼ | -100.0%▼ |
| Ticket Sales - Jazz Orchestra 1 | - | 750 | (750)▼ | -100.0%▼ | - | 750 | (750)▼ | -100.0%▼ |
| Ticket Sales - Jazz Orchestra 2 | - | 750 | (750)▼ | -100.0%▼ | - | 750 | (750)▼ | -100.0%▼ |
| Ticket Sales - Pops Ensemble 1 | - | 4,250 | (4,250)▼ | -100.0%▼ | - | 4,250 | (4,250)▼ | -100.0%▼ |
| Ticket Sales - Pops Ensemble 2 | - | 4,250 | (4,250)▼ | -100.0%▼ | - | 4,250 | (4,250)▼ | -100.0%▼ |
| Ticket Sales - Symphonic Band 1 | - | 4,250 | (4,250)▼ | -100.0%▼ | - | 4,250 | (4,250)▼ | -100.0%▼ |
| Ticket Sales - Symphonic Band 2 | - | 4,250 | (4,250)▼ | -100.0%▼ | - | 4,250 | (4,250)▼ | -100.0%▼ |
| Total Revenue | 2,168 | 161,000 | (158,832) | -98.7% | 2,168 | 161,000 | (158,832) | -98.7% |
| Gross Profit | 2,168 | 161,000 | (158,832) | -99.0% | 2,168 | 161,000 | (158,832) | -99.0% |
| Operating Income / (Loss) | 2,168 | 161,000 | (158,832) | -99.0% | 2,168 | 161,000 | (158,832) | -99.0% |
| Other Income and Expense | | | | | | | | |
| Development Expense | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Diversity, Equity, and Inclusion (DEI) | - | (5,000) | 5,000▲ | 100.0%▲ | - | (5,000) | 5,000▲ | 100.0%▲ |
| Dues & Subscription | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Equipment - Jazz Ensembles | - | (5,000) | 5,000▲ | 100.0%▲ | - | (5,000) | 5,000▲ | 100.0%▲ |

Budget Variance

| | Actual | Budget | Var USD | Var % | YTD Actual | YTD Budget | Var USD | Var % |
|---------------------------------------------|--------|----------|---------|---------|------------|------------|---------|---------|
| Equipment - Marching Ensembles | - | (4,500) | 4,500▲ | 100.0%▲ | - | (4,500) | 4,500▲ | 100.0%▲ |
| Equipment - Organizational | - | (1,000) | 1,000▲ | 100.0%▲ | - | (1,000) | 1,000▲ | 100.0%▲ |
| Equipment - Pops Ensembles | - | (4,000) | 4,000▲ | 100.0%▲ | - | (4,000) | 4,000▲ | 100.0%▲ |
| Equipment - Symphonic Ensembles | - | (4,000) | 4,000▲ | 100.0%▲ | - | (4,000) | 4,000▲ | 100.0%▲ |
| Fees & Licensing | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Food & Beverage - Gala | - | (15,000) | 15,000▲ | 100.0%▲ | - | (15,000) | 15,000▲ | 100.0%▲ |
| Food & Beverage - Marching Band | - | (275) | 275▲ | 100.0%▲ | - | (275) | 275▲ | 100.0%▲ |
| Information Technology | (85) | (2,000) | 1,915▲ | 95.8%▲ | (85) | (2,000) | 1,915▲ | 95.8%▲ |
| Insurance | - | (6,500) | 6,500▲ | 100.0%▲ | - | (6,500) | 6,500▲ | 100.0%▲ |
| Marketing Budget | - | (13,000) | 13,000▲ | 100.0%▲ | - | (13,000) | 13,000▲ | 100.0%▲ |
| Member Resources Budget | - | (1,000) | 1,000▲ | 100.0%▲ | - | (1,000) | 1,000▲ | 100.0%▲ |
| Misc Expenses | - | (2,425) | 2,425▲ | 100.0%▲ | - | (2,425) | 2,425▲ | 100.0%▲ |
| Misc Production Expense - Chamber Ensembles | - | (100) | 100▲ | 100.0%▲ | - | (100) | 100▲ | 100.0%▲ |
| Misc Production Expense - Jazz Orchestra 1 | - | (100) | 100▲ | 100.0%▲ | - | (100) | 100▲ | 100.0%▲ |
| Misc Production Expense - Jazz Orchestra 2 | - | (100) | 100▲ | 100.0%▲ | - | (100) | 100▲ | 100.0%▲ |
| Misc Production Expense - Pops Ensemble 1 | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Misc Production Expense - Pops Ensemble 2 | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Misc Production Expense - Symphonic Band 1 | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Misc Production Expense - Symphonic Band 2 | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Misc. Production Expenses - Gala | - | (5,000) | 5,000▲ | 100.0%▲ | - | (5,000) | 5,000▲ | 100.0%▲ |
| Music - Jazz Orchestra General | - | (2,500) | 2,500▲ | 100.0%▲ | - | (2,500) | 2,500▲ | 100.0%▲ |
| Music - Marching Band | - | (250) | 250▲ | 100.0%▲ | - | (250) | 250▲ | 100.0%▲ |
| Music - Pops Ensemble General | - | (2,500) | 2,500▲ | 100.0%▲ | - | (2,500) | 2,500▲ | 100.0%▲ |
| Music - Symphonic Band General | - | (3,100) | 3,100▲ | 100.0%▲ | - | (3,100) | 3,100▲ | 100.0%▲ |
| Occupancy | (749) | (36,500) | 35,751▲ | 97.9%▲ | (749) | (36,500) | 35,751▲ | 97.9%▲ |

Budget Variance

| | Actual | Budget | Var USD | Var % | YTD Actual | YTD Budget | Var USD | Var % |
|--------------------------------------|--------|----------|---------|---------|------------|------------|---------|---------|
| Performance Fees - Chamber Ensembles | - | (250) | 250▲ | 100.0%▲ | - | (250) | 250▲ | 100.0%▲ |
| Performance Fees - Jazz Orchestra 1 | - | (125) | 125▲ | 100.0%▲ | - | (125) | 125▲ | 100.0%▲ |
| Performance Fees - Jazz Orchestra 2 | - | (125) | 125▲ | 100.0%▲ | - | (125) | 125▲ | 100.0%▲ |
| Performance Fees - Marching Band | - | (700) | 700▲ | 100.0%▲ | - | (700) | 700▲ | 100.0%▲ |
| Postage & Office | - | (100) | 100▲ | 100.0%▲ | - | (100) | 100▲ | 100.0%▲ |
| Production Fees - Gala | - | (500) | 500▲ | 100.0%▲ | - | (500) | 500▲ | 100.0%▲ |
| Professional Fees | (80) | (3,000) | 2,920▲ | 97.3%▲ | (80) | (3,000) | 2,920▲ | 97.3%▲ |
| Program - Chamber Ensembles | - | (400) | 400▲ | 100.0%▲ | - | (400) | 400▲ | 100.0%▲ |
| Program - Jazz Orchestra 1 | - | (250) | 250▲ | 100.0%▲ | - | (250) | 250▲ | 100.0%▲ |
| Program - Jazz Orchestra 2 | - | (250) | 250▲ | 100.0%▲ | - | (250) | 250▲ | 100.0%▲ |
| Program - Pops Ensemble 1 | - | (400) | 400▲ | 100.0%▲ | - | (400) | 400▲ | 100.0%▲ |
| Program - Pops Ensemble 2 | - | (400) | 400▲ | 100.0%▲ | - | (400) | 400▲ | 100.0%▲ |
| Program - Symphonic Band 1 | - | (400) | 400▲ | 100.0%▲ | - | (400) | 400▲ | 100.0%▲ |
| Program - Symphonic Band 2 | - | (400) | 400▲ | 100.0%▲ | - | (400) | 400▲ | 100.0%▲ |
| Staff Stipends | - | (12,000) | 12,000▲ | 100.0%▲ | - | (12,000) | 12,000▲ | 100.0%▲ |
| Transportation - Chamber Ensembles | - | (200) | 200▲ | 100.0%▲ | - | (200) | 200▲ | 100.0%▲ |
| Transportation - Jazz Orchestra 1 | - | (200) | 200▲ | 100.0%▲ | - | (200) | 200▲ | 100.0%▲ |
| Transportation - Jazz Orchestra 2 | - | (200) | 200▲ | 100.0%▲ | - | (200) | 200▲ | 100.0%▲ |
| Transportation - Marching Band | - | (800) | 800▲ | 100.0%▲ | - | (800) | 800▲ | 100.0%▲ |
| Venue Labor - Chamber Ensembles | - | (200) | 200▲ | 100.0%▲ | - | (200) | 200▲ | 100.0%▲ |
| Venue Labor - Gala | - | (1,500) | 1,500▲ | 100.0%▲ | - | (1,500) | 1,500▲ | 100.0%▲ |
| Venue Labor - Pops Ensemble 1 | - | (1,125) | 1,125▲ | 100.0%▲ | - | (1,125) | 1,125▲ | 100.0%▲ |
| Venue Labor - Pops Ensemble 2 | - | (1,125) | 1,125▲ | 100.0%▲ | - | (1,125) | 1,125▲ | 100.0%▲ |
| Venue Labor - Symphonic Band 1 | - | (1,125) | 1,125▲ | 100.0%▲ | - | (1,125) | 1,125▲ | 100.0%▲ |
| Venue Labor - Symphonic Band 2 | - | (1,125) | 1,125▲ | 100.0%▲ | - | (1,125) | 1,125▲ | 100.0%▲ |
| Venue Rental - Chamber Ensembles | - | (1,000) | 1,000▲ | 100.0%▲ | - | (1,000) | 1,000▲ | 100.0%▲ |

Budget Variance

| | Actual | Budget | Var USD | Var % | YTD Actual | YTD Budget | Var USD | Var % |
|---------------------------------------|--------------|------------------|----------------|---------------|--------------|------------------|----------------|---------------|
| Venue Rental - Gala | - | (4,000) | 4,000▲ | 100.0%▲ | - | (4,000) | 4,000▲ | 100.0%▲ |
| Venue Rental - Pops Ensemble 1 | - | (2,250) | 2,250▲ | 100.0%▲ | - | (2,250) | 2,250▲ | 100.0%▲ |
| Venue Rental - Pops Ensemble 2 | - | (2,250) | 2,250▲ | 100.0%▲ | - | (2,250) | 2,250▲ | 100.0%▲ |
| Venue Rental - Symphonic Band 1 | - | (2,250) | 2,250▲ | 100.0%▲ | - | (2,250) | 2,250▲ | 100.0%▲ |
| Venue Rental - Symphonic Band 2 | - | (2,250) | 2,250▲ | 100.0%▲ | - | (2,250) | 2,250▲ | 100.0%▲ |
| Total Other Income and Expense | (914) | (158,250) | 157,336 | 99.4% | (914) | (158,250) | 157,336 | 99.4% |
| Net Income / (Loss) before Tax | 1,254 | 2,750 | (1,496) | -54.0% | 1,254 | 2,750 | (1,496) | -54.0% |
| Net Income | 1,254 | 2,750 | (1,496) | -54.0% | 1,254 | 2,750 | (1,496) | -54.0% |
| Total Comprehensive Income | 1,254 | 2,750 | (1,496) | -54.0% | 1,254 | 2,750 | (1,496) | -54.0% |

Secretary Report (Aimee Faller)

Emily and Aimee have been actively planning the virtual concert for the Fall. After some discussion with key members, we landed on a date of December 12, 2020 for the concert. This allows for enough time for members to submit entries and for the team to prepare, and also allows for us to add a little holiday flair in lieu of the Dance Along Nutcracker. There are some details that have been ironed out and some that need discussion.

Details known so far:

Each approach will consist of segments from a host or set of hosts (including David Patterson, if available), and pre-recorded audio/video from the various ensembles that are performing. We are anticipating the event to last 60-90 minutes, broadcasted on Facebook Live, YouTube, etc. (maybe even Twitch?). Each ensemble will have the opportunity to perform 1-3 songs. We also feel it would be a great opportunity for the emcees to promote the new Pops Ensemble and their future performances, and we can include pre-recorded video introductions from Steven and Eric, if that was something they were interested in doing. To reduce the time/effort of folks editing and submitting videos, some song performances can simply consist of a slideshow that includes a photo/photos of the performer(s), ad sponsor(s), and any additional info while the audio recording plays in the background. Additionally, throwback video footage from marching/symphonic band performances will also be used. For each “live” performance (i.e. not throwback video footage), we will need to know what song(s) are being performed, a roster of who is performing, the audio recording, and accompanying visuals (videos or photos).

For more information about the format of this event, the logistics, and the personnel needed, please see our Virtual Concert Coordination Checklist:

<https://docs.google.com/spreadsheets/d/1Mx5BXeXeiGsRYheRO-IBtpyQhFUywlZ9szThi5Rt0Tc/edit?usp=sharing>

- **When:** December 12, 2020. Time TBD. Runtime approximately 60-90 minutes total.
 - **Who:** Members of Symphonic Band, Jazz Band, and some chamber ensembles. Two co-hosts. David Patterson may be available to give some of his amazing introductions to pieces.
 - **What:** Concert will be a mix of live-streaming the content from co-hosts/emcees and pre-recorded music from each of the participating ensembles. Some throw-back footage may also be woven in.
-



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- **Where:** To be “aired” on Facebook Live and other similar platforms, possibly also Twitch. Free to attend with some solicitations for donations throughout.

Needs to be worked out:

- **Theme/Format:** The season theme will not be followed, but we have a few options prepared for a format to hopefully make things fun for the audience and more structured for the hosts.

For our Fall 2020 virtual concert event, we had three different approaches in mind-- we can either choose one of these approaches, or we can go with some combination of them (e.g. use one approach for one of the performances):

- **PBS Telethon Drive** (*or something similar*)
 - Host(s) will serve as emcees for the event: introducing performers, giving background information on songs, generally guiding the transition between performances
 - Host(s) will also encourage audience members to donate throughout the event
 - **Macy’s Parade** (*i.e. announcers with headsets giving commentary on the parade as it goes by*)
 - Could either be applied to marching band performance / any of the other performances, or serve a similar emcee role described above
 - If the latter, it may look similar to the PBS Telethon Drive approach, which is fine. If the former, it could almost resemble an SNL skit, which is also fine.
 - **Nature Show Documentary** (*i.e. David Attenborough-style nature shows*)
 - This could also be applied either to one of the performances, or to the entire event
 - Plays into our season theme of “It’s Our Nature”
 - Hosts would introduce the performance(s) in a way that resembles a David Attenborough-narrated documentary:
<https://www.youtube.com/watch?v=-tvA3EzqjI8>
 - **Concert Title:** What do we call this thing?
-



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- **Marketing/PR:** We need to drum up interest and knowledge of the event! While we would all love to be together live, having a virtual concert gives us the unique opportunity for out of town family and friends to be able to tune in and be in the audience! We need to create and execute a marketing campaign leading up to the concert.
 - On a suggestion from Scott Malinowski, we could have an ugly Christmas sweater contest leading up to the concert, with finalists and their photos presented at key points and the winner announced at the end (should there be some sort of prize?). Photo entries could be made via various social media platforms, with tags/shares included in the entry format.
- **Development:** We also considered digital ads being included either during pieces or in between during “banter” sections. Do we like the idea? Hate it? Do we have any season sponsors that need advertising? This would be an opportunity to include them. We would also need to set up the buttons/methods for donating to LPME during the event.
- **Licensing:** We need to figure out the appropriate licensing for chosen songs. Some repertoire is already nailed down. The rest will be due to us by the end of October.
- **Volunteers:** Brandon has volunteered to be a host/co-host. We’d love to have one more so they can play off each other. Emily and Aimee will be doing the bulk of the audio and video assembly, but would happily take reliable volunteers to help. We also need volunteers for marketing activities, script writing, and day-of techies who can help run the livestreams and attend to any issues and comments in feeds. What other volunteers do we need? We can announce the concert in the newsletter and begin soliciting volunteers ASAP.
- **Artwork:** Did we ever begin season artwork? Do we want to have a logo for this concert to be used for marketing?



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Member Resources Report (Patrice Mustaaftaa)

Finances & Membership Information

| | Oct 2020 | Oct 2019 | FY 2020 Eventual Total | FY 2019 Eventual Total | FY 2021 Expectation / Budgeted Amount | FY 2020 Expectation / Budgeted Amount | FY 2019 Expectation / Budgeted Amount |
|--------------------------|----------|----------|------------------------|------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Members | 237 | 207 | 235 | 274 | 250-300 | 300-325 | 250-300 |
| Member-ship Forms | 57 | 150 | 235 | 274 | | | |
| Dues | \$400 | \$14,160 | \$20,270 | \$19,785 | \$5,000 / \$20,000 | \$20,510 / \$20,000 | \$29,810 / \$18,000 |

This Year

| Stats on Instruments | | | Stats on Dues and Forms | | | Stats on Types of Membership | | |
|----------------------|-----------------|-----|-------------------------|--------|-------------------------------|------------------------------|-------|-------------|
| # of | | | # | % | Metric | # | % | Metric |
| # of | 01 Flute | 26 | 57 | 24.1% | Forms Submitted | 173 | 73.0% | Veterans |
| # of | 02 Double Reed | 10 | 180 | 75.9% | Forms Remaining | 64 | 27.0% | Rookies |
| # of | 03 Clarinet | 41 | 37 | 15.6% | Donations Finished/Waived | 14 | 5.9% | RegFullYear |
| # of | 04 Low Clarinet | 9 | 20 | 8.4% | Donations In Progress (C/C) | 5 | 2.1% | StuFullYear |
| # of | 05 Saxophone | 24 | 57 | 24.1% | Donations Given/Started | 2 | 0.8% | SenFullYear |
| # of | 06 Trumpet | 32 | 180 | 75.9% | Donations Not Given/Unstarted | 0 | 0.0% | RegHalfYear |
| # of | 07 Horn | 16 | 20000 | 100.0% | Total Dues Budgeted | 1 | 0.4% | StuHalfYear |
| # of | 08 Trombone | 24 | 400 | 2.0% | Total Accrued | 0 | 0.0% | SenHalfYear |
| # of | 09 Euphonium | 5 | 2415 | 12.1% | Approx Expected Accrual | 0 | 0.0% | Summer |
| # of | 10 Tuba | 6 | 0 | 0.0% | Artistic Director (AD) | 31 | 13.1% | Waiver |
| # of | 11 Percussion | 17 | 0 | 0.0% | Cash/Check (C/C) | 184 | 77.6% | Other |
| # of | 12 Vocalist | 11 | 206 | 87.7% | PayPal (PP) (or Stripe) | | | |
| # of | 13 Rhythm | 7 | 1 | 0.4% | PayPal Payment Plan (PPPP) | 25 | 8.1% | Jazz |
| # of | 14 Ukulele | 8 | 28 | 11.9% | Waiver | 31 | 10.1% | Marching |
| # of | 15 Auxiliary | 1 | 207 | 88.1% | Paid Full Amount | 175 | 57.0% | Symphonic |
| # of | Total | 237 | | | | 76 | 24.8% | Chamber |
| | | | | | | 24 | 7.8% | Pops |



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Development Report (Rick Villanueva)

No Report

PR Report (Matthew Toland)

No Report

Marketing Report (Adam Lang)

- No major marketing activity pending events to market.
- Need to work on the instrument donation program.

Operations Report (Brandon Strawn)

No Report

Chamber Ensembles Report (Brandon Strawn)

No Report

Symphonic Band Report (Kyle Rhoades)

The next online ensembles will be happening on October 18th and November 8th. We need to publicize the ensemble more to attract a larger number of participants in anticipation of the virtual concert.

Pops Ensemble Report (Steven Kadow)

No Report

Jazz Ensembles Report (Scott Malinowski)

No Report

Marching Band Report (Stephen Carey)

No Report
