

**Jubilate Alumni Association
Board of Directors Meeting
April 17, 2010
Minutes**

The Jubilate Alumni Association Board of Directors met on Saturday, April 17, 2010 at University Baptist Church in Charlottesville. The meeting was called to order by Diane Mundell, President.

Attendance: Dave Alls, Diane Mundell, Kathy James, Nancy Gaines, Jen Bates, Allison Guilliams, Karissa Thomas, Alba Beasley, Charlie Joyner, Jeanette Martino, Paulette Recktenwald, Laura Fontaine, Dan Usher, and Cindy Jarmul.

1. Devotion

Cindy Jarmul opened the meeting with a devotion reminding the board that Jubilate provides a space for students to nurture, encourage, and ignite their faith and the importance of that faith in their future.

2. Minutes from November 21, 2010 Meeting – Cindy Jarmul

The minutes were reviewed with the words *Board of the* being removed from the first paragraph. Dave Alls made a motion that the minutes be approved with correction. Charlie Joyner seconded the motion. The motion was approved.

3. Treasurer’s Report – Jen Bates

Jen presented the following balances in each of the Jubilate Alumni Association accounts:

	1302 Alumni Annual Fund	1303 Scholar- ship Fund	1306 Reunion Fund	1307 Alumni Assoc.	Endow- ment Bixenman	Endow- ment Veasey	Endow- ment General	Total
Contributions YTD 2010	3,390.00	0.00	0.00	0.00	2,675.00	680.00	600.00	7,345.00
Ending Balance	5,493.63	0.00	1,503.68	312.91	42,410.59	16,407.61	13,286.11	79,414.53

A matching funds gift was recently offered by an alumnus who pledged to match each donation to the Jubilate Alumni Annual Fund or the Bixenman Endowment up to \$5,000.00. The \$5,000.00 has been raised, so the alumnus will be contacted to see how he/she would like the matching funds distributed among the Alumni Association accounts.

Currently, there is \$1,470.05 in the Jubilate account at UVa.

It was noted that the majority of alumni gifts were made following the fundraising letter and the email announcing the matching gift.

Additional discussion was held around the possibility of future matching gifts and how they would be recognized. The board was in agreement that, as a church organization, anonymity is preferred; however, if a donor would like to be recognized, the board will handle each situation on a case-by-case basis.

Dave Alls made a motion to approve the Treasurer's Report as presented. Kathy James seconded the motion and the motion carried.

4. Director's Report

Alba reported a successful tour and brought thanks to the Board for their contribution toward spring dues. On tour, Jubilate sang in two churches and two adult living facilities. They also partnered with Habitat for Humanity in Sarasota, Florida, working to reclaim a wall around a neighborhood. He reported the work was challenging, but very helpful to the residents. The group was able to interact with other college groups working in the area.

Alba gave the following calendar of events for the following school year:

- August 23 Activity Fair
- August 24 First day of classes
- August 26 First Rehearsal
- September 3 – 4 Fall Retreat – Lock in at UBC, including football game and stadium clean-up; variety show preparation
- September 24 & 26 Variety Show
- October 17 Family Weekend – Jubilate sings at UBC
- December 1 – 4 Possible Boar's Head Dinner
- January 19 Classes begin
- January 20 First rehearsal of second semester
- January 28-30 Winter Retreat, hopefully at a church
- March 5 – 12 Spring Tour to New Orleans, partnering with Presbyterian Disaster Assistance – housing at the Olive Tree complex.
- April 3 Homecoming Concert
- March 20 and 27 Post-Tour Concerts

The group is considering not holding Lessons and Carols this year, and instead hosting a Boar's Head Dinner as a fundraiser and Christmas celebration. The production would include light-hearted entertainment as well as a serious Christmas celebration through song at the conclusion. The production would involve costumes and sets. The production may be expensive to produce the first year due to costumes and sets, but would most likely lead to a great fundraiser in future years. Alba discussed the question

of tackling both the Variety Show and the Boar's Head Dinner and stated this is still under discussion in Steering Committee. He did state that these activities, along with stadium clean-up and other fundraising and social activities are important. They not only raise funds for tour, but also build the fellowship of the group.

5. Recruitment

Alba reported there were 30 students in the group this year, with only 15 returning in the fall. Recruiting will be a big focus for the fall. He would love to recruit a group of between 30 and 50 students. The greatest recruiting opportunity is the Activities Fair, to be held on August 23. The Board of Directors held a short discussion around ideas for recruiting students, including Face book page for the class of 2014, Twitter, a Jubilate brochure(similar to the one developed for alumni and distributed in March), and advertising in the Cavalier Daily. The power of one-on-one contact was stressed, both student-to-student and alumni to area high school students and churches and choirs.

The current group has ideas for recruiting, but has been challenged to carry the ideas out due to finances. Charlie Joyner then made a motion to designate \$1,000.00 from the Alumni Annual Fund for the purpose of recruiting new members. Laura Fontaine seconded the motion and the motion carried. It was noted that if a Jubilate brochure is developed it should be posted on the website in PDF format so alumni will have access to this recruiting tool in their churches and communities.

6. Nominating Committee

Dave Alls, representing the Nominating Committee, announced that the following slate of officers had been unanimously approved by an electronic vote of all Jubilate Alumni:

Jeanette Fauber Martino	1973 - 1976
Paulette Bush Recktenwald	1983 – 1986
Cheryl Holmes Hibbs	1986 - 1990
Dan Usher	1997 – 2001

He then presented a paper ballot of nominees to fill leadership positions on the Board of Directors for the next year.

Jeannette Martino	President
Laura Fontaine	Secretary
Jen Bates	Treasurer

The slate of officers was approved by secret ballot.

Diane Mundell explained that the nominating committee had made much effort to ensure there was representation from a broad spectrum of alumni, with most years being

represented on the next Board of Directors. She encouraged future nominating committees to make similar efforts.

7. Web Site

Dave Alls agreed to continue as Webmaster. The board agreed to post the following on the website:

- By-laws
- Past meeting minutes in PDF format
- New minutes will be distributed to Board within two weeks of meeting. Minutes will be reviewed by members, corrections made, and then approved via electronic vote. Meeting minutes will only be posted after they have been approved by the board. Minutes will contain a condensed treasurer's report to include both total and year-to-date balances from each account.
- Jubilate brochure, if created, for recruiting purposes.

8. Finances

After lengthy discussion over Jubilate finances and the role of the Alumni Association, Dave Alls made a motion to move \$2,400.00 from the Alumni Annual Fund (1302) to the Jubilate Operating fund, allowing dues for the fall semester to be \$75.00 instead of \$150.00. Allison Guilliams seconded the motion which was approved unanimously. Alba will continue to state that dues are \$150.00 with the Alumni Association supplementing \$75.00 per student. The Board will address reduction of Spring 2011 dues at the fall 2010 meeting.

Dave Alls then made a motion to transfer \$2500.00 from the Alumni Annual Fund to the Bixenman Endowment. Kathy James seconded the motion. The motion carried.

The Board also discussed moving additional funds from the Alumni Annual Fund (1302) to the Reunion Fund (1306) in preparation for the next reunion as a larger venue may be needed for the increased numbers of alumni who may attend. Action on this item was tabled until the next meet.

9. Fundraising

The board reviewed the fundraising schedule for the past year and agreed that it had been successful with a letter at the beginning of the school year, a short email in December, and another letter in March. Allison Guilliams agreed to write a letter to go out at the end of August. Jen Bates will proof. The current group members will mail the letter out. Additional fundraising responsibilities will be discussed at the fall meeting.

10. By-Laws

Dave Alls presented the group with a list of proposed amendments to the by-laws. The group briefly discussed the proposed changes. Jen Bates suggested one additional change to be made to Section 6.2 *Election, Qualification and Term of Office*, changing the word “annually” to “each year.” Dave made the motion that all presented amendments, with the one additional change, be made to the by-laws.

Dave Alls then made the following motion:

It is hereby moved to amend the bylaws of the Jubilate Alumni Association by:

1. replacing “member of the then-current Jubilate Steering Committee” with “current member of Jubilate” in Article IV Section 4.2;
2. inserting “beginning June 1st” into Article IV Section 4.3 following “(b) All classes, beginning with the class elected at the annual meeting of the Board in 2008, shall serve three-year terms;”
3. inserting “The Director representing Jubilate shall be appointed by the Jubilate Steering Committee and shall serve until replaced,” into Article IV Section 4.3 before the last sentence;
4. replacing “Association” with “Board of Directors” in Article IV Section 4.6;
5. inserting “in a position held by an Alumni Director” into the first sentence of Article IV Section 4.6 following “for whatever reason;”
6. removing “except a vacancy in the position held by a member of the Church” from the first sentence of Article IV Section 4.6;
7. replacing “the position held by a member of the Church” with “a position representing the Church” in the second sentence of Article IV Section 4.6;
8. removing “and Directors” from the first sentence of Article IV Section 4.7;
9. replacing “June 1st” with “April 1st” in Article IV Section 4.7;
10. appending “The Nominating Committee shall also be empowered to solicit nominations for officers and shall submit a slate of candidates to the Board subject to the requirements set forth in Section 6.2” to the end of Article V Section 5.3;
11. inserting “beginning on June 1st” into Article VI Section 6.2 following “for a term of one year.”
12. replacing “annually” with “each year” in Article VI Section 6.2.

Jen Bates seconded the motion. The motion carried. Diane Mundell will take the by-law changes to University Baptist Church Church Council in May 2010 for their approval.

9. Next Meeting

The next Board of Directors meeting will be held on Saturday, August 28, 2010 at University Baptist Church from 11 a.m. until 3 p.m.

10. Adjournment

Having no other business to discuss, the meeting was adjourned.