

Jubilate Alumni Association Board of Directors Meeting August 28, 2010

The Jubilate Alumni Association Board of Directors met on Saturday, August 28, 2010 at University Baptist Church in Charlottesville. The meeting was called to order by Jeanette Martino, President.

Members present: Jen Bates, Alba Beasley, Laura Sproles Fontaine, Allison Guilliams, Cheryl Holmes Hibbs, Jeanette Fauber Martino, Casey Mattox, Paulette Bush Recktenwald, Dan Usher, Sam Zhao

Also attending: Diane Mundell

1. Devotion

Jeanette Martino opened the meeting with a devotional on gratitude using Philippians 1:3 “I thank my God upon every remembrance of you.”

2. Welcome and Introductions/Procedural Items

Following the devotional, the attendees introduced themselves to the group for the benefit of newcomers. Per the procedural change discussed at the April meeting, the minutes from that meeting were previously approved via electronic vote, but copies were available for review and reference.

3. Treasurer’s Report

Jen Bates presented the following figures for each of the Jubilate Alumni Association accounts:

	1302 Alumni Annual Fund	1303 Scholar- ship Fund	1306 Reunion Fund	1307 Alumni Assoc.	Endowment Funds			Total
					Bixenman	Veasey	General	
Contributions YTD through 07/31/2010	6884.10	0.00	0.00	0.00	6928.29	830.00	700.00	15,342.39
Ending Balance 07/31/2010	7852.84	0.00	1,503.68	295.31	50,378.85	17,517.61	17,056.47	84,952.93

There was some discussion about how best to present the budget report to the group for clarity. It was agreed that the present report format was preferred over prior reports. It was agreed that seeing the history of the account balances was helpful.

It was suggested that a graph might be useful for tracking trends. Diane Mundell clarified the role of the alumni association treasurer and explained that these suggestions might fall outside that purview given the scope of the job and the purpose of the funds, which is to help current students and Jubilate members. Further discussion was tabled until after

Jubilate Alumni Association Board of Directors Meeting August 28, 2010

the Director's report. Allison Guilliams made a motion to approve the Treasurer's Report. Sam Zhao seconded the motion and it carried by verbal vote of the members.

4. Director's Report

Recruitment

Alba expressed his gratitude and the thanks of the current Jubilate members for the board's contribution to offset the dues for the current semester.

Alba reported that there are currently 20 singers in the group with one more person scheduled to audition next week. In preparation for the Activity Fair, Alba purchased 1000 plastic cups with the Jubilate logo to hand out to potential recruits. The cups were filled with a Jubilate pencil and the new recruitment pamphlet created by current group members. 50 of the cups were distributed at the Activity Fair. 38 people provided email addresses and expressed an interest in auditioning, but some were lost to scheduling conflicts with other singing groups, sports, or marching band. Potentially some of these conflicts in schedules will resolve after the first semester and allow for more members to join for second semester.

Other recruitment activity includes flyers and chalk that was distributed to the current members for advertising across the grounds. Also still under discussion is a full page ad in The Cavalier Daily; the expense of which would be shared with University Baptist.

Schedule

Alba presented the calendar for the upcoming year. The concert and events schedule is available on the Jubilate Website at: <http://jubilateuva.org/schedule.html>. In addition to the events listed on the website, Alba's calendar included rehearsals and several post-football stadium cleanup dates for fundraising.

Alba explained that the mission tour this year will be through a different organization rather than Habitat for Humanity as they had no appropriate opportunities for this group. This year the group will be working with Operation Nehemiah in New Orleans. Alba presented the cost for lodging and meals, as well as the charter bus expenses.

5. Finances and Fundraising / Communications

Current Operations

It was noted after review of the Treasurer's report that the monies designated at the last meeting (up to \$1000.000) for the purpose of recruiting new members has not yet been transferred to the Jubilate Operating Fund. Alba explained that he has not yet submitted his receipts and requested the funds. He will forward his expenses to Jen so that the appropriate amount can be transferred.

A discussion regarding the dues for the spring semester revolved around whether the Alumni Association should decrease the dues or cover the entire dues. After rationale for both

Jubilate Alumni Association Board of Directors Meeting August 28, 2010

positions were presented and discussed, a consensus was reached that we would again decrease the dues by half for the spring semester. Sam Zhao made the motion that the Alumni Association transfer up to \$2400.00 to decrease the dues for the spring semester from \$150.00 to \$75.00 per student; the money to be transferred from the Alumni Annual Fund (1302) to the Jubilate Operating fund in January 2011. The motion was seconded by Cheryl Holmes Hibbs and carried by voice vote.

Alba was asked about the costs for the Boar's Head Dinner. The food can be purchased and prepared at a profit, assuming adequate participation. The costumes would be the largest expense, but that outlay would be a one-time expense, as they can be reused for subsequent years. Alba has explored the possibility of borrowing costumes from the UVA theatrical wardrobe, but has met with significant resistance. The current members have discussed other options, including making their own costumes and using more modern dress instead of period costumes. After some internal discussion, a motion was made by Allison Guilliams to move up to \$1300.00 from the Alumni Annual Fund (1302) to the Jubilate Operating fund if needed to offset the cost of the Boar's Head Dinner. Dan Usher seconded the motion and it was carried by voice vote. Alba will keep Jen apprised of any transfer necessary toward that \$1300.00.

Endowments

Jeanette called on Diane Mundell to speak about the Bixenman Endowment Fund. Earlier this year, Diane and Alba consulted with Ed Lowry, legal counsel for University Baptist Church, and Larry Martin, chair of the Endowment Fund Trustees of University Baptist Church, for the purpose of clarifying the terms of the Bixenman endowment. Both Mr. Lowry and Mr. Martin are familiar with the Bixenman Endowment and have been involved since its inception. It was discovered during the review of existing documentation that the original understanding of the Alumni Association that the proceeds of the fund could not be used until the fund total reached \$60,000 was inaccurate. In an opinion letter to Diane and Alba, dated May 13, 2010, Mr. Lowry stated that based on all existing documentation, it appears that proceeds from the fund are available for use now, should the Alumni Association Board elect to do so. Diane shared this information with Dave and Jeanette this summer.

After some discussion about the goals for the use of the endowment funds, it was decided that at this time there is no reason or need to tap the proceeds from this or any other endowment fund; it is preferable to use the Alumni Annual Fund for any short term needs as long as there are monies available. Normal endowment fund procedures followed by University Baptist Church indicate that if and when monies are utilized from any endowment fund, only a certain percentage of the proceeds would be available for withdrawal yearly, as determined by Larry Martin and the Endowment Fund Trustees.

Future Planning

Casey Mattox suggested that as we look to the future and how the endowment funds may be used to provide support to Jubilate, it would be helpful to have a picture of the greater vision for the group. In the past, Alba has mentioned the desire for more 'exotic' tours, perhaps to Europe, in addition to the service tours that the present group undertakes. He suggests that

Jubilate Alumni Association Board of Directors Meeting August 28, 2010

perhaps once every four years, a more extensive tour might be offered. It was suggested that Alba work with the steering committee and the current Jubilate group to come up with ideas for making Jubilate more exciting and enticing to students. He will report back to the board at the spring meeting.

Communications

It was decided that the twice yearly personalized letters to the alumni have been very effective in keeping Jubilate in the minds and hearts of the former members and have resulted in increased donations to the alumni fund and endowments. Keeping the mailings to a minimum also seems to be preferable to inundating alumni with multiple communications. Allison Guilliams has composed a fall letter to be distributed to the alumni. The letter is complete and Alba has been provided a copy. The current Jubilate group will stuff envelopes and mail the letter. Included with the letter will be the current Jubilate brochure, the Jubilate giving brochure, a donor/pledge card, and a return envelope with Jen's address.

Dan Usher volunteered to write the spring letter. Laura Fontaine will edit. The target date for mailing was set for February 1, 2011, so the letter needs to be written and proofed by January 15, 2011.

There was further discussion regarding how best to communicate with the alumni. Casey noted that there are a number of alumni on our Facebook page: <http://www.facebook.com/#!/group.php?gid=30905369533> and suggested that the letters might be posted there as well. It was decided that he would post the letter two weeks after it is mailed. There was also mention of the alumni website: <http://www.jubilateuva.org/alumni/> and the fact that it is much more user friendly and current since we moved it to the new host. Casey will provide a link from the Facebook page to the alumni site.

7. Nominating Committee Report

Laura Fontaine, chair of the Nominating Committee, reported on the work of the committee to date. The nominating committee consists of the four board members whose terms are expiring in 2011.

Charlie Joyner '73-'76
Stephanie Drews Bergwall '79-'83
Susan Dean Mundy '89-'91
Sam Zhao '05-'08

Each member of the nominating committee was charged with contacting someone who would be willing and able to serve a three year term as an Alumni Board member and who was a member of Jubilate within the same years as the off going member in order to keep the representation on the board equal across the life of Jubilate. Considerations would include the proximity and ability of the nominee to attend a twice yearly board meeting. The chair provided each member of the nominating committee with a spreadsheet of the alumni corresponding to their own years in Jubilate and their contact information.

Jubilate Alumni Association Board of Directors Meeting August 28, 2010

To date, we have received definitive nominations from Charlie Joyner and Sam Zhao. Stephanie Bergwall reported one refusal and she is working on obtaining agreement from another alumnus. She will report back to the chair. There has been no communication from Susan Mundy.

The floor was opened to the board for other potential nominees to fill the remaining slot (1989-1991). Cheryl and Paulette were also members around that time frame and suggested a potential nominee. Cheryl will contact the alumnus and report back to Laura regarding her willingness to be nominated.

8. Web Site Update

It was noted that some of the dates on the Jubilate schedule of events are incorrect. Alba will get the corrections to Dave Alls (webmaster) for updates.

9. 40th Reunion April 2013!

Jeanette called on Diane Mundell to briefly share with the group some of her experience, expertise, and issues that will need to be considered as we get closer to the date of the next reunion. Diane reported that typically reunion planning should begin about 18 months prior to the date and that generally the former directors are first contacted to ascertain availability. The feedback from the previous reunion was positive; most participants like the format that we have used in the past. The feedback and evaluations of the last reunion will be shared with the planning committee to facilitate the process.

10. Next Meeting

The next Board of Directors meeting will be held on Saturday, April 2, 2011 at University Baptist Church from 11 a.m. until 3 p.m.

11. Adjournment

Having no other business to discuss, the meeting was adjourned