**Jubilate Alumni Association**

**Board of Directors Meeting, April 8, 2017**

**Minutes**

The Jubilate Alumni Association (JAA) Board of Directors (Board) met on Saturday, April 8, 2017 from 11:00 a.m. to 3:00 p.m. at University Baptist Church (UBC) in Charlottesville, VA. The meeting was called to order by Garry Walton, President.

**Attendees:** Garry Walton (President), Diane Mundell (Treasurer), Sara Catherine Marshall (Secretary), Alba Beasley (Director), Joy Eure, Jen Bates, Kathleen Harrell Leiner, Caitlin Smith, Molly Cameron, Chuck Starkey, Nancy Gaines (UBC Representative)

Participating by phone: Katherine Asbury, John Rickman

**Welcome**

**Devotional** - The entire group participated in the devotional by sharing (1) ways in which music is still important to you today, and (2) for what you are grateful today.

**Review of agenda** – Garry reviewed the agenda for the day.

**Director’s report** – Alba Beasley gave the Director’s report.

*Membership* – Jubilate had 24 singers during the fall semester and 21 singers for the spring semester. Five singers are graduating this year. There has been lots of discussion on recruitment. Alba feels Jubilate is not drawing the quality of voices of previous groups/years. However, they have maintained the quality of music, and he doesn’t anticipate changing type of music group sings.

*Tour 2017* – Jubilate traveled to east Tennessee (Jefferson City) to work with Habitat for Humanity (Monday – Thursday). They gave several concerts along the way and during week including performances at Ric and Melissa Scott’s church and a senior living center. They spent two days working with Restore doing house construction. The foreman and other workers were very appreciative of the group’s help. The free evening was spent in Gatlinburg. The group stayed in hotels for entire week (the whole week cost less than 2 nights in St Louis last year). Alba noted that it’s still challenging to find churches willing to host the group during the week. Alba was pleased with the good morale and camaraderie within group.

*Tour 2018* – The group plans to go to New Orleans, LA for a singing tour (as opposed to this year’s work tour). They may combine singing and working. Alba is starting to make inquiries to churches he knows in AL. In New Orleans, he hopes to stay in housing associated with the work group with whom they volunteered several years ago.

**Treasurer’s Report –** Diane Mundell presented the Treasurer’s Report.

Diane passed out and reviewed the following schedules: Contributions by Account; Account Balances (updated through 2/28/17); Alumni Fund Activity Detail; Endowment Fund Available Income. These schedules are submitted as an attachment to the minutes.

*Excerpt of Total Contributions:*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1301** | **1302** | **1303** | **1306** | **1307** | **Endowment Funds** | | | |  |
| **Date** |  | **Operating Fund** | **Annual Alumni Fund** | **Scholarship Fund** | **Reunion Fund** | **Alumni Assoc.** | **Bixenman** | **Veasey** | **General** | **Total** | **TOTAL** |
| **TOTAL** | | **50,970.28** | **68,170.16** | **1,600.00** | **4,141.00** | **825.00** | **13,549.29** | **10,405.00** | **11,480.00** | **35,434.29** | **146,642.99** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 2017 |  | 1,100.00 | 400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 2016 |  | 7,322.74 | 4,575.00 | 0.00 | 0.00 | 0.00 | 75.00 | 75.00 | 25.00 | 175.00 | 12,072.74 |

*Excerpt of Account Balance*s:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1301** | **1302** | **1305** | **1306** | **1307** | **Endowment Funds** | | | |
| **Date** | **Operating  Fund** | **Annual Alumni Fund** | **General Endowment** | **Reunion Fund** | **Alumni Assoc.** | **Bixenman** | **Veasey** | **General** | **Total** |
| 2/28/17 | 6716.95 | 2,862.12 | 0.00 | 1,546.29 | 0.00 |  |  |  |  |
| 12/31/16 | 4959.14 | 2,462.12 | 0.00 | 1,546.29 | 0.00 | 96,693.04 | 38,117.36 | 33,785.24 | 168,595.64 |

*Donations* - The total 2016 contributions were in line with prior years even without a fundraising letter. When donations are made through UVA, Diane receives an immediate notification plus a monthly statement. UVA charges a credit card fee for each transaction plus a monthly membership fee; however, Diane believes the cost to be worthwhile. She transfers funds from the UVA account to the Alumni Fund when the balance is sizeable. She always leaves several hundred dollars in the UVA account to cover fees, etc.

*Endowment Fund* – Diane confirmed that the endowment fund balances include Jubilate’s share of interest earned by the funds (Jubilate’s endowment funds are co-mingled with UBC’s endowment). Chuck Starkey provided a brief overview of the Available Income (AI) calculation for those new to the group. The AI schedule is intended to calculate how much of the endowment income could be used by the Board if necessary. The use of 4.5% in the calculation represents the amount available without eroding the principle. UBC’s endowment trustees were involved in the Board’s original decisions to calculate and track AI. The AI is tracked, but the funds are not withdrawn until necessary for immediate use (i.e., the AI continues to earn interest). As of the end of 2016, there is approximately $24,000 available for spend without principal erosion and further Board discussion/approval. There has been no withdrawal to date because funds in the Alumni Fund have been sufficient to cover expenses and commitments.

Motion: Approve the minutes from the Fall 2016 Board meeting and the Treasurer’s Report as presented. The motion was seconded and unanimously approved.

**Website** – Molly Cameron provided a report on the status of updates to the Jubilate website.

Molly has identified an individual (Stephanie Donofrio) to create a new website. Stephanie would use GoDaddy (WordPress). The goal is a basic website that someone on the Board can maintain (possibly one individual to manage current membership updates; one to manage alumni updates). Alba confirmed that the UBC website utilizes WordPress and is very each to use. Molly requested approval to hire Stephanie and solicited ideas / preferences / requests. Molly was meeting with Stephanie on April 20.

Various members of the Board identified the following requests for the new website:

* Screenshot of every program from every concert (pdf)
* Photos compiled from over the years; pictures of t-shirts
* Mechanism for updating contact information
* Link for fundraising
* Tour schedule / upcoming performances
* Board membership / minutes / Treasurer’s report (?) / alumni newsletters
* Link for “how you can help”
* Link to other social media accounts

The Board intends to put the new website at the existing URL (jubilateuva.org). For color scheme, it was recommended that Stephanie look to the UBC website (universitybaptist.org). Alba and/or Chuck will send the files with Jubilate logos to Molly.

In regards to payment, Diane will ask the UBC administrator (Sue) to cut a check. The Board agreed that an immediate payment should be made to start work and then authorize a 2nd payment up to a set dollar amount.

Molly will request an estimate of the number of hours to complete the website based on the Board’s wish list. The Board wants to pay $25 per hour. Molly will request a first draft of the new website by the end of May with the goal of having the website up and running by end of June.

Motion: Authorize Molly to move forward with Stephanie Donofrio on the basis of $25 per hour up to 40 hours ($1,000). If more time is required to complete, Molly will come back to the Board to request authorization for the additional hours. The motion was seconded and unanimously approved.

**Officers / Upcoming Board Meetings**

Motion: Approve Board officers for the 2017-2018 year as follows:

President – Molly Cameron

Vice President – Chuck Starkey

Secretary – Joy Eure

Treasurer – Diane Mundell

The motion was seconded and unanimously approved.

Garry offered to take over the website initiative and/or assist with planning for the reunion. Diane will get the president’s flash drive from Ric; Chuck will confirm whether he backed up the documents on the flash drive to his home computer. Garry will reach out to Jeannette (Board president during prior reunion) for documents from prior reunion planning.

September 30, 2017 was selected as the date for the Fall Board meeting. It was agreed that the Spring 2018 meeting should be in February due to the reunion in April. February 3, 2018 was tentatively selected as the date for the Spring meeting (February 10 and 17 are back-up dates).

**Reunion Planning**

The weekend of April 20-22, 2018 was selected as the date for Jubilate’s 45th Reunion. Alba will communicate the date to the former directors and confirm availability. It was noted that alumni want to sing songs that Jubilate has done in the past, and the Board asked Alba to encourage the other directors to choose music accordingly. It was agreed that there should be no repeats from prior reunions (save those songs for the 50th reunion). The programs (pdf’s) will indicate what year the song was sung.

Diane located a draft task list from the prior reunion. She provided a high level review of the list to identify the tasks that needed to be started now or prior to the next Board meeting. The location for the banquet, as well as hotels, need to be determined as soon as possible. Newcomb Hall was used for the banquet at the last reunion, and all felt it worked well. Alba will look into Newcomb’s availability. If not available, Alba will request assistance for identifying an alternate location. John and Caitlin will coordinate and call hotels in the area. The goal is to block 125 rooms at 4 – 5 hotels of various price ranges.

It was agreed that the reunion should be used as an occasion to set up another way to send money to Jubilate. Diane will set-up a PayPal account for all reunion activity.

Joy will create a Google folder for sharing documents related to the Board and reunion.

**Communication**

Garry will send an e-mail to all alumni (based on Robby’s distribution list) on Monday, April 10. The e-mail will include:

* Participation in GivingToHoos Day (4/12/17)
* Reunion Save the Date (plus solicitation for interest in planning)
* Website coming

**New Board Members**

The group discussed a number of people to invite to serve on the Board for the term ending Spring 2020. The group settled on asking the following individuals: Jeannette (Garry to contact), Cheryl Holmes Hibbs (Diane to contact), Ryan Hopson (Sara Catherine to contact), and a recent alumni (Alba to reach out to 1 – 2 people).

The group agreed it would be valuable for a current Jubilate member to attend Board meetings (possibly the Steering committee president?). His or her involvement will be particularly important during reunion planning.

**Dues**

Motion: Keep JAA commitment at $100 per student for Fall 2017 semester. The motion was seconded and unanimously approved.

Alba will provide the Fall 2016 and Spring 2017 count to Diane for payment (the Board previously committed to $100 per student per semester). If necessary, Diane is authorized to use endowment income to fulfill the dues commitment. The Board was optimistic that there would be contributions to Jubilate on GivingToHoos Day.

**Adjourn**

The meeting ended at 3:00pm.

Respectfully submitted by Sara Catherine Marshall, Secretary.