

## Jubilate Alumni Association Board of Directors Meeting April 2, 2011

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The Jubilate Alumni Association Board of Directors met on Saturday, April, 2, 2011 at University Baptist Church in Charlottesville. The meeting was called to order by Jeanette Martino, President.

Members present: Jen Bates, Laura Sproles Fontaine, Nancy Gaines, Allison Guilliams, Cheryl Holmes Hibbs, Charlie Joyner, Jeanette Fauber Martino, Paulette Bush Recktenwald, Sam Zhao

Absent: Alba Beasley, Stephanie Drews Bergwall, Casey Mattox, Susan Dean Mundy, Dan Usher, Kathy Wilson

Also attending: Incoming board members Jeanine Bush Aronowitz, Jeff Meadows

### 1. Devotion

Charlie Joyner opened the meeting with a devotional.

### 2. Welcome and Introductions/Procedural Items

Following the devotional, the attendees introduced themselves to the group for the benefit of newcomers. Two of our incoming members for this fall attended this meeting to familiarize themselves with the group and processes. The minutes from the fall 2011 meeting were previously approved via electronic vote, but copies were available for review and reference. Jeanette requested updated contact information for each member of the group and a sheet was passed around the table to provide that information.

Jeanette extended a welcome to our new members and a thank you for our outgoing members: Charlie Joyner, Sam Zhao, Susan Mundy, and Stephanie Bergwall. Jeanette also thanked all members of the nominating committee, headed by Laura Fontaine, and others who assisted in this process.

### 3. Treasurer's Report

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

|   | 1302<br>Alumni<br>Annual<br>Fund | 1303<br>Scholar-<br>ship<br>Fund | 1306<br>Reunion<br>Fund | 1307<br>Alumni<br>Assoc. | Endowment Funds |           |           |                  |
|---|----------------------------------|----------------------------------|-------------------------|--------------------------|-----------------|-----------|-----------|------------------|
|   |                                  |                                  |                         |                          | Bixenman        | Veasey    | General   | Total            |
| <b>Contributions<br/>YTD through<br/>03/31/2011</b> | 735.00                           | 0.00                             | 0.00                    | 0.00                     | 0.00            | 35.00     | 95.00     | <b>130.00</b>    |
| <b>Ending<br/>Balance<br/>02/28/2011</b>            | 13,829.50                        | 0.00                             | 1,503.68                | \$277.71                 | 55,689.36       | 19,915.83 | 17,741.82 | <b>93,347.01</b> |
| <b>Ending<br/>Balance<br/>07/31/2010</b>            | 7582.84                          | 0.00                             | 1503.68                 | 295.31                   | 50,378.85       | 17,517.61 | 17,056.47 | <b>84,952.93</b> |

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Giving has decreased significantly since the last report. Jen noted that there was a transfer into the Operating Fund and the Alumni Annual Fund after the books were closed on the 31<sup>st</sup> of April, including an anonymous \$1000.00 gift to Jubilate operations. The following issues were raised during discussion:

- How are the endowment accounts managed? These funds are managed by the church treasurer of University Baptist Church through the accounting office.
- What funds are slated for Jubilate as part of University Baptist's budget? After conferring with Alba post meeting, the answer was returned: "The budget is proposed in the Sept-Oct time period, and usually accepted in January. There is no "single-line item" for Jubilate beyond a portion of the accompanist's salary. However, under areas such as "music literature" and "music special events" there are funds designated specifically for the group."
- Were tour expenses greater than anticipated? After conferring with Alba post meeting, he stated: "Overall expenses were a bit less than last year (less for lodging and meals); the bus was a little more. Having fewer members impacted tour expenses."

Charlie Joyner made a motion to approve the Treasurer's Report. Cheryl Holmes Hibbs seconded the motion and it carried by verbal vote of the members.

#### **4. Director's Report**

Due to a scheduling conflict, Alba was unable to attend the meeting but provided a written report. He again emphasized gratitude for the board's contribution to offset the dues.

##### **Recruitment**

Recruitment continues to be a big challenge and a primary focus for the group. There is still one concert to be held on grounds in April which may provide some recruitment opportunities. The group is already planning activities for visibility during move-in and registration in the fall. There are recruitment supplies (cups and pencils) left over from the purchase for last fall which will be put to use until depleted.

As of the meeting, the confirmed returning group for fall 2011 consists of four sopranos, eight altos, two tenors, one bass. There are also two additional altos and one additional soprano who may be able to return, but their availability is not yet confirmed.

In addition, Alba is creating a mailing list for churches in major Virginia cities and communities; not limited to Baptist churches, to send out Jubilate brochures so that incoming students can be aware of the group prior to hitting the grounds. This suggestion was received very favorably by the board. The timing of the letter was discussed and the board proposed July 15 as a target date for sending out these letters

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so that they can be circulated to prospective members in a timely manner. Alba agreed that this is a good date and will work to accomplish this.

Other suggestions from board members included:

- Alert all alumni of the availability of the Jubilate brochure on the website and encourage alumni to distribute the brochures in their home communities and churches so that potential students can be exposed to the group. Alba liked the idea of the JAA Board sending an electronic PDF to alumni as a recruitment strategy. He has a student working on a possible re-design of the brochure with an end-of-May deadline. He will notify Jeanette when the brochure is re-designed or updated, and asked us to wait until then to send anything out.
- Contact/advertise in major religious publications such as the Religious Herald. Sam stated that the group has tried to contact the Herald, but has had no luck getting a call back. Charlie has contacts with the publication and offered to directly approach them.
- Publish a story by a current member regarding their experiences in the group.

### **Tour**

In spite of logistical and organizational challenges, Alba reported a very successful tour to New Orleans which included concerts and service projects and resulted in increased group cohesiveness and growth. Alba shared a thank you note sent from one of the Alabama churches in which the group sang praising the ambassadorship of the members.

The group has voted to do another service tour next spring. Alba hopes to have a report in the fall on potential destinations.

### **Schedule**

Alba presented a tentative calendar for the 2011-2012 academic year. The group decided to do a variety show and Lessons and Carols this coming year rather than the larger productions they took on last fall.

### **Jubilate Constitution**

Alba also presented three proposed changes to the Jubilate constitution for the board to review. He plans to take the amended constitution to the UBC Church council in the near future. The changes consist of:

- Electing Jubilate officers for the academic year rather than the calendar year to provide more cohesive leadership.
- Adding a sixth officer “Historical Development Chairperson” who will be responsible for collecting pictures and significant group documents for preservation.
- An amendment to the rehearsal policy to reflect that the group may spend more than 1 ½ hours / week in rehearsal on occasion.

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The board had no objections to the proposed changes. It was noted that there is an inconsistency in wording between Article V and Article IX in denoting the position of Financial Development Chairperson vs. Treasurer.

### **5. Finances and Fundraising / Communications**

#### **Current Operations**

A discussion regarding the dues for the fall semester again revolved around whether the Alumni Association should decrease the dues or eliminate the dues with strong points offered for both positions. Those in favor of eliminating the dues raise the issue of increased attractiveness to potential group members who may balk at paying up front for the semester. Those opposed feel that requiring some amount of money from the member creates a stronger sense of ownership and responsibility to the group.

Last semester the board paid half the dues (\$75.00/member) for the current group. A motion by Jeanette Martino to supplement the fall semester dues by \$100.00/member; the money to be transferred from the Alumni Annual Fund (1302) to the Jubilate Operating fund in August 2011 was seconded by Charlie Joyner, but voted down 6-3 by the voting members present. After further discussion, Jen Bates moved that we supplement the dues by \$125.00/member; the money to be transferred from the Alumni Annual Fund (1302) to the Jubilate Operating fund in August 2011. The motion was seconded by Allison Guilliams and passed by a vote of 6-3. Jen will transfer the money to the Jubilate Operating Fund upon receiving the final count of members from Alba after the start of the academic year.

#### **Communications**

The fall letter to the alumni was discussed. Jen Bates offered to write the letter, Allison Guilliams will proof/edit. 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.

### **6. Election of Officers for 2011-2012**

Jeanette introduced the slate of officers for the upcoming year. The current officers have agreed to serve again if elected. Ballots were distributed to the board members present and the current slate was elected unanimously. The JAA Board of Directors Officers for the 2011-2012 year are:

Jeanette Fauber Martino – President  
Laura Sproles Fontaine – Secretary  
Jen Bates – Treasurer

The group discussed future officer selection and Jeanette encouraged younger members of the group to step forward to help lead the JAA forward.

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**7. 40<sup>th</sup> Reunion April 2013!**

A quick overview of issues to be thinking about for the reunion was presented. Committees will be formed and planning will begin in earnest at the fall meeting.

**8. Next Meeting**

The next Board of Directors meeting will be held on Saturday, September 17, 2011 at University Baptist Church from 11 a.m. until 3 p.m.

**9. Adjournment**

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