

**Jubilate Alumni Association
Board of Directors Meeting
September 30, 2006
Minutes**

The Board of the Jubilate Alumni Association met on Saturday, September 30, 2006 at 10:00 a.m.

Members present: Dave Alls, Diane Mundell, Jeanette Martino, John James, Amy Ebel, Kathy Elkins James, Alba Beasley, Sarah Reynolds, Melinda Tabler Stone, Erin Hallissy, and Cindy Pruett Jarmul.

1. Devotion

Dave Alls opened the meeting with a devotion based on II Corinthians 9:7-8 with an emphasis on giving.

2. Certification of By-laws and Election of Directors

Dave reported receiving 40 positive votes on the by-laws and election of directors. The University Baptist Church Council has yet to vote on approval. He noted that many alumni were very supportive and encouraging in the newly formed alumni association's efforts.

3. The following officers for the Board of Directors were elected by secret ballot:

President: Dave Alls
Secretary: Cindy Jarmul
Treasurer: Diane Mundell

In his opening comments as new President, Dave requested that all board members consider donating "seed money" for the Jubilate Alumni Association to help with future expenses. He set a goal of \$400 - \$500 with checks to be made to University Baptist Church with a designation to the Jubilate Alumni Association.

4. Director's Report on Jubilate

Alba Beasley reported that there are now 48 members in Jubilate, which is a good number considering the previous group had 32 members with 15 graduating in the spring. He reported that the fall retreat went very well and the year is off on a very positive note. He pointed out that the group had a true feeling of welcome for new members and the sound of the choir was very nice. He reports that one student is from Ghana and two are from Piedmont Community College. The 2007 tour will be to Orlando, Florida with stops in Georgia, North Carolina, and the Virginia Eastern Shore.

Upcoming dates and events to remember:

- October 21, 2006: Variety Show, 3-5, UBC (fundraiser)
- October 22, 2006: Jubilate sings at UBC for Parents' Weekend
- November 11, 2006: Harvest Ball fundraiser
- December 3, 2006: Lessons and Carols, – 6:00 pm, UBC
- December 4, 2006: Lessons and Carols, University Chapel
- January 19-21, 2007: Winter Retreat, location TBA
- March 3 – 10, 2007: Spring tour
- April 1, 2007: Homecoming Concert, UBC

Churches are needed to host pre-tour concerts on February 18th and 25th, as well as post-tour concerts on March 18th and 25th. Churches should be located within a two-hour driving range from Charlottesville.

Alba then discussed financial issues with the board. Dues for the 2006 – 2007 school years will be \$200. In addition, members are encouraged to participate in fundraising opportunities such as the Variety Show and selling merchandise at sporting events and concerts. However, the financial commitment to be in the group keeps some students from joining. Scholarship possibilities would eliminate hurdles to being in the group. Alba noted that some members of UBC support needy students.

5. Meet with Members of Jubilate Steering Committee

Alba reported that Sarah Reynolds will be the Jubilate Steering Committee rep on the Alumni Association Board of Directors. She and Erin Hallissy joined the group for some discussion and let us know that dues were enough of a problem for students that the fees were lowered for this school year. They briefly told us about fund raising for the group and how the finances were set up.

6. Financial Issues concerning current members and the Alumni Association

Current Jubilate accounts are managed by the financial secretary at UBC:

Fund Number	Fund Name	Ending Balance as of September 2006
1301	Jubilate Operating Fund	-11,389.40
1301a	Jubilate - Music Folders	400
1302	Jubilate Alumni Annual Fund	8,618.78
	Jubilate Scholarship Tour	
1303	Fund	154.49
1304	Jubilate Special Projects	368.07
1305	Jubilate Endowments	8,058.01
1306	Jubilate Reunion	367.34
		6,577.29

Memorial Endowments	
Bixenman Fund	39,622.91
Veasey Fund	13,759.21
	53,382.12

The board will request the following financial details be taken into consideration by UBC:

1. Roll money from 1301(a) (Jubilate Music Folders) into 1301 (Jubilate Operating Fund) and remove 1301(a) as an account
2. Move money from 1302 (Jubilate Alumni Annual Fund) to 1301 (Jubilate Operating Fund)
3. Remove "Tour" from 1303 (Jubilate Scholarship Tour Fund) making the name of the account "Jubilate Scholarship Fund"
4. Move money in 1304 (Jubilate Special Projects) to 1301 (Jubilate Operating Fund). Leave account 1304 as a line item for future use.
5. Add Jubilate Alumni Association Operating Fund as a line item, with a beginning balance of \$700 collected from board of directors.

7. Schedule Next Meeting

The board agreed that our next meeting would be held on Saturday, April 14, 2007 beginning with lunch at 12. Our business meeting will begin at 1:00 pm.

8. Thirty-fifth Reunion

The thirty-fifth Jubilate reunion will be held in the spring of 2008. The Board of Directors agreed that an initial plan needs to be underway by our spring meeting and a committee will need to be formed, made up of alums not on the board of directors plus at least one director. Although planning committees have begun working eighteen months ahead of the reunion in the past, they have had to do a lot of work gathering addresses. The Alumni Association has accomplished this task already, so the job will not be quite as large this year. Diane agreed to come up with some starting documents before our spring meeting when a full committee will be appointed.

9. Lunch

As the meeting closed for lunch, there was a strong statement of the need for alumni to step up and make a financial commitment to Jubilate, including a more substantial scholarship fund and working to clarify endowment issues.

Alba led the group in singing "Be Present at Our Table Lord" and then we had lunch together, which was provided by Alba.

10. Fundraising

With the group sincerely wanting to see alumni financially supporting Jubilate in a more substantial manner, the board of directors began a discussion around fundraising. Dave

had been in some discussion with Carl Beard, who offered some suggestions around direct mailing financial appeals to alumni. He suggests three to four mailings each year. The directors agreed that this method would be too much, but we will keep in touch with alumni through newsletters and aim to send a fundraising letter out at the beginning of the school year and around tour time in years to come. As we are a new organization, we agreed to send the following letters this year:

1. As soon as possible for the fall of 2007
2. Another letter around tour time
3. Another letter at the beginning of the school year (August/September)

Fundraising priorities are to increase the scholarship fund and reduce the operating deficit. Alba stated that money received by January could be used for students in need. Funds received after January 30 could go to the general fund. The board set a goal of \$10,000 for our initial fund raising effort, to be distributed in the following manner if our goal is met:

- General Fund \$5000
- Scholarship \$2000
- Endowment \$3000

Kathy Elkins James agreed to draft the letter and Melinda Tabler Stone agreed to draft a response card. The response card will offer alumni an opportunity to update their contact information. Letters will be mailed out of UBC with postage being covered through the Alumni Association Operating Fund. Alumni will be encouraged to respond by the end of the year. Current Jubilate members, as well as board members, will write thank you notes to those alumni who respond to the fundraising letter.

The board then entered into a discussion of the endowment funds. The Bixenman fund, as it was set up, cannot be touched until the total funds in that individual endowment reach \$60,000. The fund has not reached that amount, but, if all endowment funds were to be combined, including the Veasey endowment and the general endowment, the \$60,000 mark would be reached. Cindy agreed to contact Dr. Bixenman to entertain a conversation around modifying the original wording of the endowment to allow the alumni board to begin formulating plans for use of endowment proceeds. Diane pointed out that UBC has endowment trustees whom we will need to work with around endowment issues.

11. Alumni Newsletter

Dave reported that Molly Nugent Cameron has agreed to coordinate our alumni newsletter for one year. The newsletter will be sent out electronically. The newsletter will include the following:

- Communication from Alba
- Dates to remember
- Current student profile
- Alumni profile
- Transitions
- Financial updates

12. Other business

The board will work with UBC Church Council to clarify working relationship with them. Issues that need clarification include:

- Approval process for letters, website, etc.
- How do we identify ourselves as a board with UBC
- Endowments
- Clarify their expectations of our board
- Their representation on our board

Diane announced that a Yahoo group had been established for our board which will simplify communications for our board of directors. We can post by-laws, minutes, etc. on the site. She requested that members register at jubalumassoc@yahoo.com

Alumni will receive an email in the near future updating them on the work of the board of directors and alerting them of the upcoming fund drive.

13. Adjournment

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