

**Jubilate Alumni Association  
Board of Directors Meeting  
September 15, 2012  
Minutes**

The Jubilate Alumni Association Board of Directors met on Saturday, September 15, 2012, at University Baptist Church in Charlottesville. The meeting was called to order by Jeanette Martino, President.

Members in attendance: Jeanette Martino, Robbie Jones, Jeff Meadows, Kathy Wilson, Jackie Lockwood, Paulette Recktenwald, Jeanine Aronowitz, Chuck Starkey, Nancy Gaines, Charlie Joyner, Diane Mundell, Rhiannon Franck, Sam Nicolai, and Alba Beasley.

Members absent: Cheryl Hibbs, Dan Usher, and the Jubilate student representative.

1. Jeanette opened the meeting in prayer, and identified several Jubilate alumni members in need of ongoing prayers. Chuck volunteered to do the devotion at the February 2013 meeting.
2. Copies of the meeting minutes from the April 2012 meeting were distributed and comments / revisions were requested. Diane made a motion to approve the minutes as edited, Jeff seconded the motion, and the motion was approved.
3. Jeanette indicated that Jen Wasiak had resigned as member of the Board, and that Charlie Joiner had been asked to consider serving the remaining portion of her term, which expires in 2014. Jeanette made a motion to approve Charlie as a member of the Board, Rhiannon seconded the motion, and the motion was approved.
4. Treasurer's Report

Diane presented the Treasurer's Report, summarized below:

	1301 Operating Fund	1302 Alumni Annual Fund	1306 Reunion Fund	1307 Alumni Assoc.	Endowment Bixenman	Endowment Veasey	Endowment General
Contributions YTD	\$420.00	\$2292.80	\$0	\$0	\$300.00	\$350.00	\$925.00
Ending Balances	(\$4,919.14)	\$9,512.24	\$1,503.68	(\$59.69)	\$63,698.23	\$23,797.10	\$20,111.84

Balances as of 8/31/12; Endowment balances as of 7/31/12

Diane indicated that there were some minor inconsistencies with incoming donations being posted to the correct account (1301 or 1302), depending on whether the donor was alumni or church member. She also indicated that moving donations from church accounts to endowment accounts was occurring infrequently, resulting in an additional \$650 shown in the endowment fund contributions, but not in the in endowment fund totals above. Alba also indicated that some anonymous donations were not being properly reported to Diane as the Alumni Board Treasurer. Alba expected the necessary fund transfers and reporting to be completed shortly, and to not be future issues. Jackie made a motion to approve the Treasurer's Report, Paulette seconded the motion, and the motion was approved.

## 5. Director's Report

Alba presented the Director's report, including the following:

- The choir had 12 returning members, and 4 new members so far, resulting in a current membership of 16 students. Two additional students have auditioned, but have not yet joined. Alba has four additional prospects who have not yet auditioned. Attracting new members continues to be challenging, especially due to the significant amount of competition from the various choral and a capella groups. The current choir leadership has attempted to network through other Christian organizations, with limited success.
- The current choir breakdown is 5 sopranos, 5 altos, 2 tenors, and four basses.
- Upcoming events include the traditional Variety Show fundraiser and potato bar. Alba hopes to receive an invitation from the University to participate in the Lighting of the Lawn.
- The choir voted to not hold a madrigal dinner this year, instead returning to the Lessons & Carols format due to a desire to have more exposure on grounds. The Lessons & Carols presentation is planned for December 2<sup>nd</sup>, 2:30 in the University chapel, and 5:30 at University Baptist.
- Spring Tour this year will be to Charleston, South Carolina, and a workday with Habitat for Humanity is planned.
- Preparations for Reunion are underway, and Alba has received proposed anthems from all of the directors except one – which he hopes to receive shortly. Alba indicated the possibility of sending out the reunion music to alumni on CD or online.

## 6. Reunion

- Hotels: Jeff reported that contracts with six hotels had been finalized with blocks of rooms reserved for April 12-13. Price ranges vary.
- Food: Saturday night dinner will be in the Newcomb Hall ballroom, and will be catered by University Caterers. Pricing options vary from \$18 to \$26/person.
- Food: Jeanine presented several options and pricing for Friday night dinner. Last reunion included 190 adults and 17 children for Friday dinner, which was catered by Mel's Diner. Less than 10 people had indicated a preference for vegetarian food at registration. Alba indicated that drinks could be provided by the church. The group agreed that approximately \$10/person would be budgeted for the Friday dinner.
- Food: Jeanine presented the option of Bodo's Bagels for Saturday morning breakfast at a cost of slightly more than \$1/person. Last reunion included 8 dozen bagels, fresh fruit, Spudnuts, and beverages. The group agreed that less than \$2/person would be budgeted.
- Anthem: The group discussed the possibility of commissioning an anthem from Pepper Choplin in celebration of the 40<sup>th</sup> Anniversary. Due to cost, the possibility of commissioning an anthem at the 50<sup>th</sup> Anniversary, and the presence of several previous anthems, the group agreed to not seek a new anthem at this time, but to consider using one of the previously commissioned anthems.

- Music: Alba indicated that costs for music are expected to be similar to the last reunion, which was \$2300. 1-2 of the selected anthems may be freely available on the internet.
- Costs: The group discussed the overall budget and the desire to keep registration costs at manageable levels, especially for younger alumni. The agreed-upon budget is \$50/person for registration, \$45/person for early registration, and \$25/person for the Saturday evening banquet. The Registration and Food teams have the authority to raise the registration or banquet costs by an additional \$5 if necessary to balance overall costs. The group also discussed a willingness to use the current balance of the 1306 Reunion Fund for reunion expenses, but not funds from any of the other accounts.
- Registration: The target for the registration package will be mid-October preparation for an early November mailing. Early registration will be by February 1<sup>st</sup>. Although registration will be available on the website and emails will be used for reminders, paper copies of the registration package will still be sent to each alumnus.
- Photography: The group discussed the need for someone to be identified as responsible for taking the primary photographs of each director and associated alumni. A note may be included in the registration package asking individuals to download candid photos to a common laptop or online location.
- Directory: Diane and Alba will work jointly on assembling the directory.
- Childcare: Rhiannon has coordinated with Evan Hansen of Baptist Collegiate Ministries to provide students to offer childcare on Sunday during the banquet. The church will help coordinate childcare for rehearsals and the concert through the Assoc Minister for Education, Bob Badgett. Rhiannon to put Evan in touch with Bob, and Diane to forward Rhiannon information on childcare from last reunion.

#### 7. T-shirts

Paulette displayed past reunion t-shirts, and the group agreed on a planned reunion t-shirt consisting of a blue shirt with orange and white lettering, including the split-V design. Precise language and design to be determined. T-shirts are to be \$15 regardless of size, and will be able to be ordered through reunion registration.

#### 8. Dues

The group discussed subsidizing dues of the current choir members for the spring semester. Diane made the motion to subsidize \$125/person from the Alumni Fund, Charlie seconded the motion, and the motion was approved.

#### 9. Next meeting

The group agreed that February 9<sup>th</sup> was the next meeting, with February 23<sup>rd</sup> as backup in case of inclement weather.

#### 10. Elections

The elections for the next year's slate of candidates are to be held in January / February. Names of potential candidates for election are to be forwarded to Jeanette. Current members rotating off the Board are Jeanette Martino, Paulette Recktenwald, Cheryl Hibbs, and Dan Usher. The group discussed the desire to maintain the range of ages on the Board.

11. Leadership transition

Jeanette presented the concept of having a President-Elect position, intended to be a one-year period of preparation and transition for becoming the President in the following year. Rather than going through the formal process of changing the bylaws to incorporate an additional officer position, the position would be filled as needed by the current Board – which is also allowed in the bylaws. Jeanette made a motion to elect Jeff Meadows to the President-Elect position, Chuck seconded the motion, and the motion was approved.

12. Alba closed the meeting in prayer.