

**Jubilate Alumni Association  
Board of Directors Meeting  
September 28, 2013  
Minutes**

The Jubilate Alumni Association Board of Directors met on Saturday, September 28, 2013, from 11:00 a.m. – 3:00 p.m. at University Baptist Church in Charlottesville, VA. The meeting was called to order by Jeff Meadows, President.

JAA Board members in attendance: Jeanine Bush Aronowitz, Charlotte Dillon Hubbard, Robbie Jones, Charlie Joyner, Jeff Meadows (President), Diane Weber Mundell (Treasurer), Sam Nicolai, Dan Pinkham, Ric Scott, Chuck Starkey (Secretary) and Melissa W. Stoner

Members absent: Rhiannon Franck

Others present: Carl Beard (Jubilate founding Director), Erin Veasey (Jubilate Steering Committee), Alba Beasley (Jubilate Director), and UBC members Nancy Gaines, Robbie Gough and Jackie Lockwood

**1. Devotional**

Jeff shared the devotional based on a writing by Martin Luther.

**2. Welcome / Introductions / Procedural Items**

All members were welcomed and introduced themselves to the group. The February 2013 minutes had been previously circulated by email and approved.

**3. Treasurer's Report**

Diane Mundell presented the treasurer's report. An excerpt is summarized below and the full report is an attachment to these minutes.

	1301	1302	1305	1306	1307	Endowment			
<b>31-Aug-13</b>	Operating Fund	Annual Alumni Fund	General Endowment	Reunion Fund	Alumni Assoc.	Bixenman	Veasey	General	Total
Contributions YTD	\$ 4,659.02	\$1,348.00	\$ -	\$1,633.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Balances (8/31/13)	\$ (3,127.34)	\$7,638.21	\$ 100.00	\$1,546.29	\$ -	\$ 64,567.50	\$24,356.91	\$22,082.28	\$111,006.69
Balances (4/30/13)	\$ (6,948.69)	\$9,122.71	\$ -	\$5,394.08	\$ -	\$ 69,940.66	\$26,383.84	\$23,919.92	\$120,244.42

The Operating Fund has a deficit balance of \$-3,127. The balance is down due to a number of reasons. Last year, the group had lower membership, but certain operational costs are fixed. In addition, over the summer, new Jubilate t-shirts were

designed and purchased (approximately 50) to help the group get a head start this school year on recruiting. The shirts were worn at various recruiting events so far this semester.

The Alumni Fund has a balance of \$7,638 after \$1,348 in contributions during 2013. Diane reminded the Board that at our February 2013 meeting, we had committed to fund a Fall 2013 dues offset of \$125 per member. The Board had approved funding up to \$2,750 which equates to \$125 for up to 22 members. These funds will come from the Alumni Fund. Later in our meeting, the Board discussed how to deal with the deficit in the Operating Fund.

The Reunion Fund has a balance of \$1,546. The April 2013 40<sup>th</sup> Reunion had a slight surplus of \$747, with \$13,594 in revenue and \$12,847 in expenses. In addition, alumni made contributions of \$1,633 above and beyond paying their reunion fees. The Treasurer's Report was duly approved as presented.

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

Alba Beasley and Jubilate Steering Committee Chair, Erin Veasey, reported that things were off to a very encouraging start for the new school year. While Jubilate only had six members returning from last year, Alba was excited to announce that the group now has twenty-two members (17 women and 5 men). The group made a concerted effort over the summer to step up the recruiting effort. The Jubilate web site was redesigned by Erin Veasey and Mike Recachinas. A flyer was created and placed in all of the first year students' mailboxes. It contained information about Jubilate and included a QR code on the back which students could use to go directly to the Jubilate web site via their smart phones. Donning their new t-shirts, Jubilate had a table in the religious section in the Amphitheater. This was a change in location as in previous years the Jubilate table had been in the performing arts area on the Lawn. Along with friendly greetings, they handed out dum dum lollipops with a picture and Jubilate web site QR code.

There seems to be a new energy in the group due to the increased size. The group rehearses once a week on Sunday evenings from 6:30 – 8:00 p.m. They gather for supper first at 6:00 downstairs in Fellowship Hall in a combined meal with the Youth Group and any Sunday evening classes. Different groups in the church have provided dinner and this seems to be a great time for Jubilate to fellowship and get to know one another. The various groups will share in any costs and the JAA Board will discuss at our Spring 2014 meeting helping to fund Jubilate's cost.

Next Friday night, Jubilate will have its annual variety show with this year's theme being Broadway. A second performance will be given after church in Fellowship Hall Sunday afternoon along with a baked potato/salad bar fund raiser.

This year, Jubilate will return to doing a singing tour with a trip from March 8-15, 2014 that will take them through North Carolina and south to Florida, including stops in Orlando and Clearwater. They plan to do pre-tour concerts in Waynesboro (Feb 23) and Richmond (Mar 2), as well as a post-tour concert in Williamsburg (Mar 23). The Homecoming Concert will be at 5:00 p.m. on March 30<sup>th</sup> back home at University Baptist. The winter retreat is planned for the weekend of January 24-26.

This weekend is Parent's Weekend at UVA and Jubilate will sing at the 11:00 Sunday service.

### **Lunch**

The Board broke for a delicious lunch of pizza, salad and fall-themed cookies provided by Alba and University Baptist Church. Thanks, Alba!

### **5. Student Costs**

To follow up on the discussion during the Treasurer's Report, the JAA Board discussed the current Operating Fund deficit. It was generally agreed that the Operating Fund should have a goal of having a \$0 balance in August at the beginning of each school year. To that end, Sam Nicolai moved that the JAA Board authorize a transfer of \$3,127.34 from the Alumni Fund to the Operating Fund to bring that fund balance back to \$0. The motion was seconded and approved unanimously. This will be in addition to the \$125 per member dues offset approved in February 2013. The amount of the dues transfer will be at least \$2,000 based on the current 16 members and could increase if any additional members join the group in the next several weeks. The \$7,638 balance in the Alumni Fund is sufficient to cover this \$5,127.34+ transfer without using any endowment funds.

Discussion then turned to spring dues. After the above transfers, the Alumni Fund balance will be down to approximately \$2,500. We will look to increase this balance through an end of the year fundraising letter, however, the JAA Board felt comfortable in approving this now because we always have the option of using the endowment funds, which have a current balance of \$111,007. We discussed the fact that we have not drawn on any of the endowment funds to date, but they are there to support the Board's support of Jubilate, current and future. If we were to decide to utilize these funds, which are managed by University Baptist, there is generally a maximum amount that can be withdrawn per year (approximately 4%; as determined annually by UBC) and we would not touch the original principal. Based on the current balance, this would equate to \$4,440.

The JAA Board approved supporting current Jubilate members by contributing \$125 per member toward the spring 2014 dues of \$150, with a maximum amount of \$5,000 depending upon group size. The motion was made by Charlie Joyner, then seconded and approved unanimously.

## **6. Election of Officers**

In the Spring 2013, elections were held for President, Treasurer and Secretary, but a President-Elect was not selected. Chuck Starkey was unanimously elected as President-Elect and will succeed Jeff Meadows when his term expires in June 2014. It was also decided that the position of President-Elect would be included in the annual elections going forward. This is a relatively new position for the JAA Board. Jeff Meadows was the first ever President-Elect when he was elected in February 2013.

## **7. Reunion Discussion**

The Jubilate 40<sup>th</sup> Reunion, held on April 12-14, 2013, was considered to be a great success. The group reviewed the comments received via the questionnaire. Some overall comments included the fact that most folks liked having the banquet in Newcomb Hall. The food was good, cost fairly reasonable and it was great to have it on the Grounds and close to UBC. A general consensus was that, although beautiful, the music was too difficult given the short amount of rehearsal time that we have on Friday evening and Saturday morning. Most of the music was on the somber side and some of it was new, not having been done by any Jubilate group in the past or present. Folks feel that it is thrilling to sing beautiful music in such a large group. Alba said that upon reflection, the Directors agreed with those points and would look to make some changes for the next reunion. The Friday night supper and Saturday morning breakfast were well received, especially the Spudnuts on Saturday – ran out too soon.

We also reviewed the attendee questionnaire responses for Why Joined, Why Stayed and suggestions for Recruiting and Retaining. General themes included Christian fellowship, the chance to sing Christian music with a high quality choral group, friendships, the chance to go on tour and found a place to get away from busy college life.

A special thanks was given to Diane Mundell for summarizing all of the responses and grouping them by decade of Jubilate membership. A copy of the questionnaire summary is attached to these minutes. This will be valuable information for Jubilate, the JAA Board and the Directors Task Force going forward.

## **8. Next Meeting**

The Spring 2014 meeting was tentatively scheduled for Saturday, March 29, 2014, from 11:00 a.m. to 3:00 p.m. at University Baptist. This is the day before the Jubilate Homecoming Concert and several members indicated that they might plan to stay in Charlottesville and attend the concert. Melissa Stoner volunteered to lead the devotional at this meeting.

## **9. Recruiting Status**

Next, the JAA Board continued the discussion of recruiting begun during the Director's Report section of the meeting. Erin and Alba agreed that the recruitment campaign was well organized this year due to the hard work of everyone in the group.

They combined some new ideas with what had been done in the past and the happy result is that the group has grown to 22 members, with a few more still interested. Some alumni came back to help with the Activities Fair. Situated in the religious section of the fair this year, Jubilate had a table where they had the Jubilate banner and posters with pictures. They had cups, pencils and the dum dum lollipops with a flyer and QR code wrapped around it (example attached). Each person who signed up at the fair got a follow-up email from Erin inviting them to join the group and giving them more information. Signing up for an audition was made easy this year. Scanning the QR code took the prospective members right to the Jubilate web site where they could select an audition time. There was no need to make a phone call or walk down to the church office to sign up. They arranged to have Jubilate members present at the auditions to greet folks and make it a friendly atmosphere. Eight new members came to the first rehearsal and were greeted with a goodie bag, including a rice krispie treat, yum. The JAA Board thanked Erin, the rest of the Steering Committee, Alba and all of Jubilate for the great job they did recruiting.

The group will continue to recruit throughout the school year. Other ideas include getting lists from Christian acapella groups, University Singers, etc. of folks who may have auditioned but not made it into the group and doing recruiting and holding auditions in the Spring for next Fall's group.

#### **10. Directors' Task Force**

Carl Beard (Jubilate founding Director) led a discussion of the new Directors' Task Force (DTF) which was formed after the 40<sup>th</sup> Reunion "in response to the current challenges facing Jubilate, especially declining membership over the last three years". As stated in the minutes (attached) from its first meeting on June 18-19, 2013, the DTF's "purpose was to begin a dialogue about how to support Jubilate into the fifth decade and beyond". Members of the DTF include Alba Beasley (Jubilate Director), Michael Cheuk (Sr. Pastor UBC), former directors Carl Beard, Len Willingham, Michael Norris and Kevin Holland, Robbie Gough, Jeff Meadows (JAA President), Diane Mundell (JAA Treasurer and Past JAA President) and Jeanette Martino (Past JAA President and DTF Facilitator). The group met again in Charlottesville at UBC on September 27, 2013.

The DTF's purpose is to help Jubilate remain a strong, vibrant organization going forward for the next 40 years and beyond. Its goal is to help in the areas of visioning, organization and fund raising. DTF plans to meet at least three times between now and next fall to develop a Mission Statement and Strategic Goals/Strategic Plan for the next five years.

Carl said the questions the DTF wants to focus on are:

What should Jubilate's vision be?

What should the group aspire to?

What would Jubilate want to do if money were no object?  
What should Jubilate's goals be in the next five years?  
How will the group achieve those goals?

He challenged the JAA Board to think about these things and contact him, or any of the DTF members, with their thoughts and ideas. They will put the DTF information on the Jubilate Alumni web site and encourage input from all alumni. The group plans to meet again in January or February, 2014.

**11. New Board Members**

The following Board members' terms will end in June 2014: Jeanine Aronowitz, Rhiannon Franck, Charlie Joyner and Jeff Meadows. Jeff said that replacements were being sought and contacted. Nominees will prepare a bio and elections will be held using the Alumni web site in early 2014.

**12. Communications**

We need a new newsletter editor and webmaster to succeed Dave Alls, who has decided to step back after many years of service. It was suggested that we have two roles: a communications coordinator who would create and manage the content and a technical coordinator who would be willing to post things on the website, etc. This way the communications person would not need to be technically proficient on the web site. Erin Veasey graciously offered to fill the technical role until the Board and UBC can develop a more permanent solution.

**13. Fundraising Letter**

The JAA usually sends out a fundraising letter in the Fall and Spring of each year. It was decided that all of the Directors (past and present) should sign the letter. Jeff Meadows and Carl Beard will prepare a draft letter with the goal that it will go out to alumni before the end of 2013.

**14. Adjournment**

The meeting was adjourned at 3:15 p.m.

Respectfully submitted by Chuck Starkey, Secretary

<b>Jubilate Alumni Association Financial Report</b>									
<b>September 2013</b>									
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	Operating Fund	Alumni Annual Fund	General	Reunion Fund	Alumni	Bixenman	Veasey	General	
			Endow-ment		Assoc.				
Contributions YTD (as of 1/31/13)	\$4,659	\$1,348	\$0	\$1,633.00	\$0	\$0	\$0	\$100	\$689.00*
Ending Balances (as of 1/31/13)***	\$2,001	\$8,374	\$1,875	\$3,933	\$252	\$65,658	\$24,768	\$20,635	\$111,061**
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