**Jubilate Alumni Association**

**Board of Directors Meeting, October 8, 2016**

**Minutes**

The Jubilate Alumni Association (JAA) Board of Directors met on Saturday, October 8, 2016 from 11:00 a.m. to 2:30 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), Alba Beasley (Director), Jen Bates, Molly Cameron (Recording Secretary for this meeting), Joy Eure, Nancy Gaines (UBC representative), Carolyn Lowry (UBC representative), Chuck Starkey

Calling in: Sara Catherine Marshall, Kathleen Leiner, Katherine Asbury

**Welcome**

**Devotional** – Jen Bates presented the devotional.

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

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

*Membership*. Jubilate currently has 30 members but the number may drop to 27 or 28 soon. The group needs tenors and altos. The ratio of women to men is 2:1.

*Schedule*. The next concert is on Nov. 6 (Parents’ Weekend) at 1:30 after morning worship. Some of the music will be by Rutter and Randall Thompson (He that Ruleth; Beauty of the Earth [with harp]). Alumni will be invited to join the group for Beautiful Savior. The Lessons & Carols program is scheduled for Dec. 7 at the UVA Chapel, and Dec 4 at UBC.

*Presidency*. The group needs a president, as Sara is ill. Esther DeBord took over but has become too busy to be president or on the Steering Committee at all. Someone from the Steering Committee needs to step up. This needs to be resolved soon, hopefully as early as the next Sunday.

*Tour 2016–2017*. Unlike recent tours, this will be a working tour; Alba is looking for evening and pre- and post-concerts.

No destination was decided last year. Alba is scouting the possibilities, although it is still a bit early for applications to working groups. The tour will stay in VA, as it’s less expensive. Union Mission Ministries and Habitat for Humanity (HH) are groups Jubilate could work with; Alba is reaching out to some HH folks. VGAB is another potential resource. HH work tends to be very rewarding for Jubilate members because someone will live in the housing they are improving. Another possibility is Building Goodness Foundation. Garry asked if we had any alums in the Tidewater area who might be able to help.

*Other*. The spirit of the group is fun. The Sunday night church dinners are going well. Most rehearsals will be on Sunday evenings, with just a few mid-week rehearsals necessary. Alba is very excited about Jubilate’s upcoming year!

**Treasurer’s report –** Diane Mundell presented the Treasurer’s report. The Operating Fund is separate from the Alumni Fund. The Reunion Fund has been built by asking for donations that can help cover the costs of the reunion banquet for current Jubilate members. Pledges through the UVA Alumni Association are usually honored but occasionally someone pledges an amount and never sends it. This is what happened in 2009; the unsent pledge shows up as -$20. Diane puts the pledges in whatever fund the donor designates. Pledges do not appear in the Total.

Diane took us through the various pages of the report. See below for part of p. 1, the funds. (This specifically reflects contributions to each of the funds in the past two years).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1301** | **1302** | **1306** | **1307** | **Endowment Funds** | | | |  |  |
| **Date** |  | **Operating Fund** | **Annual Alumni Fund** | **Reunion Fund** | **Alumni Assoc.** | **Bixenman** | **Veasey** | **General** | **Total** | ***Pledges*** | **TOTAL** |
| **TOTAL** |  | **48,720.28** | **64,430.16** | **4,141.00** | **825.00** | **13,549.29** | **10,355.00** | **11,480.00** | **35,384.29** | ***196.55*** | **146,502.99** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 2016 |  | 5,072.74 | 975.00 | 0.00 | 0.00 | 75.00 | 25.00 | 25.00 | 125.00 | *0.00* | 6,172.74 |
| 2015 |  | 11,744.00 | 6,330.00 | 0.00 | 0.00 | 450.00 | 600.00 | 310.00 | 1,360.00 | *20.15* | 19,434.00 |

*Account balances*. These have been brought up to date through the end of August. The Operating Fund is running a negative balance at the moment; dues have not yet been collected. The money from 1305, General Endowment, has been requested to be moved into the endowment funds. Explanation of the UVa Fund balance: when people donate through the UVa Alumni Association, the money goes into this fund. Fees come out of this fund. Diane explained the quarterly $10 credit card fee. (The money reported in the UVA Fund is still at the UVA Alumni Association. A small balance is kept there to cover credit card fees, which occur when a donation is made via credit card, and also the quarterly administrative fee. The last quarterly fee we paid was for $10).

*Alumni Annual Fund*. Diane provided details on this fund. JAA covers part of current Jubilate members’ dues.

*Endowment Fund*. Diane discussed the available income from this fund. We have money available through this fund because the trustees approved a 4.5% spend rate on the average end-of-year balance for the past three years. The idea behind this spend rate is that it would allow us to use this fund if needed without dipping into the principal. However, we have not had to use the Endowment Fund yet because we’ve had enough money in the Alumni Fund. The current Endowment Fund balance is $166,644.

*JAA commitment to dues*. This year our commitment is $100/Jubilate member for fall semester.

LUNCH

**Approval of April minutes** – Jen Bates moved to approve the minutes, Diane seconded; unanimous approval without additions or corrections.

**Nominations and election**

*Nominations*. Garry opened the discussion of filling the expired slate. Four people rotated off, but only three were elected a year ago, so we still need a fourth to complete that class. Three have been nominated for the current class, so one more is needed for that class. All of these folks still need to be voted in. We discussed new members and possible nominees. Erin Brown initially said yes but then decided she couldn’t do it right now. Matt Smith said no. Other new members: Jen, Joy, and Caitlin came as new members in Spring 2016; Chuck, Kathleen, and Molly came in Fall 2016. The group agreed that we would like to focus on recruiting folks from Len’s era, as this is a gap on the board. We need people who can help us plan the 45th reunion.

The board’s current makeup, shown with people’s years in Jubilate, director/s, and when they rotate off:

*Rotating off Spring 2017*

Katherine Asbury, 2006–2010, Alba

Sara Catherine Marshall, 2001–2005, Jeff, Alba

Ed Fontaine, Carl/Edmund

Garry Walton, 1973–1977, Carl

*Rotating off Spring 2018*

Jen Bates, 1993–1998, Mike, Kevin

Joy Eure, Mike/Kevin

Caitlin Smith, 2006–2011, Alba

*Rotating off Spring 2019*

Molly, 1975–1978, Carl

Chuck, 1979–1981, Carl/Edmund

Kathleen, 2005–2009, Alba

The group discussed a number of people to ask for the current board openings and settled on asking the following people in this order: (1) John and Tricia Harrell – Diane will contact to see if either or both of them are interested; (2) Mary Beth and John Rickman – Jen will contact to ask either/both; (3) Cindy Jarmul – Diane will contact if we need her to; (4) Michelle Turner – Nancy will contact if needed. Garry will get in touch with folks from the Carl days to ask them about serving in the future (Kathy Elkins James, Jeannette Martino, Jeff Meadows, possibly Bonny Dillon).

*Election*. Once we have a full slate, we need to add the names of the new people and then send this out by email to the members for approval of the slate.

**Update of contact info** – The Jubilate flash drive has a lot of historical information, including old minutes and old emails. (Garry will ask Ric about getting the flash drive.) Robby’s database has newer emails. When we update the website, we can drive people toward it and they can update their contact info through the website.

**Improving communication with members** – We need a communication strategy; we’re not communicating effectively with members.

*Website*. Molly knows a young editor, Emily Henry, who might be able to help update the website, which is of course a prime communication resource. There is up to $500 available to pay someone for this work. Molly will get in touch with Emily and forward the information to Alba. Whoever updates the website at this point probably will need to talk to Erin Veasey and Mike Recachinas, who created it.

A barebones website is fine. It needs to be easy to update and use, not flashy. The discussion of the website’s content yielded the following:

* Info on the current group
* Stories from members
* Info on concerts (perhaps with the programs of music)
* Reunion details
* Other news
* Current photos
* Archives with minutes of past JAA meetings, photos, audio clips

*Mailings*. Mailings cost $300–$400. These get a better fundraising response than email blasts. Right now, donations are down to a trickle and may remain that way until we send a letter. JAA sent its last letter 11/9/2015; it yielded 21 responses ($4,000 yield for a $400 mailing). Is once a year often enough for these letters? We could keep letters in the can, waiting to be mailed. Now would be a good time for a mailing because it’s near the end of the tax year and could be piggybacked onto the November concert. Also, we’re low on funds ($75), so we need to do some fundraising. We should include some key financial information, such as the funds’ balances. Diane suggested sharing the total contributions to each fund and endowment for a year and the totals for the current year. If we sent a letter late October/early November, we could include a newsletter (which should have a “What’s New” page), a donations appeal, and possibly a message about the updated website. It was decided that we need two member communications a year but should not necessarily appeal for donations in both. People also want to hear stories about the new student members. We need a student representative to the current alumni board.

Conclusion: We need to send a fundraising letter now that also includes some information about last year’s tour, plans for the upcoming tour, and the concert season. We can pull information from last April’s minutes and these October minutes as its basis. Joy and Jen will write the fundraising appeal section of the letter. Alba will edit it. Everyone should send their information to Garry within two weeks (by Oct. 22) so we can put together the letter. If we could have an envelope stuffing session October 30 people would get the letter before the November 6 concert. We can send another appeal for donations in the Spring by email. People also can donate through the UVA Alumni website. We should remind folks that they can donate through UVa’s Day of Giving and designate Jubilate.

Other fundraising ideas: Alba says that the churches Jubilate visits on tour no longer allow baskets to be passed or even set out to solicit donations. Also, the group is not doing a variety show this year. The appeal letter should highlight these facts—that Jubilate can’t solicit at its tour churches and that tour is expensive. The members now have to stay at hotels. Total tour costs run to about $21,000 (much of which covers the cost of the bus). We will take up a collection at the Nov. 6 concert and at the lunch that day, as well as at the Homecoming concert and possibly at UBC services.

*Email blast*. We can use a mass emailing to get information out when the website has been updated. The question was raised: How do we get email addresses updated? We need good email addresses. Chuck said that when he was president, there were about 60 bad email addresses. Robby’s database is the best source of current email and other member information. When people join Jubilate, their information is entered into the database. Judy uses Facebook to get names and addresses from people.

**Determining contribution of JAA dues to Jubilate student expenses** –

The question was posed: Do we still want to give $100/student/semester? If we get $3,500, we can cover the current number of Jubilate singers (27–30). How much do we want to commit for the Spring dues? Students owe $175 per semester. Diane suggested JAA cover $100 per student for the Spring. Unanimous approval.

**Long-range planning:**

* **UVa bicentennial** – The UVa bicentennial stretches from October 2017–2019.
* **Jubilate’s 45th anniversary** – We need to make sure that Jubilate’s reunion doesn’t overlap with UVa’s big bicentennial weekend because that will cause problems with hotels, crowds, and people’s competing interests. Diane suggested we designate someone to watch UVa’s website so that we can flag its big bicentennial events in April 2018. Right now we’re targeting the 3rd week of April 2018 for the reunion.

**Next board meeting** – Target 3rd weekend of April.