**Jubilate Alumni Association Board Meeting Minutes**

**Saturday, January 27**

**Attendees:**

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| * John Harrell * John Rickman * Nancy Gaines * Claire Veasey * Diane Mundell * Molly Cameron * Chuck Starkey | * Cheryl Hibbs * Joy Eure * Jen Bates * Ryan Hopson * Alba Beasley * Kathleen Leiner * Phone: Erin Recachinas, Carolyn Lowry |

**Financial update from Diane Mundell, Treasurer:**

* Summary of the use of various funds:
  + 1301 Operating Fund is intended to provide for the current group.
  + 1302 Alumni Fund is where most donations from alumni are collected. Amounts covering dues for current members are transferred from the Alumni Fund to the Operating Fund.
  + 1306 Reunion Fund captures donations made as part of the registration for reunion.
  + 1307 Alumni Association Fund is now defunct and had previously captured donations from original Alumni Association Board members.
  + UVA fund represents amounts donated through UVA that are still in the UVA fund.
* The total endowment just increased to over $200,000 – quite a milestone!
* Since the October 2017 letter to alumni, $8300 in donations have been received

**Director’s report from Alba Beasley:**

* The current group had retreat last night. The group is comprised of approximately 15 members, down from 18 last semester: 5 altos, 6 sopranos, 1 tenor, and 2 basses. A handful of prospect members joined for retreat as well.
* Alba will be discussing potential alternative plans to a full tour in New Orleans with the Steering Committee in the next few weeks. There is a desire to do something in terms of a Spring Tour.
* Alba is hesitant to rent two 15-passenger vans to New Orleans due to safety concerns and cost. The smaller vans cost more than the 55-passenger vans!

**Website update from John Rickman:**

* A reunion page with registration functionality supported by a Google secure form and back-end spreadsheet has been added. John will continue working with Palmer on the website.

**Reunion planning:**

* February’s mailed letter should include the registration form. Cheryl will update the registration form and share with the group the week of January 28.
* John and Caitlin have codes for room blocks at 10 different hotels. They will share with the group as soon as possible. This information needs to be included in the registration form as well.
* Ryan will draft blast email that includes PDF of the registration form, link to Jubilate website, and link to Google Docs.
* Goal is to mail the letter by Friday, February 2. We will use the Reunion Fund to pay for this mailing, and we are asking for donations to the Reunion Fund. An early bird discount will apply to responses received within 2 weeks of mailing.
* Alba will schedule the directors meeting, and there is a sub-schedule for which directors are directing at which points in time during rehearsals.
* The current Steering Committee will own compiling a slide show for the banquet. People should send pictures to Jubilate steering committee email address, which Claire will provide.
* The current group will man the check-in desk at reunion.
* Diane will serve as emcee for the banquet and will introduce all of the Board members.
* We will give people the opportunity to buy CDs for a donation of $5.
* Childcare was discussed, and a plan agreed to. Childcare will be free for rehearsals and the concert, and $15 per child or $25 for a family (maximum) for banquet. Alba will follow up on where UBC can pitch in. Any overage of cost will be absorbed by the reunion budget. We will ask people to pay for childcare when they register, a change from prior reunions.
* We will charge $35 for the banquet at the Holiday Inn. The banquet costs $29 per person plus $600 for the room. We will ask attendees to prepay with their registration. Alba will confirm the timeline to lock down final headcount. Donations to the Reunion Fund cover sponsoring current members to attend.
* T-shirts will remain at the $15 price. <<WHO IS COORDINATING?>>
* The Friday night spaghetti dinner and dessert is included in the price of reunion. Nancy will coordinate the dinner and desserts, and UBC will own both set up and clean up.
* The Saturday breakfast is included in the price of reunion. Carolyn and Nancy will handle Saturday breakfast, which will likely include Bodo’s, fruit, and finger foods from Sugar Shack or Krispy Kreme. UBC will own both set up and clean up.
* All plates, cups, and utensils will be purchased by UBC, and Jubilate will reimburse the church for what is used. Diane will send counts and other information from last reunion to Carolyn and Nancy, to help with planning.
* Molly will confirm with David Alls on handling name tags again for this reunion. <<IS THIS CORRECT?>>
* John will map the Google Doc to Word format for the directory, and the current plan is to print the document at UBC.
* Ryan will obtain the feedback questionnaire from Diane, update, and aggregate all feedback after reunion.
* Wellford Tiller (UBC member and former leader of BCM) has volunteered to be the photographer for reunion weekend. He and his wife Nell will be invited to all events for free.
* Alba will determine how to best handle Vince’s music and new composition during reunion, whether part of the reunion program or something for the banquet. Molly will handle securing a Jefferson Cup for Vince as a thank you.

**Slate of Board members:**

* 2020 top-off recommendation: Cristy Lee
* 2021 recommendations:
  + Melissa Scott
  + Derek Leiner
  + Susan Gravatt
  + Diane Mundell, assuming another volunteer is not identified
  + Alison Van Gilst Mullins

**Officers:**

* Chuck volunteered to be our next President, and the motion was approved unanimously.
* Ryan volunteered to be our next Secretary, and the motion was approved unanimously.
* We will discuss filling the optional Vice President position in our next meeting. There were no immediate volunteers.