

Anoka Brass Band Association

Board of Directors

Meeting Minutes 12 September 2009

The Board met over lunch at the Subway at Coon Rapids Boulevard and Round Lake Boulevard.

- Meeting commenced when Jerry joined us in the line to order at approximately 12:20 p.m.
- Agenda Item #1: discuss proposed draft of the “Board of Directors” portion of the LWBB organizational document
 - added text to signify that the Board appoints the Chair of the Steering Committee
 - clarified that the proper name of the Board is “Board of Directors,” not “Executive Board,” to be accurate and consistent with official documents
 - final draft will read as follows:

Board of Directors – Gordy, Dave, Chris, Sue, & Jerry Van Cleave

The Anoka Brass Band Association is the organization under which the LWBB operates. The primary responsibility for the LWBB lies with the Steering Committee, while any ultimate responsibility lies with the ABBA Board. The role of the Board as it pertains to the “daily life” of the LWBB includes the following:

1. Approve/hire Conductor
 2. Appoint First-Call Players
 3. Approve/hire Executive Band Manager & all other paid positions
 4. Appoint Chair of the Steering Committee
 5. Attend Steering Committee meetings
 6. Work with the Steering Committee to encourage the LWBB’s growth and to ensure that the Band’s direction stays on course with the mission, philosophy, and founders’ intentions.
 7. The following positions will report to the Board
 - a. Chair of the Steering Committee – **Chris Ravndal, Acting Chair**
 - b. Executive Band Manager – **Eric Anderson**
 - c. Treasurer - **Dick Miller**
 - d. Conductor - **Mike Halstenson**
 - e. Special Projects - **Charles Olson**
- Agenda Item #2: discuss the size, composition, and voting roles within the Steering Committee
 - Sue notified the Board that she is resigning from the Chair position and membership on the Steering Committee due to her present medical circumstances. The Board regretfully but with full understanding and sympathy accepted Sue’s resignation.
 - Chris will serve as the Acting Chair for the 2009-2010 season while a new Chair is sought.
 - The Board agreed on the positives of appointing Eric Anderson as LWBB Manager and Bob Naslund as LWBB Equipment Manager.
 - Bob will be invited to regularly attend SC meetings as the Equipment Manager.
 - The Board decided to add one more At Large position to the SC in order to have 7 voting members.
 - Gordy will serve as the voting Board member on the SC.
 - Chris & Jerry’s votes on the SC will be their own, per se, not representing the Board.

- Sue will announce at the 9/19/09 rehearsal that she has stepped down, will announce that we need to fill two SC positions (hers plus one additional), and invite interested band members to let Board members know if they're interested in becoming a SC member.
- Agenda Item #3: discuss revising wording on a mission statement
 - Jerry suggested the importance of leaving the ABBA's mission statement as is for logistical and simplicity reasons. Any efforts on a mission statement would be for the LWBB, not the ABBA.
 - The point of addressing this is to ensure consistency & clarity with the Board's vision/direction for the LWBB.
 - Gordy noted part of the importance of the LWBB's existence being for the fun, gratifying experiences of its members.
 - Chris will initiate a discussion via email to advance this process.
- Other discussions and business:
 - The Board named Jerry its President.
 - Proposed 2010 summer trip to Europe
 - o The SC had appropriated \$10,000 toward this trip.
 - o Dick stepped down as the lead on the project. No one else stepped up.
 - o The Board formally cancelled the tour and put the \$10,000 back "into the pot."
 - Board's role in approving the annual LWBB budget and other financial matters
 - o Initially the Board discussed a dollar threshold under which the SC could make decisions without Board input.
 - o This evolved into the Board deciding that it needs to approve the annual budget before it would go to the SC. This would take place in the Spring. The "fiscal year" would run July 1st to June 30th. While all felt this would probably be a formality, all agreed this step is necessary.
 - o There was a discussion on the extent of any "checks and balances" within the present LWBB financial set-up. The desire for ongoing transparency was two-fold, first with respect to all band members, and also in the event that the ABBA is ever audited.
 - o Chris noted how he keeps a detailed spreadsheet of all money in and money out for his Band Boosters. Other Board members noted how this would be helpful for the LWBB.
 - o Concern was raised about not having a 2nd person with access to the checkbook or checking account, mainly if something happened that Dick was not available or was somehow unable to deal with or address.
 - o The Board agreed that the President would be the 2nd person with access to the checkbook and checking account. Jerry will talk with Dick about making this happen and the related above points.
 - o Significant discussion went on about having a band debit card or credit card for the LWBB Treasurer, LWBB Librarian, and ABBA Board "financial agent." No clear conclusions were reached.
 - o Jerry is going to look into wording in the ABBA official documents regarding financial roles and offices within the Board.
 - There was lingering discussion about perpetuating long-term relations with ARCC.
 - David noted this year's fall concert again lacks an Anoka-area venue.
- Meeting adjourned at 2:05 when Sue needed to leave and everyone cleaned up the table.