

**Sharon Concert Band Board Meeting Minutes  
December 12, 2022**

**Attending:** Steve Bell, Angela Woodward, Amy Paul, Tom Lucci, Kathy Brink, Alison van Dam, Michael Saracino, George Mellman, Yesenia Martinez

Called to order at 7:00 pm and adjourned at 8:09 pm.

- **Minutes, October 10, 2022 and November 14, 2022:**
  - A motion was made to approve both sets of minutes by a single vote. The minutes were approved by unanimous vote.
- **Director's Report (Steve Bell):**
  - For future concerts at Sharon Middle School (SMS), the producer will need to coordinate with George, Ted Greely and other school contacts to test lights. A lighting technician is required to make spotlight positioning optimal for performers onstage (e.g., performers are illuminated, but lights are not shining in their eyes).
- **Personnel (Kathy Brink):**
  - We will plan to vote into membership all who have paid 2022 dues.
- **Treasurer's Report (Tom Lucci):**
  - Tom will check to find out who has not yet paid 2022 dues.
  - Tom circulated the latest fiscal data earlier in the week. There were no questions about the report.
- **Old business- Rehearsal Schedule (Steve Bell, Angela Woodward):**
  - On December 15<sup>th</sup>, both bands will rehearse at SMS. Steve will remind everyone at the next rehearsal.
  - December 22 and December 29- no rehearsals.
- **Old Business- Jazzy Valentine (Tom Lucci):**
  - Sons of Italy (SOI) Hall can post our A-frame sign.
  - Clear communication of location in our promotions is key, since the event has never been at this venue before.
  - The start time of the event is believed to be 7:45 pm, but we need to check the SOI contract to make sure.
  - In order to make money on the event, \$1500 is our maximum loss. There will be some costs tied to promotion.
  - Tom will check with the Marshfield radio station and with WICN about running ads.
  - Alison has already created the content for the Facebook ad.
- **New business- April 2, 2023 Concert (Angela Woodward, Steve Bell):**
  - We need a title for the concert. Suggestions include 2020, Live Music Is Back, Favorites. Goal is a complete list of suggestions to choose from at the next Board meeting.
  - The concert is on a Sunday.
- **New business- Pops Concert (Angela Woodward):**
  - We need to decide if it should be on an evening, or on a Saturday.
  - George will check SMS availability for the months of May and June.
  - Having the concert at an outdoor venue would be attractive, but we may have weather concerns at that time of year. We could consider using a tent, especially if we have it at the Ames Library, which has erected a tent for us in the past.

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- **New business- Summer Schedule (Angela Woodward):**
  - Proprietor's Green (Marshfield) has offered dates. Marshfield was considered by some to be too far to travel last summer. It is outside of our usual mileage range, but, given that we are paid for this concert, it might be worth disregarding the mileage range again.
  - Matt Leftin is working on dates at Ames Library, Whitney Place and an assisted living facility in Easton.
  - Other possibilities we could consider include assisted living facilities in Mendon and Medfield (they have the same leadership as Proprietor's Green); Abington (RSBB has played there); Norwood; and Walpole (both are usually eager to book us for their concerts on the green).
- **New business- Black folders (Kathy Brink)**
  - New folders have not been ordered yet. Amy has three if any section needs them.
- **Old business- Audit (Michael Saracino):**
  - Bill Dube, Elaine Brookfield, Joe DiSalvatore, Matt L., Matt S. all volunteered for the audit.
  - Amy O'Regan may have a list of percussion property we own.
  - Jim Hinds is still coordinating music stands even though he is taking a break from playing.
  - A music library database would be extremely helpful and could be created using widely available software for creation of simple databases.
  - The audit is expected to take about two months to complete and should require about four meetings of the Audit Committee. We will plan to start after 1/1/23.
- **New business- Agenda Items for Upcoming Meetings (tabled for now):**
  - Trailer (January);
  - Bylaws (January);
  - Summer schedule;
  - Simpler email system;
  - New volunteer to manage emailing;
  - Documentation of all of our processes;
  - Updated production checklist;
  - Chart donations for future concerts.