

**Jubilate Alumni Association
Board of Directors Meeting
September 17, 2011
Minutes**

The Jubilate Alumni Association Board of Directors met on Saturday, September 17, 2011, at University Baptist Church in Charlottesville. The meeting was called to order by Jeanette Martino, President.

Members in attendance: Jeanine Bush Aronowitz, Jen Bates, Alba Beasley, Nancy Gaines, Allison Guilliams, Cheryl Holmes Hibbs, Jeanette Fauber Martino, Jeff Meadows, Paulette Bush Recktenwald, Dan Usher, Jen Blum Wasiak.

Members absent: Laura Sproles Fontaine, Rhiannon Franck, Casey Mattox, Kathy Wilson.

Also in attendance: Diane Weber Mundell

1. Devotional

Jen Bates shared a devotional focused on the September 11 remembrance and the hymn, "A Mighty Fortress is Our God."

2. Welcome / Introductions / Procedural Items

All members were welcomed and introduced themselves to the group. Copies of the minutes, approved in April 2011, were made available for review as needed.

3. Treasurer's Report

Jen Bates presented the treasurer's report, summarized below (as of 8/31/11):

	1301 Operating Fund	1302 Alumni Annual Fund	1306 Reunion Fund	1307 Alumni Assoc.	Endow- ment Bixenman	Endow- ment Veasey	Endow- ment General	Total
Contributions YTD 2011		2,087.58	0.00	0.00	0.00	235.00	95.00	2,417.58*
Ending Balance	(4,799.93)	11,740.09	1,503.68	277.71	55,912.87	20,227.77	17,762.83	93,903.47**

*Total for contributions across all funds

**Total for endowments only

Approximately \$3000 (or enough to pay \$125 toward fall semester dues per current Jubilate member) will be moved from the Alumni Annual Fund (1302) to the Operating Fund (1301) as soon as the final membership is determined for the current group. It was noted that all of the non-endowment accounts are actually one account, separated for reporting purposes. Therefore, there is actually not a deficit in the operating fund.

Jen also noted that a report from Larry Martin (University Baptist) indicated that the endowment totals were at about the same level as spring 2011, given fluctuations in the markets. No monies have been withdrawn from any of the Jubilate AA endowments at this time.

Allison made a motion to approve the Treasurer's Report as presented. Cheryl seconded the motion and the motion was approved

4. Director's Report

Alba thanked the Board for the allocation of \$125 towards fall dues; the current members were very appreciative. He shared copies of a new brochure that has been completed. He plans to mail it to large churches (Baptist and other) in Virginia as a way of publicizing Jubilate and encouraging new members. The brochure took longer to complete than expected; therefore, it was not sent to JAA Board members this summer as planned. Alba also distributed a list of the 25 current members of the group. Two will not participate in the fall, but will re-join in the spring. Recruitment will continue through September 30 (Variety Show). The Jubilate Constitution was revised as proposed in the April 2011 meeting (see April minutes for details). Alba also shared several prayer requests on behalf of current or former Jubilate members: for Nick Ratcliffe's grandmother, dealing with Alzheimer's; for Erin Veasey's mom Cindy, who is in graduate school; and for Joseph Opoku, whose father passed very suddenly and who will be returning to Ghana for the funeral.

Alba distributed a copy of the schedule for Jubilate, and will send the dates to Dave Alls for the website. Fall Retreat was September 2-3. Highlights of the schedule for the remainder of the school year are as follows:

September 30, 6:30	Variety Show I, UBC
October 2, 12:00	Variety Show II, UBC
October 16, 3:00	AIM Concert, UBC
October 30, 11:00	Sing in morning worship, UBC (Family Weekend)
December 1	Lighting of the Lawn – tentative
December 4, 11:00	Sing in morning worship, UBC
December 4, 5:00	Lessons and Carols, UBC
December 6, 6:00	Lessons and Carols, UVA Chapel
January 27-29	Winter Retreat
February 19	Pre-tour concert
February 26	Pre-tour concert
March 3-10	Spring Tour, Providence, RI (Habitat for Humanity)
March 18, 5:00	Homecoming Concert, UBC
April 29	End of Year Banquet

5. Long-Range Vision and Goals

Jeanette shared brief background on this item. The JAA Board is now in a position to better carry out its initial goals of tapping into the strength and generosity of alumni, and of supporting Jubilate and its mission. To that end, Alba was asked to convey thoughts on the long-range vision and goals of the group, and to engage Board members in a discussion on this topic.

Alba stated that Jubilate's mission, to share God's love through music, remains unchanged. In current years, there has been a great deal of focus on recruitment, for various reasons. There are now more choral/singing groups on Grounds, and at least one (University Singers) provides a grade for participation. That group now has 150 members, a big increase in its membership. Even so, many choral groups are having difficulty recruiting members, especially men. Alba shared that the current group is most grateful for alumni support, and wants to convey thanks by singing in more venues (for example, out in the community, at other churches in Virginia, concerts after

Homecoming). One possibility is to take the Variety Show on tour as well. It was noted that with a greater focus combining singing and service, more members might be recruited.

Paulette voiced her concern over the challenges of recruitment, and the small size of the current group. Members offered additional thoughts on reasons for this: fewer young people interested in choral music; many groups (not just choral) on Grounds to choose from; students' involvement in a wider range of activities. Paulette referred to a suggestion from Casey Mattox in a previous meeting regarding an international tour as a way of attracting new members. Alba shared that although the "alternative spring break" (service-focused) was popular among the general student population, he had discussed the possibility of a "service tour" (e.g., to Haiti) with the group and there appeared to be little interest at this time. The idea of an overseas tour every four years was briefly discussed. Several felt that service should be incorporated into any type of extensive tour.

Currently Alba is checking in with students who were not selected for University Singers, and cultivating relationships with individual students who have expressed any interest in Jubilate. He is also asking current Jubilate members to "share their story" before the end of the year with potential singers and to invite someone to rehearsal to observe/participate. Members of the Board agreed about the effectiveness of personal invitation.

Alba also said that he continually works on developing the cohesiveness of the group, from retreat on, which is a key component for Jubilate. Retreat is a mandatory event, and even when retreat is held at the church (vs. off-site), the group is in "lock-down" mode, meaning no one is supposed to leave for the duration. Several Board members shared thoughts on the way in which they had bonded with other members at past retreats, and the benefits of being away together for that time, and not distracted by other things.

Jen Wasiak asked the Board to pray intentionally over the issue of recruitment, emphasizing the power of prayer in all things.

At present, it appears that recruiting and keeping members, expanding Jubilate's performances in the community, and continuing to focus on group cohesiveness are the key goals. A service-based tour and/or international tour can be discussed again in future meetings.

6. Finances and Fundraising / Communications

Alba reiterated that the members of Jubilate were elated to learn that their portion of the dues would be \$25 for the fall semester because Alumni Association was paying the remaining \$125. He also shared that the Jubilate Steering Committee had suggested to him that Jubilate members "who were able" contribute more toward their dues. He was reluctant to do so before conferring with the Board. After some discussion, the consensus of the Board was that the \$125 per member was a gift and that current members should not be asked to pay more in dues for the fall semester. It was noted that anyone in the current group could make a donation to Jubilate, and that the issue of new fundraising in general was one that the current Steering Committee and Jubilate members should continue to work on. This is especially important, as stadium clean up will not be an option for fundraising this year due to a communications snafu.

A brief discussion regarding spring dues ensued. Several opinions were offered regarding whether any changes in the contributions toward dues would be advisable. All opinions voiced either supported a continuation of the \$125 contribution or no more than a slight decrease (for example, \$100 vs. \$125). Allison asked whether the Reunion Fund would need additional monies, considering the upcoming 40th reunion in April 2013. Diane clarified that the reunion costs are

typically covered by the registration fees, plus additional donations that alumni contribute voluntarily. The current balance in the Reunion Fund reflects donations from the last reunion that were not used. Jeff asked if the Board needed to vote at each meeting on paying towards dues. Jeanette said that we had done so to this point, because only recently had the Board determined sufficient monies were available to help out the current members in this way. At future meetings, it could be possible to do this less frequently, depending upon funds available. A review of the balance available in the Alumni Annual Fund showed that even if membership increased by as much as ten by the end of September, funds are sufficient to support \$125 for fall and \$125 for spring. Also, it was noted that additional alumni donations are typically received after the fall letter goes out and again in December.

Cheryl made a motion to approve payment of \$125 of the \$150 dues amount for each Jubilate member for the spring 2012 semester. Jen Wasiak seconded the motion. The motion was approved.

Jen Bates has written the fall letter to alumni. Alba stated that the letter will be mailed later in the week (target date: September 22). Jeff volunteered to write the spring 2012 letter, and Jen Wasiak will edit. Jeff will send the letter to Jeanette by January 25, and she will forward it to Alba for mailing prior to the pre-tour concerts (scheduled for February 19 and 26).

A closer review of the Jubilate brochure by several members yielded some suggestions for editing and content revision. Alba will review to correct typos and any grammatical errors, and will consider including a more direct reference to Jubilate's mission of sharing God's love through music. When the brochure is complete, he will send a PDF to Dave Alls and to Jeanette for posting on the website and distribution to alumni. The brochure will not be included in the fall 2011 letter.

Dan asked about the use of email instead of U.S. mail for letters and other communications. This has been discussed at length in previous meetings, and will no doubt be a topic for the future. U.S. mail is used only for the fall and spring letters, and includes donation cards. Email is used sparingly, and a few alumni have asked that they be removed from all communication. Several Board members shared that if email were the only means used for communication, critical information might be overlooked due to the volume of email they receive. Dan asked about having alumni choose whether to receive communications by email or U.S. mail. Jeanette shared an opinion that this would prove too challenging to coordinate at this time. Also, Dave Alls compiles and posts an Alumni newsletter on the Jubilate website several times a year, which typically includes information on giving and current /upcoming events.

7. 40th Reunion

The dates for the 40th reunion are Friday-Sunday, April 12-14, 2013. Alba has contacted all directors regarding the dates. Jeanette reminded everyone that this will be only the second reunion to be organized by the Board. Prior to 2008, Diane Mundell and other volunteers in Charlottesville took responsibility for the reunions. Therefore, Diane has a wealth of knowledge regarding what is required.

Diane suggested that the first issue to be decided is whether the format will be the same. She reviewed the weekend format used in the past: Friday night dinner, Saturday breakfast and rehearsals, Saturday lunch on own with free afternoon, Saturday night banquet, Sunday afternoon concert, followed by light refreshments. The feedback from the 35th reunion was very positive regarding the format, and the Board members present saw no reason to change it. Alba shared that

two of the directors might prefer and request a guest conductor. The strong consensus of the Board was that all directors should participate, even if some conducted more songs than others. Further, the feedback from the last reunion very clearly supported having all directors lead the group during the concert.

The next issues were related to venue: the location for the concert, and the location for the Saturday night banquet. (In April 2008, 165 attended the reunion and 170 attended the banquet, according to Diane's records.)

Jeanette asked if the concert could still be conducted at University Baptist, or if the venue was not even an option (given the crowded situation at the last reunion). Alba stated that additional risers could be used in the baptistry and near the front. He will research the "top number" that can be accommodated, so that a decision can be made no later than the spring 2012 meeting regarding the location for the concert. If it is not held at the church, another venue must be obtained.

In April 2008, the banquet was held at the Blue Ridge Cafe, about 20 minutes north of Charlottesville. Diane stated that some locations closer (e.g., Alumni Hall) were prohibitively expensive and/or are quickly booked. Every attempt is made to keep registration and banquet costs affordable so that anyone who wants to attend is able to do so.

Dan volunteered to do preliminary research on possible venues for the banquet (within a 20-mile radius) and general costs for hotels in the area. He will report on this at the spring 2012 meeting.

Jeanette and Diane will fine-tune existing task lists so that specific responsibilities can be assigned at the spring 2012 meeting.

8. Spring 2012 Meeting

The spring meeting was set for Saturday, April 21, at University Baptist from 11:00-3:00. Agenda items will include reunion planning, recruitment efforts, communication methods, and election of officers.

9. Other

Jeanette encouraged current Board members to consider serving as an officer. Two officers, Jen Bates (Treasurer) and Laura Sproles Fontaine (Secretary), will be rotating off the Board in the spring of 2012. Further, as Jeanette will serve one more year on the Board, it would be advisable for another member to serve as President for 2012-13, so that support can be provided during that time period. Anyone with an interest in any position was asked to contact Jeanette.

10. Adjournment

The meeting was adjourned at 3:05 p.m.

Respectfully submitted by Jeanette Martino