

# YPSILANTI COMMUNITY BAND--ONE-YEAR PLAN FOR 2006-2007

(Based on Approved "Vision Statement") and on "Five Year Plan"--Approved March 12, 2007

ITEM	Jun 06-May 07	Responsible Individual Or Group	Major Activities	Completion Date
Rehearsal and storage space	<p>Start hunt for better space for rehearsal and storage</p> <p>("Better" includes space under control of YCB, not subject to custodial contract of some other agency in terms of when it is open/available. Includes extended Tues hours.")</p>	<p>Conductor Anyone else appointed by president or that offers to help</p>	<ol style="list-style-type: none"> <li>1. This person/group draws up specifications for (a) large, once-a-week rehearsal hall; (b) equipment storage space; (c ) library storage/work space.</li> <li>2. Share criteria with band membership, Keith Peters, former mayor, other civic leaders--seeking suggestions of places that might qualify.</li> <li>3. Check with Ypsilanti Schools re partly/fully closed buildings</li> <li>4. Check with realtors re possible commercial property</li> <li>5. Check with charter schools, churches, lodge/social club/union hall buildings, etc.</li> <li>6. Check on possible use of shared space with other arts organizations, such as Riverside.</li> </ol>	<ol style="list-style-type: none"> <li>1. Progress report made to YCB Board prior to development of FY07-08 budget</li> <li>2. Recommendations made to YCB Board by May 31, 2007:               <ul style="list-style-type: none"> <li>A. A facility that meets criteria does not exist in Ypsilanti; OR</li> <li>B. Criteria should be changed and search continued/expanded OR</li> <li>C. Make financial arrangements to buy/lease/rent a space OR</li> <li>D. Make arrangements for use of a school band room.</li> </ul> </li> </ol>
Stands and lights	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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Indoor Performance Space	<p>Start hunt for better (than WCC) indoor space.</p> <p>("Better" primarily means a larger stage area, but with adequate lighting, acoustics, and audience amenities)</p>	<p>Conductor Anyone else appointed by president or that offers to help</p>	<p>1. This person/group draws up criteria for "better" indoor performance space. 2. Share criteria with band membership, Keith Peters, former mayor, other civic leaders--seeking suggestions of places that might qualify. 3. Check with area educational institutions (i.e., auditorium in new EMU student center, YHS, etc.), churches, etc.</p>	<p>1. Progress report made to YCB Board prior to development of FY07-08 budget 2. Recommendations made to YCB Board by May 31, 2007: A. A facility that meets criteria does not exist in Ypsilanti; OR B. Criteria should be changed and search continued/expanded OR C. Book Towsley Auditorium until 2011.</p>
Performances Away from Ypsilanti	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Summer Outdoor Concerts, open to public	<p>June, 2007 Patriotic July, 2007 general August, 2007 Hert Festival May, 2008 YAF Museum</p>	Business Manager	Date/time/place set for each event	Except for Last-minute liaison with "place" officials major actions completed
Summer concerts, closed audience, for pay	UA Commencement	Business Manager	Date/time/place set	Except for Last-minute liaison with "place" officials and UA officials, major actions completed

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Band shell	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Concert "dress" indoor	Board considers, adopts, publishes, dress for indoor concerts, considering options other than "black and white" (I.e, blazers, band ) uniform, etc.)	Ad hoc committee appointed by president prepares recommendation.	<ol style="list-style-type: none"> <li>1. Considers pros/cons of individually owned "black and white" dress</li> <li>2. Considers pros/cons of individually-owned (uniform) blazer and pants/skirts.</li> <li>3. Considers pros/cons of Band-owned (uniform) blazer</li> <li>4. Considers pros/cons of Band-owned "band uniform"</li> <li>5. Considers other options</li> </ol>	<ol style="list-style-type: none"> <li>1. Makes recommendation to Board at March 2007 meeting</li> <li>2. Board determination goes in Band Handbook material and announced prior to April concert.</li> <li>3. If for any "Band-owned" uniform option, devise plan for acquisition, storage, checkin/out, etc.</li> </ol>
Concert "dress" outdoor	Board determines outdoor uniform and mode of ownership	Ad hoc committee appointed by president prepares recommendation.	<ol style="list-style-type: none"> <li>1. Considers pro/cons of individually owned "white top, black bottom"</li> <li>2. Considers pros/cons of individually owned, but uniform, pull-over YCB shirts and determines a "bottom"</li> <li>3. Considers pros/cons of Band-owned, uniform, pull-over YCB shirts and determines a "bottom"</li> <li>4. Considers other options</li> </ol>	<ol style="list-style-type: none"> <li>1. Makes recommendation to Board at March 2007 meeting</li> <li>2. Board determination goes in Band Handbook material and announced prior to May concert.</li> <li>3. If for any "Band-owned" uniform option, devise plan for acquisition, storage, checkin/out, etc.</li> </ol>

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Music	Conductor programs music according to plan; orders new music accordingly. Acquire 20 additional titles	Conductor	Red Cedar 2007, as planned March 2007 concert to be adjusted April 2007 concert to be adjusted May-August concerts planned; all music in hand with 1 exception. October 2007 concert planned December 2007 concert partiall planned 2008 concerts not yet planned	Dates of concerts  Approximately 8 titles acquired to 02/09/07
Publicity	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Instruments	Property Comm and Board identify instrument needs for 5 years, cost out, put in priority order	Property Committee, in consultation with conductor	1. Identify instrument needs for five year period, get estimated current cost, put in priority order. "Needs" include new instruments, estimated repairs and updates.	1. Report top 1/4 of needs, by need and by cost, to the Board for approval and then inclusion in the 2007-08 budget.
Non-instrument Equipment	Property Comm and Board identify non-instrument equipment needs for 5 years, cost out, put in priority order	Property Committee, in consultation with conductor and business manager	1. Identify non-equipment instrument needs for a five year period, get estimated current cost, put in priority order. "Needs" include new items of equipment, and estimated repairs and updates.	1. Report top 1/4 of needs, by need and by cost, to the Board for approval and then inclusion in the 2007-08 budget.

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Transportation and insurance	Cost of insuring all Band-owned items at replacement value is determined (will require an inventory) and reported to Board.	Property Committee, in consultation with business manager and with Meagan Bush	<ol style="list-style-type: none"> <li>1. Prepare inventory of all band equipment and library</li> <li>2. Determine replacement value</li> <li>3. Study likely insurance charges to devise options related to such factors as current (rather than replacement) value, deductible, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report and recommendation due to Board by May 2007 meeting. Board to devise funding plan and process for seeking "bids" during 2007-08 (and hope that nothing happens to the equipment/library in the meantime).</li> </ol>
Library Management	Library Comm devises scheme to implement all parts of Vision by 2009	Library Committee, assisted, as necessary, by Business Manager Conductor will handle most aspects of acquisition and turn acquisitions immediately over to Library Committee or designee	<p>Library Committee reviews the following and determines which will be completed during 07-08 and which will be completed during 08-09. For those to be implemented and/or completed during 07-08, the Library Committee determines a plan to insure that it happens.</p> <ol style="list-style-type: none"> <li>1. All music is stamped "YCB"</li> <li>2. Records of "to whom" checked out, so that if (for example), only copy of bassoon part is missing, it is known who had it last.</li> <li>3. Scheme for back-up (master) files or "second set" for entire library established and implemented</li> <li>4. Librarians/members of Library Committee assume responsibility for finding missing parts from other Band libraries, as needed.</li> <li>5. YCB Library is posted on YCB</li> </ol>	Library Committee notifies Board of which tasks will be completed during 07-08, which will be completed during 08-09.

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			<p>web site and updated frequently</p> <p>6. Librarians assume responsibility for making copies of music available to other community bands, etc. upon request, at no charge other than at most, actual out of pocket cost for copying/postage</p> <p>7. Parallel procedures for managing black concert folders are established</p>	
Web site	Committee devises scheme to implement all parts of Vision by 2008	President appoints an ad hoc web site committee OR assigns this to an existing standing committee	<p>1. Web site reviewed weekly and updated as necessary</p> <p>2. Web site includes:</p> <p>A. Member information--weekly announcements, governing documents, Board and Band minutes, policy documents, rosters, contact info for section leaders/officers/BusMan/Conductor/etc,</p> <p>B. Prospective member information--Audio and video vignettes, contact information, history, rehearsal and performance schedule, need for certain players, conductor bio, etc.</p> <p>C. Audience member information--Date/time/place/cost of concerts, concert themes and content</p> <p>D. Information of interest to other community bands: YCB history, conductor, library, performance schedule, policies, governing documents, awards/recognitions received, etc.</p> <p>E. Information of interest to general</p>	31-May-08

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			public and/or media, such as "human interest" stories about players or program elements.	
Telephone tree	Board establishes telephone tree structure including process for frequent updating.	President assigns to Membership Committee or to an ad hoc committee	Devise structure (with mechanisms for frequent updating of people to be called, phone numbers, and back-up callers) such that President OR Business Manager OR Conductor can call 3-4 people, who will in turn call others, who in turn will call others, such that the entire ROSTER can be notified within a few hours of such things as cancellation or change of location of a rehearsal, death of a member, etc.	1-Oct-07
Recordings	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Membership	Roster target: 80. Attendance policies determined and distributed.	In absence of a functioning Membership Committee, Conductor will draft	Roster target MET, but must be maintained. Draft of attendance policies will be prepared for Board consideration at March 2007 meeting	To Board by March 9, 2007; Adoption or revision, March 12, 2007
Workers	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

ITEM	Jun 06-May 07	Responsible Individual Or Group	Major Activities	Completion Date
Governance	Board plans monthly meetings and an activities calendar for the following year. Calendar includes committee reports, elections, officer reports, review of appointed staff.	<p>1. Monthly meetings set for remainder of FY06-07 (Could be wise to review with inclusion of new Board members)</p> <p>2. Conductor, assisted by Business Manager, prepares a 15 (or 16) month calendar for FY07-08 (March 07-May 08)</p> <p>3. Board sets date and President conducts an annual business meeting of Band during a rehearsal time</p>	<p>1. Set meeting dates/times/places for June 2007-May 2008</p> <p>2. Calendar includes all Band, (ESPECIALLY Board) activities, including nominations, elections, actions needed to maintain one- and five year plans; rehearsals and concerts; etc.</p> <p>3. Information to band members about Band business/issues Conduct any business (such as elections) that needs to come before the entire Band</p>	<p>1. May 07 Board meeting</p> <p>2. March 07 Board meeting</p> <p>To be set by Board</p>
External Organizations	<p>Join ACB; encourage conductor to attend convention; submit one item for publication.</p> <p>Open communications with another area community band about a joint concert and/or other activities</p>	<p>ACB membership is responsibility of Business Manager and Treasurer</p> <p>Conductor will open discussion with Livingston Band</p>	<p>1. ACB membership is current</p> <p>2. Conductor will attend 2007 convention in Pensacola</p> <p>3. Conductor has submitted an item (re Harold Goodsman) to "Advance," with informal commitment that it will be used in October 2007 issue</p> <p>1. Possible joint activity with Livingston Band during Summer 2007 or 2007-2008 season</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Progress report made to Board at April 2007 meeting and further progress reports each month until activity is held or idea is determined not to be</p>

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				feasible.
Maintain active membership in C of C and participate in all relevant activities.		CofC membership is responsibility of Business Manager and Treasurer	1. CofC membership is current 2. Attend "after work" events, 1st Tuesday breakfasts, meetings of relevant CofC committees, CofC special events (e.g., holiday party)	Report made to each Board meeting re CofC event participation and other CofC linkages
Board establish process for ensuring YCB participation at each relevant CofC event				
Paid Staff	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
Finances	YCB obtains/maintains IRS and state approvals as non-profit. Diversifies sources of fund-raising.	Joe Burke deals with IRS Business Manager deals with State Fund-Raising Committee deals with fund-raising	1. Jburke prepares/submits IRS materials; deals with any needed follow-up action 2. Business Manager checks to ensure that State is current  3. Fund-raising committee addresses raising money prior to IRS approval, as well as afterwards	1. February 2007 for submission; follow-up as determined by IRS 2. Business Manager takes action with State if not current 3. Monthly
Social	YCB holds at least one social event for members and guests.	Membership committee	"Listening party" following the Red Cedar Festival  Establishes plans for picnic-type following July 2007 concert	Completion as of date of event  Completion as of date of event