

Ad Hoc Planning Committee Meeting Summary for February 11, 2016

Date: February 11, 2016

Where: Central Library in Room 2 1201 Caroline Street (Lewis and Caroline)

Time: 6:00--7:45 PM Adjourn to Colonial Tavern 406 Lafayette Blvd. Frdbrg, VA

In Attendance:

Mike Barker/Logistics Director; Harold Brooks/Productions Director; Alvin Calhoun/Treasurer; Maxine Clark/Chairman; Wayne Ploger/Active Member

1. Redo the title of January's meeting to Quarterly Meeting (5 of 7 Board Members were present). Membership voted to redo title since the January 2016 meeting met the required quorum needed for an FJC Quarterly Meeting

2. Treasurer's Report. Review Nature of Contract Issue. Small Nonprofits

A. Current Balance: \$1,985.82. \$106 paid to renew FJC PO Box

B. IRS form to be filed certifying that FJC made less than \$500,000 in 2016

C. Contract specifics to be clarified in future with FJC Booking Agent

1. Fixed set of cumulative minutes for host band to play

2. Delete Buyer agrees to provide... stage

3. Clarify FJC guidelines on Tip Bucket

D. Discussed nonprofit status of FJC. Internet article shared on IRS Guideline:
Small Nonprofits: Qualifying for Tax-Exempt Status without Filing IRS Application

E. Treasurer will pursue 501 c-3 IRS status

F. FJC will continue to legally state contributions are tax deductible

3. Update on FJC Demo and Catalyst

A. FJC collected local musicians' music samples for FJC Demo CD (in production)

B. Program with Catalyst Productions will be March 26, 2016

C. ABC License and entertainment to be provided by FJC

D. Food to be donated by FJC and Catalyst

E. Doors open at 7/7:30 PM. Music starts at 8:00 PM

F. Catalyst says musicians can set up equipment Friday night, March 25th

4. Local Schools Outreach Contacts to be Headed by Mike Barker

A. Will promote FJC jazz programs and related activities to targeted schools

B. Members discussed and voted \$400.00 for 2016 budget for outreach

C. Outreach budget contingent upon total FJC budget during any year

D. FJC now has extensive contact info for music programs in local schools

E. Victor Haskins from Kennedy Center currently being promoted

5. Dividing up Outreach Responsibility

Chairman will continue to work with Central Library and Wegman's

6. FJC Email: Existing Inhouse Director's Email Limitations

Discussed the need for an additional email. To be discussed with webmaster

7. Uniformity of FJC Communication

Suggested that FJC Logo be used in FJC correspondence. Needs further discussion

8. Added: FJC Yard Sale Mason Dixie Café on April 23, 2016: Noise ordinance?

9. Archivist Report: Suggest FJC pursue Crowd Funding Activities. Board approval sought

10. March 10th: Working Meeting: Uniformity; FJC email; Crowd funding; Contract; Outreach Budget