



## 2016 Board Planning Retreat Meeting Minutes

- The meeting began at 6:26 pm on June 17th, 2016 at the Fairfield Inn Grand Blanc/Flint. In attendance were:
  - President - Brian Liwak
  - Vice President Color Guard - Blair Kuhn
  - Vice President Percussion - Dave Pickett
  - Treasurer - Mike Robinson
  - Secretary - Kari Lynn Clark
  - MCGC Representative - Baron Cruetz
  - WGI Representative - Karen Mae Wesolek
  - Percussion Representative - Danny Chunn
  - Judge Coordinator - Juno Orefice
  - Contest Coordinator - Laura Goodman
- Brian discussed the expectations and job responsibilities of the board and the coordinators.
  - NOTES:
    - Call people. Don't just rely on email or social media to get a hold of people.
    - Make sure your contact the people on the front line as well.
    - Don't depend on the Band Director or Booster Parent.
- There are two levels of WGI Certify. Juno thinks that when they get to level three/four that it would be more beneficial to us. Brian would like to see some of our judges participate, possibly new judges or perspectives. Consensus from those who have gone thru it is that it is not very useful information.
- Survey's went out to the membership in April and we received very few results but good information. We need to continue this and try and get more feedback in the future. Discussion was held about possibly having a link within a show on Competition Suite where Directors could submit feedback on that weeks show.
- Discussion on judges and who reports to who, who would handle judge complaints. Maybe we need to lessen the pool and have a color guard caption, percussion caption, winds caption. Brian asked Greg to look into this further.
- Make sure we have a critique timer in place for shows having both percussion and guard. We also need to ask our Contest Directors to back up the Chief Judge when making sure judges are present. Kari will send out a request for help with critique to the Board.
- Kari WILL take care of getting shirts this year for Board and Contest Staff (Sound, Contest Directors and Tabulators). Black for the board and a color to be announced later. The Board will address the requirement that they need to be worn at the shows worked.
- Juno announced that for the Judges Clinic that Mike Anderson will be coming in for color guard visual. Percussion announcement will come later. We also need to make time to hold a Judge's Clinic to familiarize the Judge's with the new tablets that we will be using this upcoming year.

- For the Percussion and Winds Clinic, Dave plans on focusing on the growth of Winds and Concert classes. He is looking at centralizing and approach MSU's percussionist.
- Discussion on growing the circuit was held and where we welcome growth, we need to be aware of what we are capable of handling.
- Color guard clinic is coming together and Blair is planning on focusing both staff and students on Regional A class this. Also how to read and write an A, Open, and World class show. Rory Duffy, Caption Head of the Boston Crusaders Drum Corp. We discussed holding a clinic on both the west and east side as well. Blair will research doing that.
- SOP's
  - SOP 12 - Change to a Code of Conduct and Greg will write up both 6 and 7 with the proper verbiage - Agreed
  - SOP 13 - Merchandise Committee is eliminated - Agreed
  - SOP 14 - Changing due date for show fees from 3 weeks to 4 weeks - Agreed
  - SOP 15 - Raise the pay of tabulators and T & P. Failed
  - SOP 16 - Rotate guard percussion at a show. Failed
  - SOP 17 - Rotate guard percussion at the first and last weekend. Failed
  - SOP 18 - The Board will entrust writing this SOP to Greg. Agreed
  - SOP 19 - \$80.00 will give units three extra staff badges Plus Pass and they have to register and pay for it at registration. There will be a 50/30 split between scholarship and awards. Agreed
  - SOP 20 - Eliminate practice times from rulebook. Agreed
  - SOP 21 - Agreed
  - SOP 22 - Agreed
- Add the word "high" to the elimination ratio at Championships.
- We need to arrange the picnic/tailgating for the membership. Discussion was do something at the Troy DCI Regional maybe.
- We need to purchase 14 tablets for judges. Matt Becker from Comp Suite recommends Samsung Galaxy Tab A. Will run roughly \$105.00 each. Color coded cases and Lava Lear Olympus ME-52W noise cancelling mic, Startec 3.5 mil 4-pin to-2x 3-pin splitter. Brian will investigate cost and bring it back to the Board. AgreedDismissed at 11:55pm

We adjourned at 11:55 pm Friday evening and then started again on Saturday at 9:06 am

- Brian would like to organize a committee that would look into purchasing a one new system, keeping the old system to use for second shows.
- We need to look into allowing access for our Directors to upload their music.
- Emails everyone is all set with.
- The forums are not awesome but it works for now. Brian would like us to all take the auto signature off and sign all our postings.
- Discussion on the Administration portion of the MCGC was held and instruction on how to navigate was given.
- Mike discussed in detail the budget for 2017. See Attached.
- Discussion was held in regards to filing forms to the government. Currently he has one bid from a lawyer for \$8,000.00 but he is looking into others.
- Event Dates
  - Fall Meeting - Oct 2
  - Clinics Color Guard after MCBA Championships

- Field Day – Jan 14
- First weekend – Jan 28/29
- WGI Michigan Percussion Show - February
- WGI Michigan Color Guard Show - March 11th
- Championships April 1 & 2
- WGI Guard – April 6 - 8
- WGI Percussion & Winds – April 20 - 23
- Spring meeting – May 7?
- Discussion was held on when to host Solo and Ensemble. From a percussion perspective we need to re-invent to get them involved. Color Guards are participating but it could be a better time for WGI students. Once we lock down dates, we will add it to the show host app.
- Brian has asked Danny Chair a committee to look into moving, revamping where we host Championships. He has asked them to gather more people to help with this and bring two or three proposals to bring back to the Board.
- Laura and the Board went over the potential schedule for 2017, discussing what we thought would be a viable double weekend, guard percussion only, etc. Solo and Ensemble dates will be discussed at a later date.
- The application is almost ready to be posted.. Show host applications are due August 10th. Adding to the Show Host Application the requirement that the Superintendent or Athletic Director is required to sign a document clarifying the responsibility of the district and show host.
- Laura will prepare a deadline calendar for the board of directors so that they have the information they need to answer questions.
- VP's will contact Laura when promotions happen.
- Contest supplies need to be created for the east side and we need to replace and add to our current scansions.
- We will try the floor shiny side up at Field Day and see if the dirty look disappears.
- Site Evaluations will continue. There is valuable information we gather from them.
- Medal count will be based off of T & P count. We will be offering extra medals for unit director purchase. Laura will let us know what the cost will be at a later date.
- We need to better communicate to the Units that the cut-off to declare
- Having a Fan Favorite at Championships
- Why do Board Members dress up for Champs on Saturday or Sunday.
- The two MCGC Director and Staff Networking pages names were changed to delete MCGC and add Michigan.
- Social Media Guru Baron will work on connecting Instagram and Facebook and make it easier for people to upload photos they take.
- The Director signature line will be added to the Scholarship application.
- Judy and Brian Layne, Wood's Trophies have our currently inventory and the photo display.
- Kari showed the board the historical website she created and would like to continue but she needs more information.
- Manjit Gill, Championships Committee Chair attended our meeting and we held miscellaneous discussion. It included:
  - If someone is interested in doing the Championship Program, it would be better to know that earlier than later. If the circuit does the program again, it was asked that we have units submit photos for a program.

- There was no unit that took advantage of the Roadie Passes this year because we made them side-line seating only. It was agreed to no longer offer that.
- Volunteers should still be offered front-line seating at a discount price of \$5.00.
- We agreed that we are at capacity at SVSU but we will continue next year the same as this year and let Danny's committee research what our next move is.
- Directors and Staff will be getting wrist-bands for Championships in 2017. It was overlooked this past year.
- Adding credit card capability to championships is being researched.
- Manjit will look into added cost for another space for the picnic area.
- Pre-Sale tickets were not handled effectively this year and we need to figure out a new way to sell them. We want to keep it as is for next year and give it another shot.
- No issues in regards to the video company and their presence that weekend. We are in communication with the company regarding other issues with the publishing of our Championship video's.
  - We just finished up year one of two with Alliance Media. We have already been contacted by other videographers for when that contract is up.
- The Committee ask that we follow the cap rule currently in the rulebook. It will be the job of the President to contact the unit directors who are in jeopardy of not being eligible for Championships in early March.
- We all agreed to lose Simply Self Storage, the inside storage in Livonia based on the fact we have very little in there and it is costing us a lot. We will research a newer facility that will have an inside storage for the trailer and the little stuff we have.
- Verizon no longer allows for suspending accounts. Kari is going to stop in and talk to them about. Brian will check with them regarding the bulk purchase of tablets and hot spots.
- Competition Suite web hosting would be \$30 a month for the site and you would have to code it yourself. To have Matt develop it would cost an additional \$100.00 a month, paid in 15 minute intervals. To add a database would cost us an additional \$100.00 per month. Thought was we would hire our own developer to put it together and save that money. Board members will contact those they know who can develop and bring it back to the board.
- We need to make sure we get insurance for the tablets
- Clinician...is it being utilized to its full benefit? We will leave it the way it is. We will add a moderator to the rotation.

Motion to adjourn was made by Mike Robinson 5:38 pm with a second by Baron Cruetz. All were in favor.

<b>MCGC Budget Worksheet</b>					
	<b>2016</b>	<b>2017</b>		<b>2016</b>	<b>2017</b>
units	120	120			
units attend champs	107	110			
Accountant	0	-2000	Floor	-2273	0
Badges	-994	-993.6	Gen Contest Exp	-424	-500
Bank Charges	-103	-120	Honors-Memorial	-75	-150
Board Meeting	-34	-50	Income Con Gen Exp	4860	4860
Championships			Incorporation	-350	-150
<i>awards</i>	-9336	-10000	Individuals	-668	-500
<i>curtain</i>	-1150	-1150	Judge Coordinator	-5550	-5500
<i>entries</i>	18550	21000	Merchandising	1096	0
<i>facility</i>	-16751	-17000	Planning Weekend	-1822	-1800
<i>flowers</i>	-477	-500	Rulebooks	-1868	-1900
<i>food</i>	-2839	-2800	Sound	-80	
<i>gifts</i>	-100	-100	Sponsor (mcba)	-390	-390
<i>hotels</i>	-6526	-6500	Storage	-863	-1000
<i>judges</i>	-19676	-20000	Technology	2026	2826
<i>medical</i>	-360	-360	Trailer		
<i>printing</i>	-463	-500	<i>equipment</i>	-170	-200
<i>programs</i>	558	0	<i>gas</i>	-350	-100
<i>sponsor (mcba)</i>	385	385	<i>registration</i>	-252	0
<i>supplies</i>	-693	-700	<i>Storage</i>	-508	-1600
<i>tickets</i>	54339	50000	<i>other trailer</i>	-2890	0
<i>vendor</i>	1061	1000	Treasurer	-178	-200
<i>volunteers</i>	0	0	Web Site	-1380	-2000
<i>wristbands</i>	-786	-1000	Wifi	-771	-750
Contest Coordinator	-5109	-5109			
Contests	8636	0			
Copyright	-718	-750	Overall Total	\$11,130	-\$552
Dues	12285	12000			
Education					
<i>clnican</i>	-1750	-1750			
<i>Guard Clinic</i>	-1400	-2500			
<i>Percussion Clinic</i>	-1541	-2000			
<i>Symposium</i>	-998	-2000			

buy 14 tab


## Net Worth - As of 6/18/2016

Account	6/18/2016 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Checking	59,052.52
<b>TOTAL Cash and Bank Accounts</b>	<b>59,052.52</b>
<b>TOTAL ASSETS</b>	<b>59,052.52</b>
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Overpay	0.00
Scholarships	5,171.02
<b>TOTAL Other Liabilities</b>	<b>5,171.02</b>
<b>TOTAL LIABILITIES</b>	<b>5,171.02</b>
<b>OVERALL TOTAL</b>	<b>53,881.50</b>