

YPSILANTI COMMUNITY BAND--ONE-YEAR PLAN FOR 2007-2008

(Based on Approved "Vision Statement") and on "Five Year Plan"--Approved June 11, 2007

| ITEM | Jun 07-May 08 | Responsible Individual Or Group | Major Activities | Completion Date |
|----------------------------------|--|---|---|---|
| Rehearsal and storage space | Complete formalities with Whitmore Lake High School | Business Manager | Establish written documentation concerning all aspects of the "arrangement" with WLHS | A year's successful use of WLHS facilities |
| Stands and lights | Buy a set of quality stands and stand rack to place in WLHS band room for joint use by WLHS band and YCB | Business manager | 1. Shop for best price on Manhasset or comparable 2. Place order; monitor 3. Have marked with "YCB" or something comparable before placing in WLHS bandroom | Stands and stand rack installed at WLHS |
| Indoor Performance Space | For PR purposes, present at least one concert of some sort (ensembles?) in the Whitmore Lake Community (note: not part of 5-year plan) | Ensemble ad hoc committee or chair | Schedule date/time/place and performers | As of date of performance |
| Performances Away from Ypsilanti | Apply for 2008 Red Cedar; accept invitation if extended. Play in Milan in August 2007 Play in Windsor, if invited | Business manager, Board Business manager, Board Business manager, Board | Schedule transportation arrangements Move equipment Schedule transportation and equipment move | As of date of Red Cedar performance, if invited 8/9/2007 As of date of concert, if invited. |

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| Summer Outdoor Concerts, open to public | June, 2007 Concordia June 2007, Patriotic, WCC July, 2007 general, Fd Lake August, 2007 general, Milan August, 2007 Hert Festival May, 2008 YAF Museum | Business Manager Conductor | Logistics handled for each event. Appropriate music for each event | Completed as of dates of events |
| Summer concerts, closed audience, for pay | UA Commencement 16-Aug-07 | Business Manager | Logistics handled | 8/16/2007 |
| Band shell | Begin discussions with civic/governmental organizations in Ypsilanti, Whitmore Lake, or other Washtenaw Co. communities about constructing a band shell to hold multiple YCB concerts/summer. | Ad hoc group identified by Board and President. | Establish major specifications, similar to shell in West Park, Ann Arbor Estimate general cost for constructing such (or purchasing a semi-portable shell) Identify governments/civic organizations that would like to have this as part of their programming | Completed as of the identification of a government or civic partner; OR abandonment of project after numerous failed attempts to find partnet |
| Concert "dress" indoor | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE |
| Concert "dress" outdoor | Board review/determination of any outdoor dress for concerts other than Individually-owned white top, khaki bottom | President | | Completion: Determination of different outdoor "dress" or end of fiscal year, whichever comes first |

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| Music | Solicit 10 titles to be part of Ken Bowman memorial Purchase (general or special donated funds) 24 additional titles for YCB Library | Fund-Raising Committee Conductor | Support indoor concerts in Sept, Oct, Dec. 2007; two in 2008 (plus out of town concerts); support at least Memorial Day concert in this fiscal year and planning for as many as half a dozen more June-August | When titles purchased or otherwise acquired and added to YCB library |
| Publicity | Pub Comm. devises 4-year plan to increase average audience size to "several hundred." (JHR suggests "500" with measurable incremental gains over the four-year period.) Committee implements 1/4 of plan during 2007-08 | Publicity Committee plans, presents plans to Board for approval, as necessary. | Implement 1/4 of plan to attain average audience, year-round of at least 500 people. | Average audience for 2007-2008 concerts will meet target that is set for this year, on way to average of 500 by 2010-2011 |
| Instruments | NOT COMPLETED DURING 2006-2007; CARRIED OVER TO 2007-2008 Property Comm and Board identify instrument needs for 5 years, cost out, put in priority order For 2007-2008: Purchase top 1/4 of equipment needs Identify 2008-2009 needs | Property Committee, in consultation with conductor and business manager Business manager, in consultation with conductor and Property Committee Chair | 1. Identify instrument needs for five year period, get estimated current cost, put in priority order. "Needs" include new instruments, estimated repairs and updates. Purchase equipment Report 2nd highest 1/4 of equipment | Top 1/4 of needs are identified and approved by Board for purchase. Top 1/4 of equipment needs acquired. Second highest 1/4 of |

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| | | | needs, by need and by cost, to the Board for approval and then inclusion in the 2007-08 budget. | needs are identified, approved by Board for purchase and included in 2008-09 budget |
| Non-instrument Equipment | <p>NOT COMPLETED DURING 2006-2007; CARRIED OVER TO 2007-2008</p> <p>Property Comm and Board identify non-instrument equipment needs for 5 years, cost out, put in priority order</p> <p>For 2007-2008:</p> <p>Purchase top 1/4 of non-instrument needs</p> <p>Identify 2008-2009 needs</p> | <p>Property Committee, in consultation with conductor and business manager</p> <p>Business manager, in consultation with conductor and Property Committee Chair</p> | <p>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.</p> <p>Purchase non-instrument equipment</p> <p>Report 2nd highest 1/4 of non-instrument equipment needs, by need and by cost, to the Board for approval and then inclusion in the 2007-08 budget.</p> | <p>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.</p> <p>Top 1/4 of equipment needs acquired.</p> <p>Second highest 1/4 of needs are identified, approved by Board for purchase and included in 2008-09 budget</p> |

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| Transportation and insurance | Solicit such additional bids and estimates for insurance of property as Board shall determine Acquire insurance on Band property | Business manager | 1. Get additions bids/quotations/ estimates. 2. Board award insurance contract to a particular vendor 3. Business manager handles all paper work. | One estimate in hand; Additional estimates or bids needed? |
| Library Management | NOT COMPLETED DURING 2006-2007; CARRIED OVER TO 2007-2008 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 | 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. 1. All music is stamped "YCB" 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. 3. Scheme for back-up (master) files or "second set" for entire library established and implemented 4. Librarians/members of Library Committee assume responsibility for finding missing parts from other Band libraries, as needed. 5. YCB Library is posted on YCB web site and updated frequently 6. Librarians assume responsibility | Library Committee notifies Board of which tasks will be completed during 07-08, which will be completed during 08-09. |

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| | For 2007-2008: | | <p>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> <p>Library Committee implements those activities identified for 2007-2008 implementation.</p> | |
| Web site | <p>NOT COMPLETED DURING 2006-2007; CARRIED OVER TO 2007-2008</p> <p>Committee devises scheme to implement all parts of Vision by 2008</p> | <p>President appoints an ad hoc web site committee OR assigns this to an existing standing committee</p> | <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:</p> <p>YCB history, conductor, library, performance schedule, policies, governing documents, awards/</p> | <p>Little action taken.</p> |

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| | For 2007-2008 | Continued improvements in web site | <p>recognitions received, etc. E. Information of interest to general public and/or media, such as "human interest" stories about players or program elements.</p> <p>Determined by committee, as reviewed/approved by Board</p> | |
| Telephone tree | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE |
| Recordings | Board identifies an individual/small group to serve as the "producer" of YCB's first "for sale" CD recording and establishes guidelines and timetable for professional quality recording, production, and sale | "Producer" and business manager; conductor for some purposes | <ol style="list-style-type: none"> 1. Determine "theme" such as Christmas, patriotic, marches, etc. 2. Conductor selects music to implement theme 3. Music is copied and provided to Band members 4. Extra rehearsals are scheduled 5. Recording is executed 6. Editing and production accomplished 7. Marketing effort established and implemented. | When CD recording is available for sale |
| Membership | Implement provisions of Band Handbook/Guidelines | Implement provisions of Band Handbook/Guidelines | Implement provisions of Band Handbook/Guidelines | Implement provisions of Band Handbook/Guidelines |
| Workers | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE |

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| 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 Business Manager, assisted by Conductor and president, prepares a 15-month calendar for June 07 through 8/1/2008</p> <p>2. 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-August 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> | Calendar distributed in hard copy or on web site, preferably the latter so that it can be updated and expanded frequently |
| 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>Discussions are open with LCCB, Clarkston Community Band, and the Greater Windsor Concert Winds</p> | <p>1. Keep ACB membership current 2. Conductor will attend 2008 ACB convention in New York 3. Conductor will submit an item (re "Band of America") to "Advance," Conductor will submit a proposal for ACB convention if YCB performs</p> <p>1. Possible joint activity with Livingston Band--and/or another group</p> | Easily documented items for completion |

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| 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. | Business Manager has assumed responsibility for both state/federal relations Fund-Raising Committee deals with fund-raising | 1. Keep CofC membership current 2. Attend "after work" events, 1st Tuesday breakfasts, meetings of relevant CofC committees, CofC special events (e.g., holiday party) 2. Business Manager ensures that State is current 3. Fund-raising committee addresses raising money prior to IRS approval, as well as afterwards | Letter from IRS re 501(c) (3) State documents current |
| | | | | |
| Social | YCB holds at least one social event for members and guests. July 28, 07 Ford Lk Park | Membership committee | One or more social events planned for 2007-2008 | Completed as of date of events |
| | | | | |
| Special Projects | Implement Ken Bowman Memorials Fund | Conductor: handle Feb. 2008 concert of Ken's arrangements and other favorites Fund-Raising Committee: solicit donations for music for YCB Library in Ken's memory | | 1. Concert 2. At least 10 titles donated for this purpose |

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| | | President: appoint a committee to plan/implement scholarship application and selection process. | <ol style="list-style-type: none"> 1. Application process 2. Advertising for applicants 3. Selection process 4. Recognitions of person selected 5. PR for all aspects of program 6. How to use winner in YCB program. | 3. Scholarship winner at Blue Lake! |

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