**Attendees**: Becky Miller, Jessie Davis, Amy Plummer, Cindy Harder, Sandy Keathley, Sheila Winsor, Ron Wallace, Jim Winsor, Richard Clark, Joe Frank, Jennifer Breitzmann, Denise Guilbert, Jim Carter, Jordonn Smith, Janice Wolff, Jean Stephens

* **Treasurer’s Report (Jennifer)**
  + Creating a video recording of our performances has not historically been a budget line item, should we consider adding it?
  + Storage space
    - Cost went up significantly when we moved to the larger space. Jennifer will increase the budget for this line item. The goal is to move to a year-long lease (12 months with one month free). Richard will attempt to negotiate for us.
    - Music should be out of the old space this week. We need to decide what to do with 12 file cabinets, bins of history, and miscellaneous percussion. Richard will talk with someone in Allen to see if they want to take over the space. If not, we will send an email to Members and post something on Facebook about taking the file cabinets.
  + We have not received a request for a quarterly report from the City of Plano. Jennifer needs a current template for this report. Jim W. will follow up with Raini.
  + 99 people attended the Senior Center holiday concert on December 7, 2017
  + Our PayPal account is set up with the email address [fundraising@planoband.com](mailto:fundraising@planoband.com) and Jen Grace’s phone number. Jennifer asked Janice to contact Jen Grace for the password for the PayPal account so we can change the account details.
  + Joe and Jim C. are planning to attend TMEA. The board voted to give each of them $500 to help cover costs.
  + December 2017 financial activity summary
    - Income = $15,452.00
    - Expense = $8,352.02
* **Conductor’s Report (Joe)**
  + Joint concert with McKinney
    - Downbeat will be 7:30 to allow ample warmup time for both bands. PCB will warm up first (5:45-6:15), McKinney band will warm up from 6:30-7:00 and perform first.
    - Jeremy asked Joe to bring him contact information for those who will be working on publicity.
      * *Post-meeting addendum* – Janice and Sheila are meeting with McKinney representatives on Sunday, January 14 to talk about the marketing plan for this performance.
    - The board decided the band will wear all black.
* **Conductor’s Report (Jim)**
  + Baron Dorff is lined up to record the April 29, 2018 concert
  + Pilatus
    - Thinking about using a keyboard for the organ part or orchestrating the part for some members of the McKinney band
    - Will probably take someone from the band to cover percussion parts for this piece
* **Action Items (Jean)**

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| --- | --- | --- | --- |
| **Action Items** | | **Responsibility** | **Due Date** |
| 1 | Build survey questions with a focus on how to commemorate our 40th year | Sheila, Jennifer  Denise, Cindy | 12/31/17 |
| 2 | Get PayPal password from Jen Grace | Janice | 02/06/18 |
| 3 | Send Metropolitan Express contact samples of past programs | Janice | 02/06/18 |
| 4 | Research the cost of 15 replacement chairs and a rack for JPII  Spoke with Michael, he is working with his rep to get costs. | Jim C. | 01/02/18 |
| 5 | Request a quarterly report template from Raini | Jim W. | 02/06/18 |
| 6 | Identify and contact MFL 2018 participants so they can begin the background check process | Joe  Jim C. | 02/06/18 |
| 7 | Confirm dates and music for 2018 MFL schools | Denise | 02/06/18 |
| 8 | Invite McKinney representatives to the Eisemann planning meeting | Jim W. | 02/06/18 |

* **Ongoing Business**
  + Marketing for spring
    - Robin (Plano Children’s Chorus) - $50/hr. for production, $75/hr. for design
    - Clay (CRUMC) - $50/hr.; Colleen will do the layout for a flat fee of $100
    - Janice contacted Metropolitan Press, they do a lot of graphic work for non-profits. They gave Janice a quote of $150 do the layout (PCB will still do the printing). If we choose to create a relationship with Metropolitan Press we need to name an individual to be the liaison (gather and deliver content, etc.).
    - February program
      * “Strike Up the Bands” is the theme
      * No ads, just band rosters and information about the pieces
      * Each band will provide content and have input to design
      * Janice and Joe will write program notes
      * Joe will give Janice’s contact information to Jeremy
      * Janice and Sheila will work on program details with McKinney band people
    - April program - TBD
  + Spring Senior Center concert
    - The board voted not to perform at the Senior Center this spring
    - We need to consider finding other Plano events/venues in which to perform
  + Music for Life
    - Schools for 2018 are Schimelpfenig (Thursday, March 1) and Wilson (Wednesday, March 7)
    - Jim and Joe will identify and contact PCB participants and request they begin the background check process
    - Denise will confirm the dates and the music for each school
  + Survey
    - Moved to February 2018 board meeting
  + Joint concert with McKinney – additional notes
    - McKinney band is sharing the cost of the Eisemann. We will invite them to our planning meeting.
    - Suggestion to have an ‘after glow’ so band members can socialize after the concert. Jim W. will bring it up at the planning meeting. Joe will ask Jeremy if their band would be interested.
* **New Business**
  + ACB 40th anniversary
    - Received an opportunity to commemorate the 40th anniversary of the ACB by taking out an ad in their program. Cost is $20, the board voted to do this.
  + Storage for next summer
    - This will be an issue again this year and will be on February’s board meeting agenda
* **Ongoing: Tabled Business**
  + Risers for JPII - storage when not in use is a concern

The next PCB board meeting is Tuesday, February 6, 2018.