

# SULTANA BAND BOOSTERS

## General Meeting Minutes

Date: Tuesday, February 3, 2015

Minutes Prepared By: E. Ryder

### **I. Call To Order:**

Meeting called to order on February 3, 2015 at 6:55 p.m., at the Sultana High School Band Room by President Tony Rothwell.

### **II. The “Pledge of Allegiance” was conducted.**

### **III. Secretary presents previous Minutes for Review and Approval:**

Minutes for the previous Sultana Band Booster Meeting conducted on Tuesday, January 13, 2015 were reviewed. Elaine motioned to approve the January 13<sup>th</sup> Meeting minutes. Julie seconded. Vote: Three (3) votes in favor. None opposed. Five (5) abstained. Motion carried and the Meeting Minutes were approved. Minutes for the Special Band Booster Meeting conducted on Wednesday, January 28, 2015 were reviewed. Tony motioned to approve the January 28<sup>th</sup> Meeting minutes. Julie seconded. Vote: Four (4) votes in favor. None opposed. Four (4) abstained. Motion carried and these Meeting Minutes were approved.

### **IV. President’s Report:**

Tony said we need money for the purchase of food for the spaghetti dinner. Mr. Costantino’s dad needs about \$400 to buy the meat and the ingredients to make the meatballs and the sauce. Maria said she is worried about the turn out for this event. She said we have trouble getting people to come to a free concert, so she wonders just how many people will show up for a dinner. Stacy motioned that we authorize up to \$600 for food with a stipulation that we don’t buy anything until we know how many people we have coming to the event. Margie seconded. Vote: Six (6) votes in favor. None opposed. Two (2) abstained. Motion carried.

Maria motioned to amend the previously approved \$500 amount for decorations for the Spaghetti dinner to also have a stipulation to find out how many people are going to attend before spending that much for decorations. Tony seconded. Vote: Six (6) votes in favor. None opposed. Three (3) abstained. Motioned carried.

- After discussion, it was agreed that the money and the tickets should be turned in by Tuesday, March 3, 2015. That way they have enough time to get the money to Mr. Costantino’s father.

### **V. Vice President of Chaperone’s Report:**

- Maria specified that she needs help to put on the Spaghetti Dinner, the Drumline competition, and NASCAR.
- She estimates that she will need about twenty (20) adults and nine (9) students for the Drumline competition.
- Maria estimates that she will need approximately forty (40) people for the March 21<sup>st</sup> and March 22, 2015 NASCAR event. We have to have a list of people committed to the dates they can work so we know how many shirts and hats we need. She does not think we will need any more people with food handler cards, since they are not needed for the beer carts, only for the kitchen and those who are cooking and serving.
- She is going to need people to help out at the Spaghetti Dinner. The students are supposed to do the serving, but she needs some adults to keep things organized and for portion control.

**VI. Vice President of Fundraising’s Report:**

Julie provided the following information:

- She has completed the State Tax 199N form and has submitted it on-line.
- Stater Bros. Cards – She still has a few cards left from last month. She will be placing another \$1,000 order.
- Pay-Pal Account – Mr. Costantino has set up the Pay Pal Account for us. The website is [Boosters@SultanaBand.org](mailto:Boosters@SultanaBand.org). The only problem is that we will have to manually transfer the funds from the Pay-Pal Account to our Bank account. Authorized signers are Julie, John, Jackie, and Maria. Jackie was nominated by Julie to “push the button” in order to transfer the money from the Pay-Pal Account to the Booster’s account electronically. Maria motioned to make Jackie the Pay-Pal Account Monitor. Margie seconded. Vote: Five (5) votes in favor. None opposed. Three (3) abstained. Motion carried.
- We will be hosting the Snack Bar for the Musical being conducted on February 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. We need to purchase candy, chips, and other snacks. She needs money approved to purchase these items. Julie motioned to spend up to \$100 on snacks for the snack bar. Stacy seconded. Vote: Five (5) approved. None opposed. Three (3) abstained. Motion carried.
- We have the upcoming Sizzler “Bash for Cash” event on Monday, February 23, 2015. The event has been added to the Facebook account. Sizzler will not allow people to use a picture of the flyer for the event. They have to have the paper flyer for us to get credit. We have made flyers, and we need to get the word out. Because it is a Booster event, we cannot advertise at the school.
- For the Drumline Competition, we need to talk about a budget for food and hospitality. We will have to serve approximately 110 people. Mr. Costantino will check with his parents about getting meat for the pulled pork. Mr. Costantino asked for a list of needed items, so he could provide it to the students so they can donate stuff we need. Julie said that we need bigger “boats” which can be found at Smart & Final for a 250 pack for \$8.59. We also need foam plates which are \$6.39 for a 125 pack. Julie motioned to spend up to \$800 for food for the Drumline Competition. Stacy seconded. Vote: Five (5) votes in favor. None opposed. Three (3) abstained. Motion carried.
- We will need at least two new Credit Card readers for us to use for events. The Credit Card readers cost about \$10 each. Mr. Costantino needs at least two more. Maria motioned to purchase two more Credit card readers. Stacy seconded. Vote: Five (5) votes in favor. None opposed. Three (3) abstained. Motion carried.

**VII. Treasurer’s Report:**

Treasurer Carolyn Medina was not present for the meeting. In her absence Julie presented the Treasurer’s Report.

Starting Balance: \$3,180.01	Deposits: \$ 650.00	Expenses: \$2,212.06
Outstanding Checks: \$25.00	Outstanding P.O.’s: \$0.00	Ending Balance: \$1,592.95
Savings: \$3,007.00		

Stacy motioned to approve the Treasurer’s Report. Jackie seconded. Vote: Five (5) votes in favor. None opposed. Three (3) abstained. Motion approved.

**VIII. Director's Report:**

Mr. Joe Costantino presented the following information:

- Drumline Camp is this Saturday, from 8 a.m., to 3 p.m.
- Guard Camp is on February 16<sup>th</sup> and scheduled for all day. Time is tentatively scheduled from Noon until 8 p.m., or 9 p.m.
- Drumline Camp is scheduled for February 28th.
- John is working hard on making the props. John will haul the trailer. Stacy will also drive.

**IX. Equipment Manager's Report:**

John provided the following information:

- Mr. Costantino and John bought a lot of stuff necessary to make and update the props for Drumline. He still needs to pick up some ABS pipe and some PVC pipe for the Guard to make pens.

**X. New Business/Open Forum:**

Julie brought up a few more changes to be made to the By-Laws:

- Change to Article III, Section B, Titled "Officers". "...and the Band Director," should be left in the Section.
- Amendments and changes to the By-Laws need to be listed in Article X (Ten) and should be dated.
- Under Article III, Section E, Titled "Vacancies" Julie suggested that we take out "Advice and consent of the Director" so that the Director has a say in the process. Maria stated that perhaps it should read "With the advice of the Director" and do not include the word consent. Jackie added that she thought the Section was fine the way it was originally written. Tony suggested to include "With the approval of the Board" and add a "Majority vote."
- Julie also suggested a change in Article VI, Section G. "In the event that an elected officer is temporarily unavailable to perform the designated duties of the elected office, the Board of Directors shall appoint a temporary replacement by a majority vote at any board meeting by all members.
- Julie recommended changes to Article VII, Section F. Add "Any time the Boosters are on campus for meetings, fund raisers, and/or any events, we need to have a Facility's Use form completed and turned into the A.S.B., prior to the event, and with enough time for those forms to be processed."
- Julie asks that an addition be made to Article VIII, Section E. "The State Tax Form 199N is to be filed by October 1<sup>st</sup> each year."
- Julie is requesting a change to be made to Article IX, Section A. We do not need to repeat the word Members. Instead she would like to see added "to each new Board member..." She believes that the newly appointed Board members should have a chance to vote on the next fiscal year budget.
- For Article IX, Section B, Julie suggests that we move the inventory to take out the "...new fiscal year".
- For Article IX, Section E, Julie would like removed "Two signatures are required..." She would also like to add "for the withdrawal of funds." This is already annotated in the By-Laws.

- Julie would like to add a Section I to Article IX. She wants to specify who can withdrawal money from the Booster accounts and that the withdrawal must be approved by the proper signators and with the proper approval by the Board.
- Julie would also like to add a Section J to Article IX. Anyone who has access to the Bank account should have access to the Pay-Pal account. Money should be transferred from the Pay-Pal account to the Booster account at least once a month.

**XI. Open/Tabled for next meeting**

Voting on additions, and changes to the Booster By-Laws.

**XII. Next Meeting: March 3, 2015 at 6:30 p.m. at the Sultana Band Room**

**XIII. Meeting Adjourned at 8:26 p.m.**

**XIV. Attendance:**

Julie Lord

Elaine Ryder

Joe Costantino

Tony Rothwell

John Mills

Margie Mills

Stacy Rothwell

Jacqueline O’Hare

Minutes submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_