

# **SULTANA BAND BOOSTERS**

## General Meeting Minutes

Date: Wednesday, July 9, 2014

Minutes Prepared By: E. Ryder

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

Meeting called to order on July 9, 2014 at 6:50 p.m., at Knockout Pizza by President Tony Rothwell.

II. The **“Pledge of Allegiance”** was not conducted due to the noisome and chaotic environment of the location.

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

Minutes for the previous Sultana Band Booster Meeting conducted on Monday, June 9, 2014 were reviewed. Stacy Rothwell motioned to pass the minutes, as written, and Margie Mills seconded the motion. Motion carried with 11 votes in favor, and with none opposed. Result: Minutes Approved

### IV. **President’s Report**

- Discussion ensued regarding the eliminating of past Booster members from access to the bank account for the Boosters. It was agreed that Kiara Romo and Jack Henderson would be removed from the account and that Tony Rothwell and Maria Gebhardt-Lopez would be added as signers to the account. Julie Lord, John Mills, and Jaqueline O’Hare will remain on the account. A letter will be drafted in order to present to the bank to remove previous authorized Booster members and to notify them of the new members who are authorized as signators on the account. Once the letter is presented to the bank, Tony Rothwell and Maria Gebhardt-Lopez will have to complete the required signature form at the bank within eight (8) business days. Roxanne J. Olsen motioned for these changes to be approved, and Carolyn Medina seconded the motion. Motion carried with 11 votes in favor and with none opposed. Result: Motion to change signators on the Booster bank account was approved.
- The next topic discussed was the addition and removal of persons authorized to access the Booster’s drop box and Google drive accounts. Mr. Joe Constantino stated adding the new board members Tony Rothwell, Maria Gebhardt-Lopez, and Elaine Ryder to the drop box account and the Google account in order to access and view information contained therein. Julie Lord and Carolyn Medina already have access to the account. Kiara Romo will be removed from having access to the account since they are no longer members of the Boosters. Carolyn Medina, as Treasurer of the Boosters will be the only person to have access to change or alter the Treasurer’s Report on Google. Julie Lord motioned for these changes to be approved. Maria Gebhardt-Lopez seconded. The motion carried with 11 votes in favor. No-one opposed. Motion to change persons to have access to the Booster’s drop box and the Google drive accounts was approved.
- The information pertaining to the Budget Meeting conducted in May was reviewed and discussed. Carolyn Medina reminded the Boosters that under the terms of the regulations regarding the tax exemption status of the Boosters, as long as the Boosters stay under the \$50,000 cap for earnings and donations, we will not have to complete a different form for the taxes. John Mills motioned that the tentative budget for this year be approved. Stacy Rothwell seconded. The motion carried with 11 votes in favor. There was no opposition. Motion to accept tentative Booster budget recommendation was approved.
- Julie Lord informed the Sultana Band Booster members that the Booster By-Laws can be reviewed by accessing the Band’s web-site on the Booster page. Tony Rothwell suggested that discussions for changes in the By-Laws be tabled until the next meeting. Maria Gebhardt-Lopez seconded the motion. The motion carried with 11 votes in favor. There was no opposition. The motion to table a review of the Booster By-Laws was approved.
- Mr. Joe Constantino stated that he will need parent volunteers with special skills to help out with the band this year. He requested that we try to get parents involved that have skills in sewing, legal information, carpentry, and other necessary jobs that need to be done. Maria-Gebhardt-Lopez requested to table the discussion for the Chair positions for parent volunteers until the next meeting after the mandatory parent meeting to get more parent volunteers. Stacy Rothwell motioned for this topic to be tabled until the next meeting. Jaqueline O’Hare seconded.

The motion carried with 11 votes in favor. There was no opposition. The motion to table the discussion for the Chair positions for parent volunteers was approved.

- Parent volunteer forms will be mailed out by next week and should be turned in to Joe Constantino or Maria Gebhardt-Lopez during band camp, so that District approval can be accomplished without too much delay.

#### V. Treasurer's Report – see detailed report

Starting Balance: \$5,413.05	Deposits: \$893.89	Expenses: \$858.00
Outstanding Checks: \$655.00	Outstanding P.O.'s: \$0.00	Ending Balance: \$4,793.94

Treasurer Carolyn Medina informed the council that the Boosters still have two Stater Brothers gift cards available for use. One is for \$75.00 and the other is for \$50.00, which total \$125.00. She stated that she did not verify the balances on any of the gift cards she was given by Kaira Romo. She also stated she has two \$25.00 gift cards from Stater Bros. which was given as a refund for the cake served at the banquet. Carolyn Medina also notified the Boosters that she will need more checks ordered, since she has only 60 checks left. Joe Constantino stated that they will look into ordering more checks, and Julie Lord stated that she would follow up on that request in order to find out how much it will cost to have new checks printed and how many checks should be ordered. Julie Lord requested that the request for more checks be tabled until the next meeting so that she could research the request. Julie Lord notified the Boosters that she has the ATM card. She suggested that a second one be requested under "Sultana Band Boosters" so that another authorized signator can assist with transactions for the Boosters. Joe Constantino recommended that Maria Gebhardt-Lopez be assigned a secondary ATM Card. Julie Lord discussed changing the PIN number for the ATM card. She will be checking with the bank. Maria Gebhardt-Lopez will be issued an ATM card in her name because some places do not accept a card without an individual's name appearing on the card. Carolyn Medina requested a copy of the insurance policy and Julie Lord notified the Boosters that the insurance policy can be accessed on-line through the Booster drop box and provided Carolyn Medina a copy. Carolyn Medina then requested that a copy of the check be stapled to the deposit slips in order to keep them together and to make it easier to match the money from its specific source to the deposit. Stacy Rothwell motioned to approve of the Treasurer's report. Jaqueline O'Hare seconded. The motion passed unopposed.

#### VI. Vice President of Volunteers/Chaperones Report

Maria Gebhardt-Lopez opened up the discussion stating that we need to send out Parent Volunteer forms. We are in need of volunteers for trips, fundraising, football games, snack bar, parades, and the spirit booth. There will be a mandatory parent meeting on August 1, 2014, the last day of band camp. Schwan's is on board to have a truck at the school on the last day of band camp. A request was made for Rite-Aid to donate ice cream for the event that is planned for the end of band camp. Boosters are supplying the ice cream and will ask the students to bring all of the toppings. Roxanne J. Olsen stated that she is trying to get ice cream donated for this event, and will let us know. Julie Lord said that if we cannot get donations then the Boosters will have to pay for the ice cream. Roxanne J. Olsen motioned to have the Boosters purchase the ice cream for the Ice Cream Social. John Mills seconded. Motion passed with no opposition. Jacqueline O'Hare suggested that we use the Stater Brothers cards toward the ice cream. Maria Gebhardt-Lopez stated that if we use cards, we should have a limit of what we would spend. Tony Rothwell suggested that we put a dollar amount limit on purchase of ice cream. Maria Gebhardt-Lopez suggested that purchase should not exceed \$100.00. Julie Lord motioned to have the Boosters purchase the ice cream using the Stater Brother's cards not to exceed \$100.00. Stacy Rothwell seconded. Motion passed with 11 votes and no opposition.

#### VII. Vice President of Fundraising's Report

Julie Lord reiterated that the Schwan's truck will be there at the school for the last day of band camp. They are willing to provide information to parents on their products and on the fundraiser. All purchases made during the time for the fundraiser, Schwan's will provide 20% to 40% back to the Boosters. Purchases made over the next year, earns the Boosters 5% of their sales. Paperwork for this fundraiser will be passed out during band camp.

Julie Lord then told the Boosters about the idea for a “Giving Tree”. Mr. Joe Constantino has a wish list of items and supplies he needs for the band. The Boosters also need items for us to do services for the band. Julie Lord said that she thought that a “Giving Tree” is a great idea to help get items donated to the band or the Boosters. People could also donate money towards the Boosters to buy a needed item. Mr. Joe Constantino requested that it would be helpful if we could also ask for gift cards from Staples so that we can buy copies and stationery supplies for the band. He then added that he was still planning on doing the competition between the classes again, where the students bring in donations like soda, water, and nacho cheese for the band Boosters to sell. He said that he also needs car wash supplies since the car wash is scheduled for Saturday, August 23, 2014.

Julie Lord then talked about the Macy’s fundraiser. Each ticket cost \$5.00 and a portion of the sales goes to the Boosters. Maria Gebhardt-Lopez, Tony Rothwell, Mr. Joe Constantino, and Julie Lord then had a discussion regarding whether money should go to Boosters or ASB and towards the kids’ band fees. Roxanne J. Olsen requested that the fundraiser funds be used towards the Band fees since fees are expensive. Maria Gebhardt-Lopez answered that she thought it was a good idea and Mr. Joe Constantino said it needed to have a spread sheet made up to keep track of sales. Maria Gebhardt-Lopez requested that the Boosters collect the money and to have Julie track the money by student name. The Boosters will then donate the money to the ASB do be applied to the student’s band fees.

Julie Lord brought up Hesperia Days for fundraising. In order to have a booth to sell spirit items during Hesperia Days, the city requires you purchase a permit which costs \$60.00. She doesn’t know if that would be cost effective. However, Hesperia Days have a “Duck Race”. Tickets sell for \$20.00 apiece, but one of the ducks is worth \$1,000.00. There are also smaller cash prizes for some of the other ducks. Julie Lord talked to the woman handling the program, and they told her that if the kids sell the tickets for \$20.00, they will give us \$10.00 of the ticket sales and there are no out-of-pocket expenses. Hesperia Days begins on September 20, 2014. Mr. Joe Constantino said that for this fundraiser, they cannot do it for ASB because it may be considered a form of gambling by the District. He said this would not preclude the Boosters from selling the tickets, but tickets could not be sold on school property. Roxanne J. Olsen said she would check with her contact at the District to check if it would be all right to participate. Roxanne J. Olsen then asked about having order forms to sell the tickets for the duck races.

Julie Lord told us about having to fill out forms for the District to approve in order for the Boosters to be able to sell on campus. A form is needed for every event, since the District does not like to approve blanket requests. She thought the football games were excluded, but will complete a form for every event just to be on the safe side.

Julie Lord covered “Juice it Up” agreeing to come to the Back to School Night for a fundraiser for us. They have agreed to provide a percentage of their sales to the Boosters. Approval for this vendor is pending approval through the ASB. She then covered August 30, 2014 is Indy racing in Fontana. They need volunteers to man the booths for the fundraiser.

The Angel Bins Fundraiser is where the band would have to collect 250 bags of clothing to donate. They could set up bins in different locations for donations, and would give us over a year to collect the 250 bags of clothing. They would then donate some money to the band.

Julie Lord informed us of two different fundraisers by Barnes and Noble. They have a fundraiser for Christmas wrapping and the other is for book sales. They will donate 10% or 15% of their sales back to the band. They also suggested that a group of kids play near the coffee shop to bring in more shoppers for the event.

There is a way for the band to earn money by going to fill the seats as an audience for specific shows, like “Chelsea Lately,” “The Price is Right,” and “Nickelodeon”. Most shows require adults, but Nickelodeon would like kids ages 10 to 16. They would pay us \$15 per person as long as there is a 20 person minimum. The next showing is July 17<sup>th</sup> at UCLA. They will try to get several car pools going to get kids to the show. Maria Gebhardt-Lopez will call and find out how many chaperones we can have for the kids.

Elaine Ryder asked if Advanced Disposal had been contacted to see if they would donate recycle bins for us to use at events to collect recyclable bottles and cans. Julie Lord said she hadn’t contacted them yet. Roxanne J. Olsen said that she will call Advanced Disposal about getting some recycling bins.

Julie Lord then brought up about SCRIP sales. SCRIP sales are due the day of the parent meeting, August 1, 2014. SCRIP are gift cards for Stater Brothers where the purchaser pays for a specific card amount, and Stater Brothers gives money back to the band. Tony Rothwell wanted to know if the Boosters should order \$1,000.00 worth of Stater Brothers gift cards to have on hand to sell at parent meeting. John Mills made a motion for Stater Brothers gift cards to be purchased to be sold at parent meeting. Stacy Rothwell seconded motion. 11 Boosters voted for the motion. There was no opposition. Motion carried. Julie Lord will acquire the SCRIP cards before the next meeting.

## VIII. Director's Report

Mr. Joe Constantino passed out his "Director's Report" for review and said that we have the opportunity to sell items from the band store to the students during band camp. Things like soda, chips, water, cookies, and snacks could bring in some money for the band. It would also help those kids who forgot to pack a lunch, or wanted a snack. He needs snacks, sodas, and Gatorade donated to be sold from the store. He also needs volunteers to come in and sell during breaks and lunch. Morning break is around 10:30 and lunch is from 12:30 to 1:30. Mr. Joe Constantino requested granola bars, chips, watermelon, fruit, sun screen, ice packs, and other snacks.

The stripe on the band uniform pants, need to be removed before the uniforms can be sent to the cleaners. Mr. Joe Constantino would like to have volunteers come in to the band room on Saturday, July 19, 2014 from 8:00 a.m., to 5:00 p.m., to remove the stripes. He also needs volunteers to help with assigning uniforms to the kids, checking shoe size, and hemming the pants. He will let us know the dates for the uniform sizing. He reminded the Boosters that the Boosters usually front the cost of the dry cleaning. Last year, it was 50 uniforms cleaned for \$50.00. Roxanne J. Olsen said she will check with the dry cleaner they have used before to ensure that we will still get a discount on the dry cleaning and what the price would be.

Mr. Joe Constantino stated that during the mandatory Parent Meeting, he will give information on the upcoming season and the Boosters can talk about fund raising, committee staff, and supplies the band needs. Meeting is scheduled for August 1, 2014 at 5:00 p.m. He then went into telling us what he needs and wants for band supplies. His wish list is as follows:

Band Aids	Ice Packs	First Aid Supplies	Envelopes
3-Ring Binders	Office Supplies	Colored Printer Paper	Wipes
Cleaning Supplies	Easy-Ups (2)	Water Bottles with Squeeze Top	Rolling Coolers
Car Wash Supplies	Buckets	Storage Bins with Lids	Videographer
New 24' Trailer by 2015	Event Photographer (Can be a parent volunteer)		

He is thinking about possibly using a matching program so that the kids will have to work for earning the money and a sponsor will match the kids contributions. Mr. Joe Constantino provided a copy of a prospective sponsor letter to offer companies and corporations a way to provide a deductible donation to the band.

Mr. Joe Constantino then requested the Boosters to buy a color printer and scanner for the band. The printer costs \$159.99 at Costco, with the ink cartridges being \$69.99. After a brief discussion, John Mills motioned to approve the purchase of the color printer and one ink cartridge. Maria Gebhardt-Lopez amended the motion to approve the purchase of the color printer and two ink cartridges. John Mills seconded the amended motion. The voting was unanimous in favor, with no opposition. Motion carried to reimburse Mr. Joe Constantino for the purchase of the color printer and two ink cartridges.

Mr. Joe Constantino provided a copy of upcoming events for the Band and the Boosters. Some upcoming events are:

July 19, 2014 – 8:00 a.m. to 5:00 p.m.	Uniform Pant Stripe Removal
July 19, 2014 - 2:00 p.m.	Rental Instrument Issuance
July 21, 2014 to August 1, 2014	Band Camp
August 1, 2014 – 5:00 p.m.	Mandatory Parent Meeting

August 9, 2014 – 5:00 p.m.	Showing of DCI movie at MPR Room	Ticket sales/Snack bar
August 16, 2014 – 8:00 a.m.	Car Wash at Walgreens	
August 30, 2014 – 6:00 a.m.	Indy Car Races in Fontana	
September 6, 2014	Rehearseathon	

Other events that are being planned: Friends and Family Letters and Recycling of bottles/cans/ink cartridges.

**IX. Equipment Manager’s Report**

There was no discussion of equipment other than what was previously discussed by Mr. Joe Constantino.

**X. New Business/Open Forum**

Julie Lord indicated that Theresa Owen has offered to collect and maintain a database and use social media to communicate with band parents and members to help disseminate information. Mr. Joe Constantino stated that Theresa Owen should work with Secretary Elaine Ryder to make this happen. Julie Lord created a parent contact form to be filled out and submitted at the August 1, 2014 meeting, and she requested Maria Gebhardt-Lopez to review the form for any changes prior to the form being printed and disseminated.

Roxanne J. Olsen brought up advertising for sponsors on the trailer. She said she checked with her contact at the District Office and was told that we are not allowed to put sponsor advertisements on the trailer unless it has been cleared through the District Office. Each and every advertisement or logo must be approved before it can be placed on the trailer, since it will be painted to represent Sultana and the Hesperia Unified School District.

Elaine Ryder suggested that we use a similar sponsor letter to try to get money specifically for the new trailer. Jaqueline O’Hare stated that it would be easy to change the letter to use to reach out to companies and corporations.

Julie Lord said that the Inventory Checklist needs to be updated to include more supplies for the band.

Mr. Joe Constantino added that the Spring Concert will be in March and it will be a spaghetti dinner event. He is going to invite the middle and elementary schools to perform as well. He wants to have tickets to the event sold. The students would be the ones to serve the spaghetti, salad, garlic bread, etc., to the attendees.

Julie Lord then discussed that they will have a doctor available on Friday July 25, 2014 to perform the required physicals on the students. The doctor will be at the school at 2:00 p.m. The cost is \$20.00, but the doctor is donating \$5.00 per each student that has a physical, back to the Boosters. She recommended that this may also be a good day to have a Fund Raising Meeting.

Julie Lord brought up reinstating Roxanne J. Olsen as our Community Liaison. Elaine Ryder motioned for the title to be reinstated. Stacy Rothwell seconded. Motion was approved unanimously with no opposition.

Julie Lord brought up the making and selling of car decals for the band. It was debated as to whether the decal should be 4” X 6” size or 5” X 7” size. Size will depend upon cost. Roxanne J. Olsen will look into the cost.

Mr. Joe Constantino estimated the cost of band fees would be approximately \$150.00 per student. It will depend upon how many students he will have in Marching Band.

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

- Review of Booster By-Laws
- Chair positions for Parent Volunteers
- Available skill sets by Parent Volunteers
- New Checks Request by Treasurer

**XII. Next Meeting: August 5, 2014 at 6:30 p.m. at the Sultana Band Room**

**XIII. Meeting Adjourned at 9:29 p.m.**

**XIV. Attendance:**

Tony Rothwell

Julie Lord

Roxanne J. Olsen

Stacy Rothwell

Maria Gebhardt-Lopez

Carolyn Medina

John Mills

Margie Mills

Jaqueline O'Hare

Nathan Rothwell

Elaine Ryder

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