

SULTANA BAND BOOSTERS

General Meeting Minutes

Date: Tuesday, August 5, 2014

Minutes Prepared By: E. Ryder

I. **Call To Order**

Meeting called to order on August 5, 2014 at 6:34 p.m., at the Sultana High School Band Room by President Tony Rothwell.

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

III. **Barnes and Noble Fundraiser Presentation:**

Jerry Ellis, Community Relations Manager for Barnes & Noble made a presentation of his company’s fund-raisers available to schools. Barnes & Noble offers a book fair and/or gift wrapping during the Christmas season as fund-raising devices for participating schools and their support organizations. (For more information, see the Attachment.)

IV. **Secretary presents previous Minutes for Review and Approval:**

Minutes for the previous Sultana Band Booster Meeting conducted on Wednesday, July 9, 2014 were reviewed. Tony requested a motion to pass the minutes as written. Dale made the motion and Roxanne seconded. Votes: 6 in favor, None opposed. Result: Minutes Approved

V. **President’s Report:**

- Tabled review of Booster By-Laws for any changes. The By-Laws can be viewed on the website.
- Maria requested a motion for John as Chair for Carpentry and Prop Making. Jacqueline motioned and Margie seconded. Votes: 6 in favor. None opposed. Result: Approval of John’s appointment as Carpentry and Prop Making Chair.
- It was casually mentioned by Maria that since Elaine was already doing the sewing, they didn’t need a Chair for that position.
- Maria stated that they needed a person to chair the Hospitality position. Jacqueline volunteered to Chair the Hospitality position.
- Maria reiterated from the last meeting that Theresa Owen will be setting up a communication listing in order to reach out to the band parents. Julie reminded everyone that it had already been decided that Theresa will be working with the Secretary Elaine Ryder on this assignment.
- Julie researched information on obtaining new checks for the Treasurer. DCB, our bank, costs are 500 checks, with tabs and 100 deposit slips, for \$154.81. Julie and Stacy offered to research other options of purchasing checks. Tony suggested that the new checks be tabled until the next meeting.
- A discussion regarding the revision of the Corporate Fund-raising letter was addressed by the Board. Consideration as to what offerings are allowed by the HUSD Board is still being addressed. A meeting with the School Board and Principal Bird is pending. Mr. Constantino specified that we need to get this going before the next meeting so we can get the District’s approval. Item tabled until after meeting with School Board and the Principal.

- The usage for the approved logo of the Band Boosters was discussed. It was requested by Tony that we use our logo for our correspondence and information packages. Discussion ensued regarding the separate use of the Band logo from the Booster logo. Julie suggested that we state on the correspondence “Supporting the instrumental music program at Sultana High School.” Tony said that when correspondence is for both entities, we can use both logos. Dale motioned that we use the Booster logo on our correspondence. John seconded. Votes: 6 in favor. None opposed. Result: Motion passed.

VI. Treasurer’s Report:

Starting Balance: \$4,793.94	Deposits: \$1,120.00	Expenses: \$289.65
Outstanding Checks: \$1,240.00	Outstanding P.O.’s: \$0.00	Ending Balance: \$4,384.29

Carolyn informed the council that she needs to get information from the bank in order to balance the account. She said that the numbers appearing on the Agenda for this meeting are different than what the actual amounts are that she has for the account. Julie stated that the numbers on the Agenda do not affect what was previously recorded on the minutes. Stacy motioned to pass the Treasurer’s Report. Dale seconded. Vote: 6 approved. None opposed. Result: Motion carried.

VII. Vice President of Volunteers/Chaperones Report

- D.C.I. Presentation on August 9th: Six (6) volunteers are needed for the event. John motioned that no more than \$100 be spent on the snack bar. Margie seconded. Vote: 6 approved. None opposed. Result: Motion passed.
- Car Wash on August 23rd: Volunteers are needed to help out the car wash. Julie, Roxanne, Elaine, Stacy, and Tony volunteered to help out. More supplies are needed, including, hoses, sponges, buckets, and soap, to make a successful car wash. Requested donation from Pep Boys is still pending.
- INDY Car Race Fund-Raiser on August 30th: At least 25 to 30 people are needed to sign up for the NASCAR event. This is scheduled to be another all day “thing.” Volunteers are requested to come early due to limited parking availability. Breaks for volunteers can be scheduled if we have enough people. Dale pointed out that the event is an INDY car race and is not to be confused with a NASCAR event.

VIII. Vice President of Fundraising’s Report:

- The “Giving Tree”: A couple of people picked up cards at the Mandatory Parent Meeting, and hopefully, some of the items will be donated. Will attempt to have the “Giving Tree” included at other scheduled events.
- Sultana Music Logo Window Clings: Discussion occurred regarding size and pricing of window clings. It was decided to use the music logo, as-is. It was also decided that we would order 200 5” x 5” window clings at \$554.00 plus tax. Maria motioned that we will not spend more than \$600. Stacy seconded. Motion passed with no opposition.
- Macy’s Fund-raiser for August 23rd: Received a \$5.00 coupon from Carinos which was being considered to be included with the sale of the \$5.00 Macy’s tickets. They will be available at the car wash, which is the same day.
- Friends and Family event: Volunteers needed to fold addressed and stamped envelopes. Mr. Constantino is researching the lowest cost of printing. Mr. Constantino pointed out that we made \$2,731 with last year’s Friends and Family fund-raiser.
- Duck Races at the Hesperia Days: Tickets will be available at the car wash. We get \$10 for every \$20 ticket. September 6th is the last day that we can take money for the Duck Race tickets.

- CPR/First-Aid Training Class on September 6th: It is a \$50 charge for a CPR card only, and a \$70 charge for a CPR/First Aid cards.
- Rehearseathon on September 6th: Students can get donations for the amount of time that they play.
- Recycling on September 6th: Items to be recycled are: glass, aluminum, plastic bottles, and ink cartridges. Donation jar will be available for cash donations to the band.
- Stater Bros. Script: Cards available for purchase at any time.
- Fund-raiser Committee: New members to be included. Tabled until next meeting.

IX. Director's Report

School starts next week. After school rehearsals will be conducted on Tuesdays, Wednesdays, and Thursdays. This Tuesday will not have rehearsal after school. Saturday Band Camp is August 16th. Friday, August 15th is the last day to pay for shoes. August 28th is Back to School night at 6 p.m. We need to have all the band uniforms done and the shoes by then. At Back to School night the band will be playing the Star Spangled Banner. Call time to be announced.

August 29th is the first home game with Eisenhower High School. Six (6) to eight (8) volunteers needed to fill water bottles and to work the Snack bar. In addition, Roxanne and Elaine will work the spirit table.

All money collected by the students for the Rehearseathon in September will go to the ASB account. Volunteers are needed to man the recycling bins. Band photos are planned for September 26th. Consideration is being made to have pictures on a memory card for buttons and other memorabilia items.

Band will be receiving mailings from the Directors of other schools. Entrance fees checks for competitions need to be mailed out as soon as possible. Hula hoops were purchased to create wagon wheels for the show.

X. Equipment Manager's Report:

The fences for the show have all been fabricated. The horse stables in Hesperia donated an old saddle and some horseshoes. The covered wagon and the wagon wheels need to be completed. Donations for the wagon are still needed. He said that we still need a lot of donations for the wagon. A completed list of items needed is pending for donations from retailers.

XI. New Business/Open Forum:

Julie - Vallarta never donated any money to the band. They have not responded to any donation requests.

- DCB took away her Booster card because it was supposed to have her name on it as the user. Maria and Jackie will get cards. Mr. Constantino asked if John could have a card for equipment purchases. John will go to the bank and be issued a card.
- The Football Boosters notified us that there was no electricity in the main Snack Bar area during this summer and that the Band's food has to be removed. Maria, Tony, and John volunteered to clean up the Snack Bar on Friday.
- The School Board has decided that every time the Boosters are on campus, we have to have a request form in to the Board, notifying them of when and why the Boosters are there.
- October 17th is Senior Night.
November 14th is Powder Puff.

XII. Open/Tabled for next meeting:

Review of Booster By-Laws
New Checks Request by Treasurer
Corporate Fund-Raising Letter and Advertisements
New Member Fund-Raising Committee

XIII. Next Meeting: Tuesday, September 2, 2014, 6:30 p.m., in the Sultana Band Room

XIV. Meeting Adjourned at 8:19 p.m.

XV. Attendance:

<u>Tony Rothwell</u>	<u>Julie Lord</u>	<u>Roxanne J. Olsen</u>	<u>Stacy Rothwell</u>
<u>Maria Gebhardt-Lopez</u>	<u>Carolyn Medina</u>	<u>John Mills</u>	<u>Margie Mills</u>
<u>Jaqueline O'Hare</u>	<u>Dale Ryder</u>	<u>Elaine Ryder</u>	<u>Joseph Lord</u>
<u>David Ryder</u>	<u>Cheyenne Lopez</u>	<u>Rose Medina</u>	<u>Valeria Hernandez</u>
<u>Jerry Ellis, Guest, Barnes & Noble</u>		<u>Chandale Sutton, Guest, Barnes & Noble</u>	

Minutes submitted by: _____ Signature: _____ Date: _____

ATTACHMENT

Book Fair Presentation by Jerry Ellis, Community Relations Manager for Barnes & Noble

The Fund-raiser for a school invites people to the store and we get a percentage of the sales. If using the money for band uniforms, you could select cash instead of a Barnes & Noble card. If you decide to get cash, you will earn 10% of all sales made for the night of the event. Once you get to a \$2,000 threshold you can earn 15% of all participating sales until you get to \$3,000. After the \$3,000 threshold, your school will start earning 20% of the sales for benefits. The Book Fair is one night of your choosing, provided that we have the date available, but your fund-raising event will extend for five (5) days where on-line sales can count for your fund-raiser event.

Mr. Ellis stated that the Book Fair is a family night event. Sales from all books, CD's, Movies, Toys, and Games will be used for counting towards your fund-raiser. Julie asked if purchases from the Café would count towards the fund-raiser and Mr. Ellis answered that those sales would also count. He added that they have Cheesecake Factory cheesecake at the Cafe. They sell for \$40. The percentage offered for Nook sales are only 5%.

If a person who is in another area or out of State wished to participate in our fund-raiser, all they would have to do is provide the store with a number that we will provide you, and the purchases they make the night of the event or the next five days will count towards your Book Fair.

In order to have a Book Fair, your organization will have to sign a contract with us. We do not want people standing outside the store handing out flyers. He stated that we want to start advertising the event as soon as we set a date so that we can get more people in to the Book Fair. He suggested that we make flyers and posters and place them around the school and in local businesses to get more people to attend. He said we may also provide information to people who live out of the area or out of State about the Book Fair. We give you an eight (8) digit number so that any purchases made to benefit your Book Fair will count towards your one night event and the five days following. On-Line purchases can enter the eight (8) digit number into the PROMO area of the web page, and those sales will also count towards your event, but only if the item ships by the end of the 5th day. If it ships after that 5th day, the sale will not count towards your fund-raiser. Barnes & Noble can provide us with templates to help us with our marketing the event.

Mr. Ellis said that he would encourage us to incorporate a performance for our Book Fair. Having musicians playing in the Café area of the store, may attract more people to our Book Fair event. They could probably handle 25 musicians, but no more than 30. It might be a bit crowded. He also requested that we keep the noise level at a reasonable volume while in the store. Mr. Ellis stated that it would be okay if we placed a donation bucket out during the performances.

The secondary way to earn money for your school is to do gift wrapping. Barnes & Noble offer free gift wrapping. They provide the wrapping paper, boxes, and ribbon. We would have to provide the labor and bows. That is a way to get donations. Those who do the gift wrapping must be 18 years or older or a minor must be accompanied by an adult. He said that he knows the 1st and 15th of December is open. He has only 5 days in December left to hold the Book Fair, so we need to make a decision about conducting a Book Fair soon. Another thing we can do to bring in more people to the event is conduct some kind of contest or game show event to make the event fun and exciting. He will e-mail us a listing of available dates to Julie so that we can choose our date for the Book Fair. He suggested that we could do the gift wrapping on more than one day, and could start in November, before Thanksgiving, since a lot of people start their Christmas shopping early. John asked if the gift wrapping was an all-day thing, and Mr. Ellis answered yes, and suggested that we could have people come in shifts like from 9 a.m., to 3 p.m., and then from 3 p.m., to 10 p.m. We can have four (4) to five (5) people at a time manning the gift wrapping area.