

SULTANA BAND BOOSTERS

General Meeting Minutes

Date: Tuesday, February 2, 2016

Minutes Prepared By: E. Ryder

I. Call To Order:

Meeting called to order on February 2, 2016 at 6:35 p.m., at the Sultana High School Band Room by President, Dale Ryder. The “**Pledge of Allegiance**” was conducted.

II. President’s Opening Statement and Report:

- Sultana High School will be hosting the San Bernardino County Honor Band this year for their rehearsals and concert. The rehearsals will be on Thursday, February 11, 2016, from 5:30 p.m., until 9:00 p.m., Friday, February 12, 2016, from 9:00 a.m., until 4:00 p.m., and on Saturday, February 13, 2016, from 8:30 a.m., until 11:00 a.m. Their performance concert will be on Saturday evening at 7:00 p.m. Mr. Costantino stated that we were given permission to have a small concession stand in back for the concert. We will need to approve money to purchase items for the concession stand. Maria motioned to approve money for the concession stand, not to exceed \$50.00. Julie said that \$50.00 will not be enough money, so she motioned for us not to exceed \$200. Tony and Jackie seconded the motion. Vote: Eight (8) votes in favor. One abstained. None opposed. Motion carried.
- Dale said that he and Julie have been looking for an outside agency to perform an audit on our books. It has been difficult to locate anyone who would be willing to perform an audit or even a review of our books. When we were at the presentation for the Band at the School Board, Dale spoke to an accountancy firm representative Kevin Brejnek from Nigro & Nigro. He was there to present their firm to the School Board and stated that they do perform reviews for non-profit organizations. Dale said that he will try to make contact with this firm and find out how much it would cost to perform a review on our books.

III. Board Officer’s Reports:

- Dale requested everyone to take a few minutes to peruse the previous Booster Meeting Minutes for January 12, 2016 and the Emergency Meeting Minutes for January 16, 2016. Stacy motioned to approve of the January 12, 2016 Booster Meeting Minutes. John seconded. Vote: Nine (9) votes in favor. None abstained. None opposed. Motion passed and the Minutes were approved.
- Stacy then motioned to approve of the January 16, 2016 Emergency Meeting Minutes. Margie seconded. Vote: Nine (9) votes in favor. None abstained. None opposed. Motion passed and the Emergency Minutes were approved.

IV. Special Presentation:

- The regular Meeting Agenda was suspended for a special presentation by All-Pro Wraps. This company specializes in creating and installing wraps onto vehicles. Mike and Flavio of All-Pro Wraps gave the presentation and had worked up a visual on what they could do for our trailer. They estimated it would be a \$3,000 job and stated they could provide us with an invoice by tomorrow morning. The wrap will last for three to five years with direct sunlight on it. If covered, it could last up to eight to ten years.

V. Treasurer’s Report:

- Julie stated that she deposited about \$450.00 from the kids for stuff from the Booster room. Mr. Costantino said he will buy more stuff for the kids.
- Julie said that we have received a donation from her company McKesson Corporation and that those funds have been deposited. She has received confirmation that the check we send to the Attorney General’s Office has cleared. She needs to check to ensure confirmation that the Feds have received our filing for the taxes.
- Julie stated that she has received \$250.00 in advertisement sales for our upcoming Drumline program.
- Stacy motioned to approve the January, 2016 Treasurer’s Report. Jackie and John both seconded. Vote: Nine (9) votes in favor. None abstained. None opposed. Motion carried.

VI. Vice President of Volunteer’s Report:

- Maria has a sign-up sheet for the upcoming NASCAR race being held on the 19th and 20th of March. She said we need volunteers to help out to run concessions and the beer stands so please get your friends, neighbors, and relatives to volunteer for this event. We need to know as soon as possible, so that we can have them take the on-line course for a Food Handler’s card. The Boosters will pay for them to get the card, since we are reimbursed for the expense.

- We are hosting a Drumline competition on March 12, 2016 here at Sultana. She needs volunteers to help with positions for Check-in Registration, Bus and Equipment parking, Admission, Spirit Table, Entrance and Exit Door Monitors, Concessions, Hospitality and Judges Rooms and Security for the gymnasium. Please let Maria know if you will be available to volunteer for that day. Julie said that we have arranged for several vendors to be there for the event as well.

VII. Vice President of Fundraising's Report:

- Jackie stated that she doesn't have anything to add to Maria's report other than we need volunteers for the Spaghetti Dinner and Spring Concert that is happening on March 8, 2016.

VIII. Equipment Manager's Report:

- John said he needs \$35.00 to purchase paint for the ramp on the trailer. The paint will provide a non-skid surface on the ramp which could be a safety issue in inclement weather. Julie motioned to pay no more than \$45.00 for non-skid paint. Maria seconded. Vote: Eight (8) votes in favor. None opposed. One abstained. Motion carried.
- John then stated that he picked up a golf cart two weeks ago for the Band. During the transporting of the golf cart to be worked on, he damaged his Suburban. Julie told John to provide us with an estimate for the damage on his truck so that we can decide to pay for the damage, since it happened when he was doing work on the Booster's behalf.
- He has finished the proto-types for the Mirrors for the Winter Guard show, but his saw's motor burnt up. He had purchased a new saw on Craigslist so he can work on more props. Dale motioned to approve up to \$75.00 for repairs on John's saw, pending our receiving a receipt for the proof of purchase. Maria seconded. Vote: Eight (8) votes in favor. None opposed. One abstained. Motion carried.

IX. Music Director's Report:

Mr. Costantino provided the following information:

- We have an opportunity to do an overnight trip to the Beach. From April 15th to the 17th. Guard has a competition on Saturday in Huntington Beach and Drumline has a competition on Sunday in Westminster. He is estimating that it will cost \$120 per person for the hotel accommodations at Comfort Suites. He will need to send out a notice to the parents to see if this overnight trip is feasible. Julie suggested that ASB or the students have a restaurant fundraiser to help with the costs.
- He found a website called Etsy. People sell their homemade crafts on this site and he thought that the Boosters could sell some of the stuff we make for the Spirit Table on the site to earn more money for the Band.
- The final Winter Guard and Drumline payment is due this Friday. He also has Drumline T-Shirts for sale. The cost is \$15.00 for Small, Medium, Large, and Extra-Large T-Shirts. It is a little higher, \$18.00 for 2X and 3X T-Shirts. He is giving the kids the order forms and they need to be turned in by Wednesday, February 17th. The kids T-Shirts have already been paid for in their fees, these are shirts for the parents and relatives to order.
- Drumline camp is scheduled for Saturday, February 6, 2016 from 9:00 a.m., to 9:00 p.m. There is no school on Friday, February 12, 2016 or Monday, February 15, 2016. Winter Guard has a competition on Saturday, February 20, 2016.

X. Old Business:

- Dale brought up the coaching expenditures. Alex has received his stipend and we have allocated \$150 a month for three other assistant coaches. Checks have been paid to these three other people however, since we are looking at having our Booster's books reviewed, he would like to have the names of those being paid appear on our Treasurer's Report. Also, he would like to see some kind of documentation for the dates and times these people are here coaching annotated for accountancy purposes.
- Dale then brought up the trailer wrap. We have received bids for the work from Gator Wraps, Rhino Wraps, Vinyl Studio, and now All-Pro Wraps. The estimates for the wrap are \$4,168.00 for Gator Wraps, \$3,608.00 for Vinyl Studio, \$2,697.75 from Gator Wraps without including art work and \$3,300 including art work. None of the bids have included sales tax. All-Pro Wraps are estimating \$3,000 and will provide us with an invoice tomorrow. The other aspect that All-Pro Wraps brought up is the fact that we would possibly have to replace the wrap in three to five years. We need to consider purchasing a trailer cover, which may be a cost-effective way of protecting the artwork on the trailer. Julie stated that we have \$3,200 in savings that we can use to pay for the trailer wrap. Julie motioned not to exceed \$3,200.00 for payment of the wrap. Stacy seconded. Vote: Nine (9) votes in favor. None opposed. None abstained. Motion carried.
- Mr. Costantino brought up about having the Spaghetti Dinner at the Spring Concert. He would like to have advance ticket sales, but we need to decide upon the price of the tickets and consider having limited ticket sales the night of the event. He suggested that we have different tiers of ticket sales. Julie said that would be difficult to manage and suggested that we have a set price for tickets. She suggested \$5.00 per person. Mr. Costantino suggested the ticket price should be \$10.00, with \$5.00 for kids 12 and under and for the performers. John suggested that we offer that if you purchase five (5) tickets you would get the sixth (6th) ticket

for free. Dale motioned to set the ticket price at \$10.00 per person, \$5.00 for kids 12 and under. John seconded. Vote: Seven (7) votes in favor. None opposed. Two abstained. Motion carried.

- Julie then suggested that the kids who are performing should only pay \$5.00 for their meals as well. Dale motioned to set the ticket price for performers at \$5.00 for their meals. Jackie and Beth seconded. Vote: Eight (8) votes in favor. None opposed. One (1) abstained. Motion carried.
- Julie said that we needed a budget to purchase supplies for the Spaghetti Dinner. John motioned that we spend no more than \$500.00 for supplies for the Spaghetti Dinner. Jackie seconded. Vote: Seven (7) votes in favor. None opposed. Two (2) abstained. Motion carried.
- Dale stated that we have vendors for the Drumline competition, however, he would like to see some promotional stands. John suggested that we ask the wrap people we go with to have a booth at our event. Elaine suggested that we include a Business Card size advertisement in our program for free, as well. Dale suggested that we talk to DB Music, Patterson’s, and Incognito, as well for them to have booths at our event. Mr. Costantino stated that Incognito will have an information booth set up at the event.
- Dale then stated that he would still like for us to have a Car Show fundraiser. Mr. Costantino suggested that we consider Saturday, May 21, 2016 as a date for the Car Show. He will talk to April about helping to set up the event.
- Julie had forwarded an e-mail about another type of fundraiser we could do. It is for a studio audience for a show called At Midnight. They pay \$20.00 per person if you have ten (10) people over the age of 18 attend their filming. It is from 2:45 p.m., until 5:30 p.m., on Monday, Tuesday, and Wednesday’s during February and March. If we can get ten (10) people to commit for a day, we could carpool down to Los Angeles and earn \$200 for the Band.

XI. New Business:

- Nominations for members of the Booster Board are needed by the next Meeting in March. Julie added that per our By-Laws we need a Chairman and four (4) members on the Board.
- Any changes, corrections, or revisions to the By-Laws need to be submitted for review by the next Meeting. Dale suggested that we change the wording regarding the “Audit” to “Review” since the cost of an actual Audit of our books is not only restrictive but is apparently extremely difficult to find someone to perform and is prohibitively expensive. There are apparently three levels of Financial Review and all are highly regulated. By changing the wording from “Audit” to “Financial Review” this would alleviate any confusion on what needs to be done to ensure that we are working under the rules that define our 501(c)3 status. Also, we should clarify that our Fiscal Year is the same as the School Year. Julie added that any suggested changes to the By-Laws be made by the third week of this Month so that they can be reviewed.
- Julie suggested that we send out a letter to parents and post the upcoming events on our website and Facebook so that we can let them know that we need volunteers for the Drumline and NASCAR events and for the upcoming Spaghetti Dinner. She said she would prepare a letter to be mailed out and provide it to Mr. Costantino.

XII. Open/Tabled for next meeting:

- Nominations for new Booster Board members.
- Changes or revisions to Booster By-Laws.
- Plans for hosting Drumline competition.
- Volunteers for NASCAR fundraiser.

XIII. Next Meeting: March 1, 2016 at 6:30 p.m. at the Sultana Band Room.

XIV. Meeting Adjourned at 8:07 p.m.

XV. Attendance:

Dale Ryder
Jacqueline O’Hare
Tony Rothwell

Joe Costantino
Stacy Rothwell
Beth Valentino

Julie Lord
John Mills
Ric Valentino

Elaine Ryder
Margie Mills