

SULTANA BAND BOOSTERS

General Meeting Minutes
Date: Thursday, July 16, 2015

Minutes Prepared By: E. Ryder

I. Call To Order:

Meeting called to order on July 16, 2015 at 6:32 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:

Dale greeted the Booster members and announced that Marie Boyd, who was voted into the position of Vice President of Fundraising, submitted a letter of resignation last week due to an increase in her workload at her job. He notified the membership that we would be addressing the vacancy in the position later in the meeting.

He announced that Theresa Owen has agreed to take the position of Parliamentarian.

He stated that our objective as a Booster organization is to provide morale and financial support by volunteering our efforts for the kids. This includes active participation by the members to support the Band’s wants, needs, and values. He would like to try to work with and coordinate our efforts with the other organizations on campus. He would like to see us effectively communicate with those organizations and quell the perception of animosity or friction that we have had before.

Dale announced that we have a guest speaker, which will be taken out of order of the Agenda. He introduced Scott Sheppard of Juice It Up. Mr. Sheppard presented information regarding his company’s fundraising opportunities for schools and organizations. He will be on campus for us on August 27th, which is Back to School Night, and would like us to attempt to make pre-sale drink orders. We will be able to earn 20% of all pre-sale drink orders. Juice It Up also offers a coupon book that can be sold for \$10 apiece. These coupons can be used at any Juice It Up location and have an \$80 value. For every booklet sold, Juice It Up donates \$7 of the \$10 sale back to the organization that is hosting the fundraising event.

III. Board Officer Reports:

- Minutes for the previous Sultana Band Booster Meeting conducted on Tuesday, June 9, 2015 were reviewed. Tony motioned to approve the previous Meeting minutes. Theresa seconded. Vote: Eight (8) votes in favor. None opposed. Three (3) abstained. Motion carried and the Meeting Minutes were approved.
- Julie presented the June, 2015 Treasurer’s Report. She has made several deposits since the Report was printed and our account balance is currently \$11,843.24. She also made a deposit of \$148.00 from recycling and has made some purchases. She has renewed our liability insurance for \$155.00 and has purchased two EZ-up canopies for \$169.00 each. She reminded us that we had previously approved \$900 for the purchase of the canopies, so we still have money allotted to purchase two more. She also indicated that she will have to write several checks today to reimburse for previously approved expenditures. Tony motioned to approve the Treasurer’s Report. John seconded. Vote: Eight (8) votes in favor. None opposed. Three (3) abstained. Motion carried and the Treasurer Report was approved.

IV. Director’s Report:

- Mr. Costantino informed the Boosters that the school will be getting a new ASB Director. Mr. Polmounter has been reassigned to Canyon Ridge and the District has advertised the position. He would like to establish a good working relationship with whoever fills the position.
- The Legislature has voted to include the Music and Arts programs into the “No Child Left Behind” and “CORE Education” curriculum. They have acknowledged that the Music and Arts programs benefit all the students who participate and hopefully this change will provide more money for support of the program.
- He has the Bill for the attendance of two students to attend Drum Major Camp. He will need to be reimbursed for the expenditure.
- Since his request was previously approved, he has purchased six (6) new heavy-duty storage bins and also needs to be reimbursed for the expenditure.
- He also purchased three (3) new drink dispensers, which are being donated to the Band Boosters for our use.
- We have been approved by ADLA to host another Drumline event. The date of the event is yet to be determined.

- The domain for the Band websites are up for renewal and will soon expire. The renewal is due in August and costs \$9.81 for one year and \$19.62 for two years. There is another cost associated with use of the websites and that cost is \$47.88 for one year and \$71.80 for two years. He would like the Boosters to cover the costs associated with these websites.
- The Leadership Camp went well. The kids worked and played hard and overall he believes it was a good experience.
- New Member Day is this Saturday, July 18, 2015 from 8 a.m., until 1 p.m. The Drumline and Color Guard will begin their practice on Saturday from 2 p.m., until 6 p.m.
- Physicals are being conducted on Friday, July 24, 2015 here at the school at 2 p.m.. The cost is \$20 per student and we get \$5.00 back. He has the School District forms that need to be filled out. Elaine gave Mr. Costantino the copies of the forms that Dr. Sarah Griffin provided that also need to be completed.
- The viewing for the DCI video is scheduled for August 8, 2015. We need to pay for the viewing and we usually sell tickets and run a snack bar for the kids. Last year he believes the tickets were \$5.00.

V. Vice President of Volunteer's Report:

- Maria stated that she needs volunteers to help out with the lunches for band camp. Lunch is from 12 p.m. to 1 p.m., and we need to purchase items to sell to the kids. We already have \$100 approved to purchase items for the lunches. Jackie, Elaine, and Stacy agreed to volunteer to help with the lunches.
- She will also need volunteers to host the Snack Bar at the DCI Video Viewing on August 8, 2015. Julie, Jackie, and Elaine stated that they will help out. Julie stated that she wants to sell hot dogs and nachos at this event, as well as water, sodas, and chips.

VI. Vice President of Fundraising's Report:

Dale stated that since Marie Boyd had vacated the position of Vice President of Fundraising, Jackie had agreed to fill the position. He formally nominated Jacqueline O'Hare for the position of Vice President of Fundraising. Carolyn made the motion to accept the nomination. Julie seconded. Vote: Ten (10) votes for approval. None opposed. Jacqueline O'Hare is accepted as the new Vice President of Fundraising.

VII. Organizational Issues:

- Dale stated that Theresa has agreed to be the Chairperson for Special Events. This includes the hosting of the Drumline event, the Awards Banquet, and our hosting of the Honor Band event. She also has set up a new G-mail account for the Boosters to use.
- Dale requested that John chair the position of Equipment Manager. John agreed.
- Dale stated that Jackie has agreed to be the Hospitality Chairperson again.
- Dale notified the Boosters that Julie has agreed to continue handling the Scrip Program and Elaine has agreed to operate the Spirit Table.
- Dale wishes to change the title from Telephone Chair to Media/Communications Chair. That way it will cover the websites and other publicity and media outlets.
- Dale stated that in his opinion the Uniform Chairperson is an ad hoc position. We already have volunteers to do the fittings and for the cleaning.

VIII. Old Business:

- Dale stated that we need to authorize funding for additional work on the trailer. Tony stated that there was a delay in receiving the trailer, because the trailer they built that they said that was for our order was not what we have requested. The trailer only had two axles instead of three, and it was missing equipment. The trailer company is rebuilding our trailer and is hoping to have it ready for pick up on Monday. He will need a check issued for the balance of the trailer. They will not know what is needed to add to the trailer until after we receive it. Tony suggested that we table the authorization for funding the additional equipment until the next meeting. The authorization has been tabled.

IX. New Business:

- We need to authorize funds to clean the uniforms. Pat's Cleaners has given an estimate of \$9.00 for cleaning the pants and \$12.00 for cleaning the entire uniform. It was suggested that we contact other cleaners to get the best value for cleaning the uniforms. Jackie recommended the cleaners near Main Street and Eleventh Street. Mr. Costantino stated that we have at least 35 uniforms that need to

be cleaned. Elaine will contact other cleaners to find the best deal. Maria motioned that we approve not to exceed \$450.00 to have the uniforms cleaned. Tony seconded. Vote: Ten (10) votes in favor. None opposed. One (1) abstained. Motion carried.

- Julie stated that the Football Boosters have invited us to participate in their picture day. They would like to get pictures of the Band and the Color Guard. They are also taking pictures of the Football team and the Cheerleaders. They would also like to take some individual pictures to use in their programs. The pictures would be available for purchase, but Football stated that we could get pictures for our use and we could use them to make buttons. This is not only a good opportunity for us to make some money from button sales it will also show our support and camaraderie with the other organization. She would like for Mr. Costantino to announce the picture day which is Saturday, August 15, 2015 at 11:00 a.m. We can also make up a flyer for it to provide to kids and parents.
- NASCAR does not have anything showing on their schedule until Spring of next year. The Indy car races ended in June, and there is nothing shown for dates on the official calendar. NASCAR does not indicate that they will be holding a race in Fontana in September or October, so at this time, we do not have to discuss that as a fundraiser.
- Dale would like to create a Publicity Chair position. This would be a person in charge of recording and documentation of the competitions and events. Julie stated that we could put the recordings on disks and sell to parents as a fundraiser. Mr. Costantino stated that Kevin's friend Patrick has video and technology equipment and may be willing to help us with the recordings. He will check with Kevin and Patrick to see if he is interested in helping us out with that. Theresa stated that she could also help out with the technology aspect.
- Mr. Costantino announced that Donald Grant, one of the owners of DB Music passed away on or about July 10, 2015, from cancer. DB Music has been a large supporter of the Band over the years and he would like us to do something to show Peggy our support during her time of sorrow. There will be a memorial service on July 25, 2015, and the Sonlife Community Church, 13324 Apple Valley Road, Apple Valley, CA 92307 at 2:00 p.m. John made a motion for us to send flowers. Maria added that it should not exceed \$75.00. Cindy seconded. Vote: Ten (10) votes in favor. None opposed. One (1) abstained. Motion passed. Elaine said she would purchase a Sympathy Card for the Boosters to sign.
- Julie needs money approved to purchase items for the Snack Bar we are holding for the DCI Video viewing. Julie motioned that we do not exceed \$100 for the purchases. Stacy seconded. Vote: Ten (10) votes in favor. None opposed. One (1) abstained. Motion passed.
- Julie also needs money approved to pay for the DCI video streaming. Julie motioned that we do not spend more than \$100 to pay for the viewing. Theresa seconded. Vote: Ten (10) votes in favor. None opposed. One (1) abstained. Motion passed.
- Julie then stated that we need to pay for the websites and the domain. Julie motioned to pay for two years for the website not to exceed \$20.00. John seconded. Vote: Ten (10) votes in favor. None opposed. One (1) abstained. Motion passed.
- Julie motioned to pay for the domain for the Band website not to exceed \$72.00. Stacy seconded. Vote: Ten (10) votes in favor. None opposed. One (1) abstained. Motion carried.
- Dale brought up an inconsistency in the By-Laws about the position of Treasurer. In large organizations, they don't have the same person keeping the books and writing the checks. In smaller organizations, we do not have that ability. The By-Laws state the Treasurer is to pay bills, but do not give the Treasurer the ability. We have two safeguards already in place. The checks are required to be counter-signed with two signatures and a yearly audit, which is to be performed by an outside entity. An audit is required in January, so we will perform one next year. We also have the monthly account statements to monitor the deposits and expenditures which Mr. Costantino receives. The Bank will not allow electronic access for the Treasurer unless she has access to the account. Dale is proposing the By-Laws be amended to authorize the Treasurer to have access to the account. We do not know if other banks allow viewing access only, however DCB Bank requires full access. If someone on the account decided to steal or embezzle monies from the account, there is nothing to stop them, however, since all transactions are monitored by the Bank and by the statements. Dale would like the Booster members to think about making the amendment to the By-Laws so that it can be voted on at the next meeting.
- Julie stated she needs money for Parent night. Julie motioned not to exceed \$40.00 to purchase punch and cookies for the meeting. Cindy seconded. Votes: Nine (9) votes in favor. None opposed. One (1) abstained. Motion carried.
- Julie then proposed to purchase ice cream and toppings for the end of Band Camp, not to exceed \$60.00. Stacy motioned not to exceed \$60.00 to purchase ice cream and toppings. John seconded. Vote: Nine (9) votes in favor. None opposed. One (1) abstained. Motion carried.
- We will need to change the signators on the Bank account. Dale suggests that we put off the making the changes and additions to the account until after next meeting so we can decide if we will amend the By-Laws.
- Julie brought up the Pieology fundraiser. We can make 20% of sales. Piology said we could have as many fundraisers with them as we would like. She would like us to pick a date to have the fundraising event, and then later, during football season, have another one. Mr. Costantino will check dates to choose a good date for the fundraising event. He suggested we hold the fundraiser in September. Julie stated it should be after our September 11th Snack Bar hosting. Mr. Costantino suggested September 14th or the 21st as good dates. Julie will check with Pieology for the date.

- For the upcoming car wash. Someone needs to check with Walgreens and check with their manager to see if we can have the car wash there. Julie is worried that with the draught alert in place, that they may not be willing to host a car wash. If they agree to have the car wash, we need to write a letter to Walgreens for them to sign, and then we need to take the letter and a copy of our insurance to the City to get the permit. The proposed day for the car wash is Saturday, August 29, 2015.
- Julie has also signed up for the Macy’s Shop for Cause fundraiser. We will be issued coupons for the event from Macy’s. She was thinking that we could make it an ASB event to help pay for the kids fees. Mr. Costantino agreed.

X. Organizational Issues:

Dale would like to promote member participation. We need to make joining the Boosters for available and accessible for all the parents. He wants to promote the Boosters during parent night, and would like us to approach parents, even in the parking lot, for them to attend the meetings. We need to make everyone feel welcome. He would also like half page flyers made explaining the Scrip, the Amazon Smile and the PayPal programs. Julie said she would create the flyers for the Scrip program. Theresa stated she would make a flyer explaining the Pay Pal and the Amazon Smile programs. Mr. Costantino stated that parent night will be held here in the Band room.

- The Boosters have a new e-mail account to use for communications with vendors and for business. The new account is: Sultanabandboosters@gmail.com. You can send blind carbon copies (BCC) to the Booster Board members so that not everyone sees your correspondence.
- Dale brought up decorum and our public image and appearance for when the Boosters are out in public. We have to have some way to distinguish the Booster members when we are out in public. He was thinking of a polo shirt or some kind of identifying tag. Stacy suggested Booster.com to order shirts, that way we can also use it as a fundraiser. Maria said she was suggesting polo shirts for several years. Stacy and Maria will look into the cost of getting polo shirts.
- Dale stated that while we are in the public eye, we need to represent the Band, the School, and the kids positively. We need to set a good example and present a professional face with our actions and our words. We need to be careful of our language and what we say in front of others. We need to show respect to others and he will not allow negative or disrespectful commentary about the school or other members of the Band, Color Guard, or Booster programs. Mr. Costantino added that we need to watch our language around the kids and other parents. He agrees that we need to set a good example for them and we do not want to get a bad reputation.

XI. Open/Tabled for next meeting:

Required funds needed to work on the interior of the new trailer.
Discussion for voting on new addendum to the By-Laws regarding the Treasurer position.
Changes to the Booster’s Bank Account.

XII. Next Meeting: August 4, 2015 at 6:30 p.m. at the Sultana Band Room.

XIII. Meeting Adjourned at 8:27 p.m.

XIV. Attendance:

<u>Dale Ryder</u>	<u>Maria Gebhardt-Lopez</u>	<u>Joe Costantino</u>	<u>Julie Lord</u>
<u>Jacqueline O’Hare</u>	<u>Elaine Ryder</u>	<u>John Mills</u>	<u>Margie Mills</u>
<u>Stacy Rothwell</u>	<u>Tony Rothwell</u>	<u>Cindy Phelps</u>	<u>Theresa Owen</u>

Minutes submitted by: _____ Signature: _____ Date: _____