|  |
| --- |
| **Sultana Band Boosters** Meeting MinutesDate: Thursday, August 4, 2015Minutes Prepared By: E. Ryder |

1. **Call To Order:**

Meeting called to order on August 4, 2015 at 6:34 p.m., at the Sultana High School Band Room by President, Dale Ryder.

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

1. **President’s Opening Statement and Report:**
* We are hosting the Drum Corps International (DCI) Championship viewing on Saturday, August 8, 2015. We are also hosting a Snack Bar and tickets are $5.00 per person.
* The Football Boosters have invited the Band and Color Guard to be included in their programs. The photographer will be on campus to take pictures on August 15, 2015. Band students should be in uniform and have their instruments. Color Guard should wear concert black. They will supply Julie with a CD for us to make buttons.
* We will be voting on the amendments to the Sultana Band Booster By-Laws later regarding the addition of the Treasurer to the Bank account.
* The correct E-Mail address for the Sultana Band Boosters is boosters@sultanaband.org.
* This organization is in place to assist the Sultana Band Director and the Band and Color Guard programs here at the school. Since this is the beginning of a new year, we need to choose which priorities we should provide funds for. Mr. Costantino has requested that we assist in supporting the staff and pay for Kurt and defer paying to decorate the new trailer which is an expensive process until we determine what needs to be funded. Cindy stated that perhaps we could at least put our logo and name on the trailer for now until we can afford it.
1. **Board Officer Reports:**
* Minutes for the previous Sultana Band Booster Meeting conducted on Thursday, July 16, 2015 were reviewed. Elaine notified that the date on the secondary pages of the minutes was incorrect and should be changed from June 9th to July 16th. Cindy motioned to approve the previous Meeting minutes. Stacy seconded. Vote: Nine (9) votes in favor. None opposed. One (1) abstained. Motion carried and the Meeting Minutes were approved.
* Julie presented the July, 2015 Treasurer’s Report. She reported we made $148.55 in recycling, and deposited $200 for Scrip sales. She also had about $15.00 left over from the banquet and deposited the check we received for the trailer purchase. She reiterated that she had purchased two EZ-up canopies and paid for the renewal of our insurance policy. We have also paid for the Drum Major Camp, which the two students still need to reimburse us for their half. We also have paid for the uniform cleaning. Money has been paid out for the Spirit Table purchases and to reimburse John for a trailer hitch for the new trailer. With the savings account we currently have $8,377.77 in our account. John motioned to approve the Treasurer’s Report. Tony seconded. Vote: Eight (8) votes in favor. None opposed. Four (4) abstained. Motion carried and the Treasurer Report was approved.
1. **Director’s Report:**
* Mr. Costantino informed the Boosters that he needs $4,000.00 to $5,000.00 to cover the needs of the band in his ASB account. At the moment he has $950 in the account. Part of this is because there are some students who have not paid for their past seasons. He usually uses the money in the account to pay for new flag poles and silks for the color guard as well as other needs for the Band. He broke down the costs as follows:

Drill $1,400

Music $1,300

Transportation $1,500

Production $3,500

Equipment $1,500

Visual $1,200

**Total: $10,400**

 Right now he is looking at $226 per student, which does not include the ASB card or the Field Show shirt, gloves, or shoes. If we include all those costs, it is $276.00 per student. He is asking the Boosters to cover some of the costs to keep the costs down for

 the students. Right now, he has 47 students enrolled in Band and Color Guard.

* Kurt is working hard on producing the upcoming show and would like to be here to help on Tuesdays. He has submitted his estimate for 21 days, for 40 hours at $30 an hour. We also have to pay for the drill. We have already paid for the music. The equipment costs are mostly Color Guard related as well as Percussion mallets and sticks. He would like the Boosters to pick up the tab to cover Kurt being here to help with the new program.
* The other schools get two (2) stipends from the District for their Band and Color Guard Coaches. We only get one (1) stipend which is for Kevin our Color Guard Coach. We need to ask Administration for a stipend for Alex. This would relieve us from having to pay for Alex totally, which would free up money to help pay for Kurt. Julie stated that we need to put other

expenditures on hold and pay for the Drill costs, which will be paid out incrementally. Maria motioned to pay $1,400.00 for the Drill costs. Cindy seconded. Vote: Eleven (11) votes in favor. None opposed. Two (2) abstained. Motion carried.

* Mr. Costantino stated that with the Drill being paid, the cost per student is now $200.00.
* School starts on Monday. Mr. Costantino is requesting that we purchase two more EZ-up canopies for the Band. Julie said she would take care of ordering two more EZ-ups.
1. **Vice President of Volunteer’s Report:**
* Maria is requesting that we keep snacks that the kids can purchase after school in a separate bin in order to keep better track of what snacks are selling and of the money. As it is now, kids can enter the Booster room and take snacks out of our inventory and it is difficult to keep track of the supplies we purchase for our snack bars. The money earned from the sale of these snacks would be used to resupply the snack bin and would be kept separate from the rest of the inventory or supplies. Mr. Costantino stated that only the designated student board members are allowed into the Booster room for the snack sales and would like us to designate two shelves within the room for the snacks that the students can purchase. Maria reiterated that she wants a separate inventory for the snack items designated for the kids.
* Maria stated for the August 8, 2015 DCI viewing event, we will be hosting a snack bar and will need four (4) to six (6) volunteers to help with the snack bar and selling of the tickets. The volunteers need to be here at 1 p.m. to start setting up.
* Maria stated that she had looked into the purchasing of polo shirts for the Boosters. Jiffy Shirts have a black shirt that we can add the Booster logo on by using the embroidery class on campus. This will save us money. They also have a turquoise color shirt, but do not have actual teal, except in a T-Shirt. She was thinking of doing a blanket purchase of five shirts for each size which would cost us about $20 a shirt. If we have an order of $60 or more, we get free shipping. Dale suggested that we order what sizes of shirts we need for the current Boosters and can then add the blanket order. Tony motioned to order the black Polo shirts and to make the cut-off date for ordering the shirts for after the next meeting. That way we can publicize the shirts. Cindy seconded. Vote: Nine (9) votes in favor. None opposed. Three (3) abstained. Motion carried.
* Maria stated that she would like volunteers to help out on Back to School Night which is August 27, 2015.
1. **Vice President of Fundraising’s Report:**

Jacqueline O’Hare was not present for the meeting. In her absence, Julie provided the information for Fundraising.

* Julie stated that she was looking into information she received that non-profit organizations do not have to pay sales tax if they have a waiver from the State. She has been looking on the State of California website to see if she can go on-line and apply for it. She will have more information by the next meeting.
* We have received a $500 donation from Smart & Final. Winco requires that the request for a donation come from the school and provide them with the proof of the school’s accreditation. She will request a donation from Joanne’s for gift cards for crafts and props.

* Regarding the car wash, Julie stated that Wallgreens will no longer host them. We will check with Firestone, Auto Zone, and America’s Tire to see if we can use one of them for an alternate location.
* Julie stated that she has sent a letter requesting dates for a fundraiser with Pieology for a Monday or a Thursday after September 11, 2015. So far, she has not heard anything back from them.
* Julie has Macy cards which can be purchased for $5.00. Students can sign out Macy cards to sell and it will help them with their Band fees.
* Julie and Jackie are currently planning for the Snack Bar we are hosting on September 11, 2015. We spent $500 on supplies last year, so we may have to spend a similar amount this year. We will have to arrange for a major cleaning effort for our room in the Snack Bar area, because Mr. Costantino had notified her that there were rat droppings and ants in our room. We will need volunteers for the day of the cleaning.
* Saturday, August 15, 2015 is picture day for Football, Cheer, and Band. This is to have the band appear in the photographs in the programs sold at football games. Band students will be in uniform. Color Guard students will be in concert blacks. Julie thinks that this would be a good day for us to perform the cleaning of the Snack Bar if we can get Maintenance to open up the Snack Bar for us. Dale asked if maintenance should be taking care of the snack bar area since it is part of the school. They should be taking care of the electrical, plumbing, and the fumigation of the facility. We need to check with Mr. Lugo and the new maintenance person to ask about them taking care of the building.

* Last year our profit on the Snack Bar and the Spirit Table was $1,455. Julie would like a budget of $800. Julie would like a budget of $800. She asked if someone would like to bring a BBQ. John offered to bring his. Ursula offered to bring her portable taco cart. John motioned to spend no more than $800 to purchase items for the Snack Bar. Nicole seconded. Vote: Ten (10) votes in favor. None opposed. Three (3) abstained. Motion carried.

* Julie reported that Jackie calculated that we made $130 for the sale of snacks and lunches during band camp.
* Julie states that she needs more money for DCI budget in order to purchase pizza for dinner. She said that she would need approximately $50.00. Cindy motioned not to exceed $50.00 for the purchase of the pizza. Stacy seconded. Vote: Eight (8) votes in favor. None opposed. Five (5) abstained.
1. **Equipment Managers Report:**
* John stated that he and Tony are still trying to figure out what we need to do for the interior of the new trailer. Tony suggested using wire shelving in the trailer because it would be lighter than wood and perform the function that we need. He said that he would need about $500 to get supplies to start work on the trailer. Cindy motioned for John not to exceed $500 to purchase equipment and supplies for the trailer. Stacy seconded. Vote: Eleven (11) votes in favor. None opposed. Two (2) abstained. Motion carried.
* John stated that he had to purchase a new ball hitch to tow the new trailer and had provided the receipt to the Boosters to be reimbursed.
1. **Old Business:**
* Funding for the equipment for the trailer has been voted on earlier.
* We need to find someone who is willing to be the Historian which entails documenting and recording of events, providing any pictures or videos of those events for the end of the year, and possibly creating a DVD of the events and concerts, if we cover the costs. It has been suggested that we could sell the DVD at the end of the year to make some more money for the Boosters.
* Dale asked if we should keep a Uniform Committee as a standing committee title or if we should consider it an ad-hoc position. He doesn’t see a use for an actual Uniform Committee and thinks we should just put a team together to work on the uniforms when needed.
* Julie brought up the change from the Telephone Committee to Communications Committee. She feels this is more aptly named in our technological era and the person would get information out to parents and deal with publicity. Nichole volunteered to head the Communications Committee.
* Dale brought up the proposed amendment to the Booster By-Laws regarding the duties of the Treasurer. Changes would be made to Article IX, Section E-1 titled “General Account”. “President, First Vice-President of Volunteers, Second Vice-President of Fundraising, and Secretary shall be authorized signers. Amendment would include the Treasurer after Vice-President of Fundraising. The second amendment would be made to Article IX, Section E-2 “Additional Booster members who do not hold the elected positions, with the exception of the Treasurer, may be eligible to be a signator on the S.B.B. account, as long as they have been approved by a majority vote of the Executive Board.” The change would eliminate the statement “with the exception of the Treasurer,” from the section. These changes are considered amendments to the By-Laws rather than a revision. An amendment is the “immediate correction to the By-Laws to change minor specifications” while a revision is considered to be “major changes to the document.” Dale motioned to make the amendments to the Booster By –Laws. Nicole seconded. Eight (8) votes in favor. None opposed. Four (4) abstained. Motion to amend the Booster By-Laws carried. The current Treasurer, Julie Lord will stay on as a signer on the account.
1. **New Business:**
* Maria has been looking at cinch bags for the kids to put their stuff in at competitions. She needs $121.41 to purchase 60 matching cinch bags that we can sell to the kids for $3.00 apiece. Once she gets them, she will have the embroidery class put the Sultana “S” on them along with their names. John motioned to authorize up to $125.00 to purchase the cinch bags. Tony seconded. Vote: Eight (8) votes in favor. None opposed. Four (4) abstained. Motion carried.
* Mr. Costantino requested that his visual instructor Kurt, who has been very helpful in coaching the kids with the drill, has requested to be paid for his time. He is asking that instead of paying for the Drill in full, that we pay Kurt $780.00 for his services. Mr. Costantino said he will keep track of the dates and times that Kurt is there to assist him in preparing the kids for the field competitions. Maria motioned to pay for Kurt instead of the Drill, which we had voted on earlier. Tony motioned to pay Kurt an amount not to exceed $800 and authorize the rest of the $1,400 allotted for the Drill, which would be $600, towards the Drill. Maria agreed. Nicole seconded. Vote: Ten (10) votes in favor. None opposed. Three (3) abstained. Motion to pay Kurt up to $800 for his service and $600 for the Drill passed.
* Mr. Costantino brought up the Drumline event we will be hosting next spring. We need to pay $1,000 to ADLA by September 1, 2015 in order to host the event. Julie stated that the money for this event is already covered within the Budget, so she will issue him a check to pay for the fees to host the event.

1. **Organizational Issues:**

* Since we approved of the amendment to the Booster By-Laws, all authorized signers to the S.B.B. bank account will remain the same as last year.

1. **Open/Tabled for next meeting:**
* Logo or wrap for trailer.
1. **Next Meeting: September 1, 2015 at 6:30 p.m. at the Sultana Band Room.**
2. **Meeting Adjourned at 8:31 p.m.**
3. **Attendance:**

Dale Ryder Maria Gebhardt-Lopez Joe Costantino Julie Lord

Elaine Ryder John Mills Margie Mills Cindy Phelps

Stacy Rothwell Tony Rothwell Ursula Quezada Marie Boyd

Roberta Navarro Nicole Trozzi

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