

Minutes for November 12, 2013

The meeting was called to order by Patty at 7:04 p.m. in the band room at Santa Teresa High School, San Jose, CA.

In attendance were:

Julie Bounds (D)	Patty Larkin (B)	Laura Needham (B)
Cheryl Roddick (B)	Marty Reinders (B)	Robin DeJarnett (B)
Deb Maier (B)	Eddie Smith (B)	Reno (G)

D=Band Director B=Board Member G=Guest

Minutes:

October minutes were approved as amended with the changes for capturing the email conversations.

President's Report

Parking Lot – a board for suggestions that can be discussed later. Write suggestions there as the meeting progresses or ask Patti to do that. A list of Parking Lot items has been added to the end of the minutes.

- ByLaws committee met and got things started. Their goal is to get a draft to the board so we can vote on it by May.
- Board vacancy – Director of Communication has resigned so we need to fill in that position. Lana is continuing the website maintenance. Position requires a weekly email to the community, webmaster liason, as well as making communication go forward for events. We do need someone by January to help promote the Music Marathon.
- ACTION: In the meantime we will send out a general email to the community looking for the someone to fill.
- Suggestion was made to include a phone contact when requests are sent out to the community.
- Clarification was made as to who has access to what media (Charms, Website, Google Groups, email list).
- Discussion of board member access to Charms and other financial account access.
- ACTION: Julie will ask for the Paypal account and Charms and website and hosting company passwords be handed to the appropriate people.

Band Director's Report:

All equipment must be inventoried by the district.

- Our band will be doing Big Band Bash this year.
- Julie will not be in attendance in our December meeting. We will still meet in the band room at 7pm on December 3.
- January 17th will be the Marching Band banquet.

Treasurer's Report:

Checking Account Balance – \$31,886

Marching Band Fees outstanding-- \$18,884

- Concert/Jazz Band Fees outstanding– 5,060 (not technically due until January)
- Monthly budgeting should be considered as an alternative to the yearly approach we have been taking.

- The process of contacting families with outstanding balances should be formalized and perhaps even a committee formed.

Fundraising: Bill

- See's Candy fundraiser is off and running.
- Pizza My Heart is also going off this month, other months are also set.
- Coupon Book Sales are mostly complete. Income to the general fund from 668 books came to about \$10,000.
- Proposal #6 – Corporate sponsorship. Motion was made to approve by Patti. Seconded by Camilo. Passed.
- Proposal #7 – Apple gift card fundraiser. Motion was made to approve by Catherine. Seconded by Lisa. Passed.
- Lisa talked about Bingo fundraising. They only pay out after \$1000 or upon a request to have a check cut. Bingo requires working 5 sessions but they will revisit that requirement in the future if needed.
- Christmas tree lot fundraising was presented. Julie has information as well. We will consider this as an option for next year.

Playathon: Reno/Eddie

Committee meetings consensus is that the name Playathon will be changed to Music Marathon.

- Food trucks – we will have about 6 food trucks to help draw people in.
- Music Marathon letter is enclosed. Flyer is also enclosed. Both should be reviewed for edits. They will go out the first weekend in December. They explain the prize system and the silent auction.
- Local business reach out has begun and documents for the donators have been created.
- Farmers Markets and other venues are being looked into for pledge parties.
- BidPay is expensive but BiddingOwl is free if we use it in house for just a silent auction.
- ACTION: Silent auction items (sports and music memorabilia) proposal will be worked on between Reno and Bill.

Food Services: Lisa

Marching band lunch will be provided in Fresno for the students but the adult volunteers will be on their own.

Historian: Marty Nothing to report.

Volunteer Coordinator: Deb

Charms has the final volunteer lists for marching band.

Transportation: Robin

The trip was changed by two days. One person has cancelled. All travellers includes 82 people.

- Hotel is confirmed for the Fresno trip.

Equipment: Camilo

All is fine with the props and we are set.

Communications: TBD

Nothing to report

STMAA Parking Lot Items:

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- STMAA presentation slides: are all updates done?
- Marching Band Fee Collection:
 - How early? Julie recommends we start collecting in June.
 - Follow up on missed payments earlier
- Budgeting done monthly, rather than how we do it now
- Charms
- Access: levels and for which board members
- Training for finance, especially, to get the most out of the software
- Website access: who has and passwords
- Website, PayPal, Charms passwords
- Where and how to hold these; how to keep them secure
- Fundraising
- Possible Christmas tree lot next year
- Individual funds vs. General Fund: cuts to individual to benefit the general fund, start fundraising earlier
- Communication
- Methods
- What information gets reported where
- Financial Statements
- Paper vs. electronic: is the paper statement worth the expense?
- Collection of donations:
- Create a process for collecting; tie it to fundraising
- Make all board accountable for this

STMAA Board Meeting Supplemental – Email discussion between monthly meetings

- No email conversations occurred during this month.

Future Meetings

- December 3 @ 7:00
- January 14 @ 7:00
- February 11 @ 7:00
- March 11 @ 7:00
- April 8 @ 7:00
- May 6 @ 7:00
- June 10 @ 7:00

December and May is still first Tuesday

Meeting adjourned at 9:13 p.m.

Respectfully submitted, Kimberly Louie, STMAA Secretary