

## Minutes for August 6, 2013

The meeting was called to order by Patty at 7:08 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)	Lana Vaughan (B)	Robin DeJarnett (B)
Lisa Thornburg (B)	Deb Maier (B)	Marty Reinders (B)
Eddie Smith (B)	Catherine Orjuela (B)	Camilo Orjuela (B)
Mimi Lawler (G)	Reno (G)	

D=Band Director B=Board Member G=Guest

### Minutes:

July minutes were approved unanimously.

### President's Report:

Patty made a motion to create a ByLaws Committee to review the current bylaws and make possible recommendations to the changes. Laura seconded. A discussion ensued on who to include and a suggestion was made that we ask former band parent John Reinke because he was previously involved in the creation of the bylaws. Camilo and Lisa have volunteered. Passed unanimously.

Discussion about privacy about financial status of students clarified that information about specific students is never shared outside of a very small circle of confidants.

Patty moves that we amend the June minutes to redact the student names. Laura seconded. Motion carried.

### Band Director's Report:

MB practices are in progress. The BBQ is scheduled for August 17<sup>th</sup>. Options include Buca de Beppo and Boston Market. After a discussion, Lisa will work on securing Buca de Beppo.

The Band parent meeting prior to the BBQ needs to cover the fee breakdown. Lisa and Julie will finalize the agenda.

General Music Membership Meeting - August 27, 7pm. The agenda is already set for that meeting (per Julie).

Packet of information for students is being updated and will be printed and distributed to the students on the first week of school. The documents are being moved from Google Drive to Charms.

Julie explained how she works with the treasurer to make sure we stay with a positive cash flow even though items may have been approved in the budget.

There's progress on the CO2 for props with Chris Phillips and Camilo.

Fundraising calendar will be reviewed with respect to the school wide calendar to avoid conflicts.

We will look into a pasta dinner and Jazz concert. Possibly just a concert with a door charge. Possibly a concert with a dessert reception (also fee based).

Coupon book fundraiser is being explored.

Merchandise – discussion was held about doing this again as well as adding other options. Potential for the first order is the week after the 8/27 Parent Meeting.

Orange and Blue Membership shirts (band tees for the new kids in the program) did not get added to the budget so Julie will ask for some reallocation of some line items at a later date.

Camilo made a motion to move the Board meeting to a different Tuesday in the month. Discussion ensued. A vote was taken. It passed unanimously.

### **Treasurer's Report:**

Checking Account Balance -- \$ (21,994.05)

Marching Band Fees -- \$ outstanding (Not available)

Concert/Jazz Band Fees -- \$xxxx jazz bands, \$xxxx concert bands outstanding. (Not available)

Marching Band fees letter - letter has been drafted and amended to include Paypal payments. Cheryl will send out a draft of the new letter for approval.

Paypal payments - The loss of the fee was approved in prior minutes. Julie will research which month so that we can tie this to the budget so that the loss is accounted for in the budget. Charms will address this so that a "convenience fee" is added to Paypal payments.

One change to the budget – 110 students (not 117 or 116). Total income changes to 175,925.14. This puts us \$5,017 in the red.

Julie commented that we should be coming in under budget for several categories. She will amend these numbers in future meetings as we firm up marching band agenda.

Need to add Courtney (marching band contractors – color guard instructor) \$3000.

Motion made to amend the budget per the Treasurer's report by Lana and Camilo seconded.

Unanimously passed.

### **Fundraising-Reno**

Playathon – needs a mission statement. A discussion ensued about having the mission statement declare that money raised will directly reduce the band fees for the future years.

Playathon prizes – student input will be factored in as well as a wide cost range of products. Prizes will be distributed as first place gets first pick, second place gets second pick, etc.

Playathon volunteers are needed for the business/community sponsorship and the prize donation committees. Reno will solicit for these at the two August meetings.

### **Communications-Lana**

Indiegogo – need to get help holding seats and gate checking of tickets. Profit is \$3324.60

Website – been getting 100 hits per day in July. Will be soliciting from students and other staff for more content.

Charms: extensive music program software package

Cost – Implementation = \$1400 (initial fee, labels, scanners, printer, Noteflight)

Grant exists for the initial year \$1500 (for the first year)

Next year's cost should be around \$600.

The smartphone app logins are STHSband and each students' school ID.

Motion to add line items to the budget for \$1500 donation and \$1400 cost for Charms by Camilo. Patty seconded. Unanimously approved.

Google groups will go away as we implement Charms.

Cafepress is set up as a fundraiser selling individual items. Profits go to STMAA. All designs are property of STMAA. We will be adding student design sections this year.

**Food Services-Lisa** Her report was covered under the Band Director's report.

### **Trips & Transportation-Robin**

There are several quotes out for the Fresno show but it's difficult because it's a busy weekend with the competition.

New Orleans information is available and will be presented at the August 17th BBQ and the August 27th.

**Equipment-Camilo**

The plan is to take the tubes out of the theater this week and will be covered by tarps. Camilo is talking to a vendor about specifics and the release of the CO2.

**Historian-** Marty is looking for someone to take over the video recording. We can solicit volunteers on the August 17 and 27<sup>th</sup> meetings

**Volunteer Coordinator – Deb**

Not available.

**Member at large-** Not Available.

**Student representative-tbd**

**Future Meetings**

September 10 @ 7:00

October 8 @ 7:00

November 12@ 7:00

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 9:24 p.m.*

Respectfully submitted, Kimberly Louie, STMAA Secretary