

## Minutes for Jan 14, 2014

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:

Patty Larkin (B)	Laura Needham (B)	Cheryl Roddick (B)
Marty Reinders (B)	Catherine Orjuela (B)	Deb Maier (B)
Reno (G)		

D=Band Director B=Board Member G=Guest S=Student Representative

Secretary's Report:

December minutes were approved as amended to include the email conversations.

President's Report:

A motion was made to elect Shabnam Bargotra to the Communications position by Robin and seconded by Lisa. Shabnam will take care of the website and a weekly email with updates.

Parking Lot items primarily included secure passwords, budgeting (monthly vs. year), and marching band fee collection schedule.

We should put together a Best Practices Book for each board officers and directors. We can use board meeting time to build these documents. The treasurer information is already documented.

Band Director's Report:

Marching Band Banquet is on Friday at 7pm

The fundraiser raised \$2200 to help defray the individual costs of Winter Guard and Winter Percussion.

There will be a parent meeting for Winter Guard soon.

Performing Arts Department Show is 1/28.

CMEA will be smaller but we are hosting an event in April that will be bigger.

Uniforms need some additions (mostly pants and some jackets).

Treasurer's Report:

Checking Account Balance – \$17,575.25

Marching Band Fees outstanding-- \$16,000

Concert/Jazz Band Fees outstanding– about \$3700. Is outstanding.

Winter Guard and Winter Percussion are supposed to be updated on their other bills first.

Another round of paper mailing for the people with accounts owing will go out soon.

On December 10<sup>th</sup> and 11<sup>th</sup> \$14,238.35 worth of fraudulent checks were cashed against our account. It was discovered on 12/18 and Laura worked with the banks to get our money returned.

Several businesses went ahead and deposited their check and it bounced. The question was raised if we should cover their bank fees. The decision was made not to do so because we did notify them ahead of time.

Carbonic Service still owes us \$1180.31 due to an overpayment (discussed in December).

Fundraising: Bill

Winter Guard fundraiser raised \$2200.

Vanguard payments are coming in but are slow. The October payment was only recently received. Any fundraising accounts that were tied to the checking account (which was closed in December) are being contacted to reestablish the financial connection.

Kerry Johnson is working for Levi Stadium as the volunteer coordinator and is soliciting us to work there. There will be 24 events for 2014 but they are expecting 180 per year in the future. We may need to partner with other organizations in order to meet the staff requirements. One issue that needs to be researched is the use of outside people with Charms for sign ups. We can set up a meeting where our group as well as others can learn about volunteering/fundraising at Levi Stadium.

Marty has a connection to the board of the SJ Jazz festival and wanted to know if we wanted to do this again. He will pursue this for this year.

Music Marathon: Reno/Eddie

Letters to the local businesses have gone out for the Silent Auction. Responses are coming in. Sports Memorabilia vendor is sending the contract out soon. He is looking for Sharks and 49'ers products. Farmer's Market playing has fallen through. Food Rodeo has also fallen through but we are going directly to the trucks and having greater success. Press releases and marketing efforts are going forward.

Food Services: Lisa

Banquet paper products are being taken care of.

Historian: Nothing to report.

Volunteer Coordinator: Deb

Reviewing the difference between iVolunteer and Charms

Transportation: Robin

New Orleans payments are coming in and most are up to date.

All other transportation plans are wrapped up.

Equipment: Camilo Nothing to report

Communications: TBD

Student representative - Chris Nothing to report.

STMAA Parking Lot Items:

- 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

ACTION (January): Julie will sit down and create a monthly version based on her experience and Anne Peterson's input.

- 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

To be updated prior to the approval of the minutes in February.

Future Meetings

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 8:55 p.m.*

Respectfully submitted, Kimberly Louie, STMAA Secretary