Minutes for Feb 11, 2014

The meeting was called to order by Patty at 7:05 p.m. in the library at Santa Teresa High School, San Jose, CA.

In attendance were:

Patty Larkin (B)	Laura Needham (B)	Cheryl Roddick (B)
Kimberly Louie (B)	Deb Maier (B)	Bill Maier (B)
Marty Reinders (B)	Camilo Orjuela (B)	Catherine Orjuela (B)
Chris Needham(S)	Reno (G)	

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

Secretary's Report: January minutes were approved as amended to include the email conversations.

President's Report:
The Bylaws committee will be meeting next this month.
A discussion about the collections process was held.
We should consider creating a buddy system for the incoming families to help new ones learn the fundraising ropes for the year. The mentors can be families who have successfully paid their fees.
Scholarships were discussed. The process should be documented but keeping the process fluid should be paramount. Julie will bring the Summer in the City form to the next meeting for us to review/mark up for our use.

Band Director's Report:
CMEA was a success. Not sure how well we did with concessions but it was likely good.
Performing Arts event was a financial success and made the most ever.
Julie will create a monthly income/expense report for the remainder of the year.

Treasurer's Report:
Checking Account Balance – $13,292.59
Marching Band Fees outstanding-- $13,000
Concert/Jazz Band Fees outstanding– about $3700. Is outstanding.
Winter Guard and Winter Percussion are supposed to be updated on their other bills first. As payments are coming in, they are being applied to Marching band first.

Fundraising: Bill
We have sold 470 apples and learned a lot about the process of this fundraiser.
Mixed Bag Fundraiser #9 was proposed and voted on. Bill made a motion. Robin seconded. No prizes for sales incentives. Motion passed.
We have been contacted by a firework sales company for a fundraiser. We have to staff it with adults. We don't get to pick the location. We have to get special insurance. If we want to do it, we have to submit a request to be a part of the lottery which is how the booths are chosen. City Council sets the hours. The City Council has not actually voted on approving this yet. (We don't know when they're voting on it.)

Music Marathon: Reno/Eddie
Instead of setting up meals for the volunteers and kid, we are considering setting up a snack for them. Volunteer shifts need to be setup. Food trucks are in flux. We are also talking to Kerry Johnson for

brainstorming for the volunteer food. Prizes are flooding in now. Pledge parties are going on now. Media blitz should be going on now. If anyone hears it, post it on Facebook. We will add information to the weekly email that goes out.
Food Services: Lisa
CMEA sold a ton of pizza and we could have sold twice as much. We will get 2 more coffee makers for future events. Chabot and Santa Cruz will be taken care of soon.

Historian: Nothing to report.

Volunteer Coordinator: Deb
After a review, it seems like iVolunteer is better than Charms for volunteer coordination. This section in Charms is really needing a lot of work so we suggest staying with iVolunteer. So we will put a notice on Charms but include the iVolunteer link for signups. The cost of iVolunteer is $79 per year and already in the budget so we will renew it.
Robin suggested adding Deb as a Charms full administrator and will be the backup to Robin and Julie. We need to get the word out about Shoreline and Levi Stadium working.

Transportation: Robin
New Orleans payments are coming in and most are up to date. Statements are going out this week. Music is being distributed for the kids. An evening meeting is being set up for trip information. All other transportation plans are wrapped up. We will be ordering trip t-shirts for New Orleans.

Equipment: Camilo - Nothing to report

Communications: - Shabnam
She is working with Julie and should have the first weekly email go out this week.

Student representative: Chris- Nothing to report.
STMAA Parking Lot Items:
STMAA presentation slides: are all updates done? Next Year
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 - Julie will ask someone for a solution
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 indvidual 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 March.
Future Meetings-
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 9:10 *p.m.*
Respectfully submitted, Kimberly Louie, STMAA Secretary