

Board Minutes May 6, 2014

New Board Member Election

The meeting was called to order by Patty at 7:10 p.m. in the library at Santa Teresa High School, San Jose, CA.

In attendance were:

Julie Bounds (D)	Patty Larkin (B)	Laura Needham (B)
Cheryl Roddick (B)	Kimberly Louie (B)	Eddie Smith (B)
Robin DeJarnett (B)	Lisa Thornburg (B)	Deb Maier (B)
Bill Maier (B)	Marty Reinders (B)	Camilo Orjuela (B)
Catherine Orjuela (B)	Chris Needham(S)	Shabnam Bartotra (B)
Reno Brian (G)	Anne Peterson (G)	Anne Cordoni (G)
Amy Lambert (G)	Gretchen Ehlers	Nathan Lambert (G)
Shannon Schick (G)	Karli Blaydes (G)	Nadine Bird (G)
Heather Paolini (G)	Juana Virgil (G)	

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

Secretary's Report:

April minutes were approved. Marty moved; Laura seconded.

President's Report:

Patty made motion to approve the bylaws, Marty seconded.

Discussion. Cheryl provided changes to the position of treasurer in the by laws. The audits and financial information does need to be updated to make sure that there are accurate dates in the bylaws to our fiscal year. Discussion was had on adding the fundraising committee back in to the bylaws. Patty made suggestions on who the committees could be. Deb suggested that under the director of fundraising that it be added that the fundraising director shall create a fundraising plan and submit to the board for approval in conjunction with the budget. After approval both will be submitted to the ST Principal for approval. Bill made a new bylaw category for an audit committee. It listed the qualifications that the members might have and who can not serve on the committee (ie check signers). Bill created document requests that the committee would need to audit the books and records. The committee would then offer an opinion based on the review of the documents. It was suggested that the audit be done before the books went to the accountant. Laura said that the accountant wants our records on July 15th to be submitted on November 15th. Patty pointed out that this audit committee was asked to be created by the district. The budget committee is going to recommend a process of simply auditing our books on a monthly basis.

Patty called for a motion with the amendments. Patty withdrew her motion and moved to

approve the bylaws as amended with Cheryl's suggestion for amendments: removing that financial secretary updates student records; adding the fundraising plan from the fundraising director to be submitted in conjunction with the budget.

Marty seconded to approve as amended. Motion is carried. Patty will send a final revised copy for the board for both our new and returning members.

Nominations 2014-2015:

Patty is recommending that we install: Heather Paolini (historian), Gretchen Ehlers (treasurer), Anne Cordoni (secretary), Karli Blaydes (food), Eddie Smith (equipment), Nadine Bird (communications), Karen Nolan, Juana Vigil, Amy Lambert, Nathan Lambert (members at large).

Patty proposes that the above board members be approved for the board for the 2014-2015 school year. Laura Needham seconded the motion. Call for questions and discussion. The slate was approved. The official term does begin July 1st.

Julie suggested that we work with Tamara Payne Alex to have a board training in the fall. Julie will contact her to potentially present to the board.

Band Director's Report: Julie

Julie shared the end of the year schedule. We still need volunteers for Music in the Parks. The 2014-15 calendar is in process. Julie reported about a very successful New Orleans trip.

Nadine suggested that we could have a volunteer sheet available. Julie will talk to Deb about putting something together. Julie will make announcement about volunteers needed for the music marathon and to contact Deb.

Budget Analysis:

Taking a closer look at the charms report to make sure that we are not double accounting income. Deb will be going to the Charms conference in Houston in June to learn more in depth thing about the Charms program. There is a discussion about using Charms and potentially Quick Books and will present to the board their recommendation about what software to use to do accounting.

Working on condensing the budget and making it more workable. We are also reviewing the line items and make sure that our accounting specifically with regards to fundraising to make sure that we really understand how much money was raised.

Bill and Deb need to sit down and determine how we could potentially fund the items in the budget. The committee would like to present both a budget and a funding plan to the board in June. The software recommendation will come after the June meeting.

Treasurer's Report:

Checking Account Balance – \$31,345.79

TOTAL Band Fees outstanding—did not report

Statements were sent out via email.

Laura outlined the treasurer's report process for our new members. They print and send out the report from charms to the board prior to the meeting.

Notice from the state of California contacted us that the controller's office had money from a Boston Market dine out and was about \$71.00 from a dine out in 2009.

Cheryl will be putting together the donation letter together and send to the board for review and then will send the letter and the May statements to the band.

Fundraising Report: Bill

Bill Maier had issues with working with Mixed Bag and determining the sales tax exempt. Mixed Bag sold about \$2100 with about a \$1000 to individual accounts.

Fundraising will be done for the individual accounts. There is a lot of potential for the future with the amount of events. Bill is going to provide information about families sending our sponsorship letters.

Bill talked about preparing for Levi's stadium with a minimum of 30 volunteers at each event. We are going to reach out to other groups at ST to work with us to reach the 30 volunteers. Each volunteer should make a minimum of \$100 per shift.

On May 13th or 15th-non profit organizer Kerry Johnson for Levi's Stadium and Bill will be attending a meeting headed up by Kerry. We have already signed a contract to work Levi's Stadium concessions booths. Information will be forth coming about training dates.

Deb and Bill provided the fundraising proposal for the Levi's Stadium. Trainings will be May-June. The season goes from August-December. More events will be offered. Centerplate pays on sales per booth (food 7%, alcohol 6%, merchandise 4%). STMAA would keep 5% of the payout total. Stand managers would make \$40 plus their volunteer cut. The volunteers would then divide the remaining amount for their individual accounts. We would simply pay outside organizations in one lump sum with a listing of who worked. A partner group that has a stand manager will receive the premium amount. We need as many stand managers as possible. Levi's stadium is not providing a uniform and we have to purchase a uniform for \$50 a season. We are proposing that you could purchase the uniform for \$50 and it is yours. The other option would be that you could return it to them at the end of the year. Training is required and its important that we have quality volunteers. There is a \$15 cost to receive TIPS training and a \$10 cost online for a California food handlers test. You could charge it to your charms account or pay for it directly. Non-STMAA volunteers will need to pay for that directly. We will work our volunteers if that is an issue. We are looking at 30 volunteers for each event. The smallest merchandise both is 4. Parking is expected to be available off site (via shuttle bus) and light rail is encouraged. Participant requirements are 16 and over for merchandise. 18 year olds can only sell closed alcohol. We prefer that stand managers be 21 and over so that we can put them in any booth. There are mandatory trainings and stand managers have additional trainings.

Our trainings will start with trainings that everyone needs, starting first with the information for our 16-17 year olds. Then going on from there. Trainings are good for 3 years. We have a few things that we might need to renew each year. We are going to do scheduling on ivolunteer. Our partner organizations will be able for them to sign up there.

Deb moved that we approve the Levi's stadium proposal as proposed. Marty seconded. The proposal passes.

Bill is suggesting a virtual fundraiser of Tupperware for the summer. Deb is asking about the feasibility of the Tupperware fundraiser virtually online. They will bring us a proposal in June.

Music Marathon-Patty -Patty has been working to find volunteers to be on committees for the music marathon. Patty is trying to get a variety of volunteers to assist with the event.

Debbie Drennan & Stacey Neil have tentatively volunteered to co-chair the event. Patty feels that they should report to someone. Patty suggested that it might be the director of fundraising. Patty has asked the board to reflect about how we might want to structure that.

Food Services: Lisa - No report.

Historian Report:

Marty is putting all of his video etc. on our two hard drives and will provide those to Tiffany. Marty will help transition Heather for the position over the concerts in the next two weeks.

Volunteer Coordinator Report:

Deb - We transitioned back to iVolunteer for volunteer sign ups. We will use this for Levi Stadium work.

Transportation: Robin - Nothing to report.

Equipment: Camilo - Nothing to report

Communications: Shabnam

Shabnam has nothing to report.

Deb thanked her for sending the emails. Patty requested that she list our new members in our upcoming weekly email.

Student representative: Not present.

Future Meetings - July meeting TBD at June meeting. December and May is still first Tuesday
Meeting adjourned.

Respectfully submitted, Kimberly Louie, STMAA Secretary