

STMAA Board Meeting, August 5, 2014

Call Meeting to order: 7:05

Members in attendance: Julie Bounds, Patty Larkin, Anne Cordoni, Gretchen Ehlers, Cheryl Roddick, Bill Maier, Nadine Bird, Karli Blaydes, Robin DeJarnett, Eddie Smith, Deb Maier.

Guests in attendance: Stacey Neil and Debbie Drennan.

Patty asked everyone to print a copy of the agenda each month. She talked a little bit about the training that was given last Saturday and that she is going to try to follow the new meeting format that was suggested.

Approval of agenda - new format was discussed. We will be fine tuning as we go along. Any questions please ask. Anyone who has a report will have a chance to give it. If nothing then not on agenda.

Motion to approve Agenda - Patty Larkin; motion 2nd - Karli Blaydes; All in favor no opposed or abstaining.

REPORTS: OFFICERS and DIRECTORS

President Report: If you have a report that includes an action your report will be covered during the action portion of the meeting. Written reports should be sent out prior to our meeting so everyone will have a chance to read them ahead of time.

Training was given for the board by Tamara Payne-Alex which covered decision making processes by the board. Please note 2nd page of agenda for questions to always ask yourself. The suggestion that was made at our training to help facilitate meetings is to break each meeting up into two parts: Informational Reports and Action Reports. As Patty said earlier, if you have an Action report please email it to all prior to our meeting so we can move through them more quickly. Informational Reports will be heard from each board member (if necessary) followed by Action Reports.

Another suggestion that was made at our training is that we have a Board Calendar which includes dates that are important to the actions of the board. Patty will create a calendar as we go through this year so that we will have a good format for next year. Such things as tax deadlines, board meeting dates, parent meetings, etc will be included, along with band performance dates.

Financial Secretary Report: Cheryl Roddick will email the B of A bank summary each month to everyone and a copy will be given to the president, secretary and band director at each meeting. We had some struggles with the Charms account last year and Deb Maier attended a seminar to learn if/how Charms will work for our needs. She'll present more during her report. No report for July but money is starting to come in. One thing which is important to note is the back page of the bank report. Our ending balance as of 6/30/14 is \$35,607.59 compared to the balance as of 6/30/13 \$12,626.19. We are moving in the right direction.

Approval of June meeting minutes

Motion to approve the minutes - Robin DeJarnett; Motion 2nd - Cheryl Roddick; All in favor no opposed or abstaining.

Volunteer Coordinator Report: Deb Maier recapped the seminar that she went to for Charms. She focused on the Financial Systems. Basically, Charms can do what we want it to do but because of liability issues, the Charms people won't advocate using them. The budget will be presented differently with just a net effect of each line instead of an income line and an expense line. Report will be streamlined.

Introduced the Co-Chairs of the Music Marathon - Stacey Neil and Debbie Denner. The theme for 2015 is "Down by the

Boardwalk". Prizes for students will be themed around this - such as Boardwalk tickets instead of Raging Waters. Will include a Battle of the Bands. Will be reaching out to alumni heavily along with corporation matches. Idea to re-gift items for the auction. More people helping will make less work for all. Some areas we'll need help with: decorations, prizes, auction items, set up, tear down, volunteer committee, volunteer sign-in table, auditions for bands. Will talk more at the Parent night.

Julie said that if you have any handouts for the parent meeting to get them to either her or Robin asap. They'll make copies to distribute as well.

Equipment Report: Eddie Smith fixed a piece of equipment. Julie informed us that our golf cart was set on fire and is a total loss. The district is buying us a new one.

Band Director Report: Handouts will be given to the students during first week of school. She has written a Mission Statement for our training which is being handed out tonight. Let her know of any questions. Will be reaching out to a crew of people to help make the props for the marching band. The theme for this year is Trapped and the props will be made of pvc pipe (no smoke this year) attached to wood pieces to create bars and we'll need to have a couple of parents adjacent to the performance area in case of an emergency. Handed out a sketch of props to those interested (Bill and Eddie). Will be forming a crew to build the props in the next couple of weeks. In holding pattern until Zack gets back from Drum Corp. Guard Staff working out really well. Andre and Jackson (red head). They're trying to go on the cheap even though they don't need to. Eric went through the Charms inventory completely, Lana sorted through the flags. We should be able to go through the container and "shop" for ourselves this year so expenditures might be smaller than budgeted. I'll be picking a Saturday practice day to go through equipment and fix things, spray paint things, etc. This is a great way for new parents to meet the board. Will try to have the date selected before the parent meeting on 8/26 so I can announce it that night. We could do uniform fitting that day as well. No action until date is picked.

Change I made - I took the meal out of the parent performance day because it loses money. There are 2 Saturday practices on the calendar for August - the 16th and 23rd. Leaning toward having the Parent Performance on the 23rd. My question is should we have a Marching Band specific parent meeting on the 23rd or not? After discussing decided that because the All Band Parent Meeting is on the 26th there's no reason to have two meetings so close together. We'll get a better turn out on the 26th this way.

Patty talked about starting a "Buddy" system to pair up new marching band parents with returning parents. Julie and Robin will look over the roster and match people up. Returning parents will have name badges at Saturday's parent performance and should introduce themselves to the newbies. Robin will head up this outreach on the 23rd.

Student distribution of material will be coordinated on 8/11. Uniform distribution will wait until after - Nadine reported they are all clean.

The Charms store will be used for EVERYTHING that is bought and sold. Merchandise for next year is being discussed. A jacket will be added to the store with a logo that ties to the uniform - but not marching band specific. Give Julie any feedback for what you want to see in the store. Letterman jackets can be purchased through an outside vendor. More info to come.

Deb talked about another thing she learned at the Charms seminar regarding charging a "fee" for transactions like Paypal. The state of California says it is illegal to charge this fee. So we're going to build it into the purchase price. Deb will adjust prices in store.

Fundraising Report: Bill reported info about Levi Stadium: first 2 events the workers received a flat fee for working - better for them at this point. We have enough uniforms for 21 workers but only 10 have worked so far. Training is online

except for merchandise training - we're special so they'll come to us on a separate day. Fundraising is going to be offered to outsiders now. Uniforms as of now are all the same regardless of which booth type you work in. Talked about how many volunteers are needed for each shift. The stadium isn't getting enough people to work.

Instead of a coupon book this year we're going to be selling cards (like the ones the sports programs sell). Questions about whether people can buy just one of the coupon pages or do they have to buy both. Discussion ensued, Bill didn't know answers so will find out.

Motion to table discussion to gather more info - Robin DeJarnett; motion 2nd - Karli Blaydes; All in favor no opposed or abstaining.

Off Topic discussion about contacting Patti during school hours - if it's an emergency you need to call her because while she's working she doesn't check emails. She will respond at earliest convenience. Also, if a vote is needed on an "old business" item it can be done via e.mail but "new business" cannot because discussion is required.

NEW BUSINESS

Scholarship Policy - Our By-Laws do not include a policy for scholarships so Patty drafted one. Once we approve it there will be action items. Julie read the proposed policy out loud.

Changes to wording:

1. STMAA **may** award scholarship
2. Deadline will be September 30th

Then discussions began:

Just because it's a budget line item it doesn't have to be awarded.

Paper trail year to year? that will an Action Item for this proposal

Do we want to release everyone's liabilities at the end of each year?

We're confusing two areas: scholarships and not paying. They need to be separate.

Need to have something to reference when someone asks about financial assistance.

Motion to table discussion to gather more info - Robin DeJarnett; motion 2nd - Nadine Bird; All in favor no opposed or abstaining.

Committee will be formed to draft a proposal with all of these items being taken into consideration.

Band Parent Meeting - Will be held on Aug 26, 2014. Patty is asking for guidance on how to compile the slide presentation on Google Docs powerpoint. It's an up and down process each time you add something. Does everyone have access? A couple of members still don't have access to Google account so Julie will get them added. Patty will send out last years powerpoint presentation and each member who has something to present will make changes to their section and then send back to Patty and she'll update the original and create this year's presentation. Need to limit to 1 hour, Q & A will be after presentation.

OLD BUSINESS

Communication - How should we communicate to students, families, board members and other interested parties?

School Loop - Band Director only for communication to students/families.

Charms email - for communication between the STMAA Board and students/families.

STMAA Google Group is for STMAA Board information only.

600building.com is for everyone to access information.

Audit Comittee - We need to establish a committee to review our accounts each month to stay compliant with ESUHSD guidelines. The committee will consist of Julie, Karli and Bill.

Motion to approve Audit committee members - Deb Maier; motion 2nd - Robin DeJarnett; All in favor no opposed or abstaining.

September Board Meeting date: September 9, 2014 in the band room

Meeting adjourned at 8:37

