

# STMAA Board Meeting September 6, 2016

Call Meeting to order: 7:04pm

## Members in attendance:

|                              |                                   |                                |                                |                          |                            |  |
|------------------------------|-----------------------------------|--------------------------------|--------------------------------|--------------------------|----------------------------|--|
| <b>President</b><br>Kerrie x | <b>Fundraising</b><br>David x     | <b>Trips</b><br>NA             | <b>Historian</b><br>Meg x      | <b>M-A-L</b><br>Gita x   | <b>Director</b><br>Julie x |  |
| <b>Secretary</b><br>Anne x   | <b>Communications</b><br>Astrid x | <b>Equipment</b><br>Jennifer x | <b>Fin. Secretary</b><br>Deb x | <b>M-A-L</b><br>Bevlee x |                            |  |
| <b>Treasurer</b><br>Pamela x | <b>Food</b><br>NA                 | <b>Volunteers</b><br>Marieta x | <b>M-A-L</b><br>Nadine x       |                          |                            |  |

**Guests in attendance:** none

**Approval of Agenda** – No Corrections

**Approval of Meeting Minutes** – No minutes presented

## REPORTS: OFFICERS and DIRECTORS Please keep to 1-2 minutes please

**Band Director Report:** No changes to calendar

**President:** We need to find someone to fill the online store position. If you think of anyone let Kerrie know. Merchandising is all done, position just needs to tweak the store on Charms, help Deb & Julie place the order, distribute purchased items and update accounts on Charms.

**Treasurer Report/ Financial Secretary:** Bank balance as of Sept 6<sup>th</sup> is \$24,290.07. The Charms report is an overview of what happened in last 30 days. Budget Report is a YTD tally. As of tonight, no budget has been approved yet so not on Charms yet. Going forward it will be included. Only 48% of the August payments are collected. Next payment is due Sept 9<sup>th</sup>. Deb will reconcile bank statement this week. Bills have been paid by Financial Secretary.

**Fundraising:** Macy's card sales at the General Meeting brought in \$75. Grocery store sales have been set up at 2 stores all weekends + Tuesdays in October. The See's fundraiser will be presented in October. Astrid helped David and set up Dining Outs which, along with other fundraisers, will be presented later in meeting.

**Volunteers:** What emails come from where? She's like to get them done quickly so Deb & Julie will assist with this task. Deb noted that Marieta has taken over Levi Stadium sign ups. She'll provide something for Astrid to include in each weekly email. There's an opportunity to work at the Cow Palace on Oct 5<sup>th</sup>. Jennifer asked for a football schedule to know when to arrange pit needs.

**Historian:** No one has stepped up to video the football games so Meg talked to Paul Muench to cover for her the at the 1<sup>st</sup> game.

**Food:** Erica Bernal has stepped up to lead the food committees.

**Equipment:** Trying to decide about vendors to use for competition truck rentals. We can use either Enterprise or Monarch.

Enterprise is cheaper when we need a weekend rental but Monarch is cheaper for one day events. We will need to set up an account with Enterprise. She has ordered new wheels for carts.

**Communications:** Weekly emails are going out. It's nice having comments from the president. The mattress fundraiser is going out all over. Attended the STOPS meeting and their boutique is Nov 5 & 6 – we can have a table again to sell leftover Spirit books and merchandise.

**MAL- Liaison:** Started a google doc between Deb & Julie to ease communication needs and keep better notes. There's a lot of info to track: who requested what, dates they can pay, etc. She's feeling good about progress so far. The next step is to communicate with non paying parents, as a non profit we need to get moving. Deb will send out a reminder right before the Marching Band meeting.

**MAL- Short Term Jobs:** Bevlee is assisting with updating the website but will need to get familiar with it first.

**MAL-Uniforms:** Uniforms are still being sized, there's about 10 kids left. Astrid commented on what a great job Nadine is doing.

## COMMITTEE REPORTS

No reports from Waiver, Audit or Food Committees. Fundraising and Budget will report later in meeting.

## UNFINISHED BUSINESS

Revisiting Spirit Book Fundraiser, we have \$1600 in ads so we have 3 choices: purchase 1000 books for \$2500, 1500 books for \$3525 or 2000 books for \$4200. Last year we bought 1000 and sold them all. The Cheer squad asked to purchase/sell some but we had none to give them. Julie is suggesting that we get 1500 books. We don't have the money to pay for them now and the vendor will work with us on paying later. We have the grocery stores all set up - Lucky for the 4 weekends and Safeway for 3 weekends. At \$10 / book we can adjust the amount that goes to each members account.

**Motion** to buy 1500 books for \$3525.00 - Nadine; motion 2nd - Meg; All in favor.

Discussion that we should go to the cheer and football squads if we need to dump them later.

## **NEW BUSINESS**

**Budget:** We approved using the old budget through September and now we have numbers for the 2016-2017 Budget.

Column A = Budget Code (Charms acct)

Column C = Category

Column D = 2015/2016 Budget \$

Column E = 2015/2016 Actual \$

Column F = Difference between columns D & E (Delta)

Column G = Proposed 2016/2017 Budget \$

Column M = Comments

We went through each line item, no issues or concerns.

**Motion** to approve Budget as presented - Meg; motion 2nd - Nadine; All in favor.

**Online Store Position:** Bevee Doran accepted the position and will work with Deb & Julie.

**Marching Band Meeting will be on September 15<sup>th</sup>**

Fundraisers # 5 and #6:

**Fundraiser #5 Spirit Buttons.** Proposal is to purchase 500 buttons @ .56 ea \$280.00 + tax and shipping \$329.50. We will sell them for \$3.00 ea and if all are sold will raise \$1500.00. Profit would be \$1170.50. Buttons will be sold at Football Games but could be sold at other events as well.

**Motion** to approve Fundraiser #5 - Astrid; motion 2nd - Kerrie; All in favor.

**Fundraiser #6 Dining Out at local restaurants.** Proposal is to have fundraisers on the following dates:

Wed September 21<sup>st</sup> 2pm – 9pm @ Panda Express Cottle & Hi 85 (Village Oaks). We will receive 20% of sales.

Wed October 19<sup>th</sup> 4pm – 9pm @ Pizza My Heart Blossom Hill Road. We will receive 30% of total sales.

Tues November 15<sup>th</sup> 5pm – 9pm @ Armadillo Willy's. We will receive 5% - 20% depending on sales.

**Motion** to approve Fundraiser #6 - David; motion 2nd - Bevee; All in favor.

**Next meeting:** Oct 11th @ 7pm in the band room

**ADJOURNED:** Meeting was adjourned at 8:40pm