

Board Meeting Minutes May 9, 2016

In attendance: Bonnie Reinhart; Sondra and Paul Ragard; Nancy and Robin Paul; Elizabeth Pugh; Carmen Fowler; Hunter Martin

- Meeting was called to order at 5:38 p.m.
- Minutes from previous meeting were read. A change will be made due to the fact that the band boosters had not actually purchased the shed from the fire dept. yet, but has the money set aside. Minutes were approved after making this change.
- There were no changes made to the operating budget. Some deposits from the 5k are still to be deposited.
- Changes were made to the calendar: the small ensembles concert has been cancelled and the Memorial Day Parade will not be a marching event – only one student will be going to play taps
- Nominations for the following board positions were made: Robin Paul, President; Nancy Paul, Treasurer; Sondra Ragard and Paul Ragard to share secretarial duties. There are currently no nominations for Vice President; however, the band boosters can still operate without that position being filled. There was discussion as to whether or not we should have printed ballots. This has never been done in the past and it was decided we will have a verbal vote for the General Assembly meeting.
- There was over \$2000 in sponsorships from the 5k. We paid for the timer company (\$150) and all other costs were donated. There were gift cards from Giant and McKay's that were not used. These will be used for buying popsicles during Marching Band Camp.
- It was discussed that there is a person at the college who will help us with grant writing that may become a good resource for funding.
- Printing costs for various events were discussed and it was said that if we submit our jobs ahead of time to Staples for approval they may provide the service free of charge.
- Calvert Kettle Corn needs to be removed from the sponsor list from 5k on the website
- Our tax exempt card should be arriving soon, no new information.
- There have been checks from Active .com received for registration fees from the 5k.
- Personal Property taxes for this year have been filed. Although we do not have to pay anything, they need to be filed in order to keep our organization in good standing with the state.
- The registration for the trailer is in the President's possession and will need to be placed in the trailer before it is used. Mr. Martin is aware of this. The trailer title is in the safe.
- The Athletic Department now says that they will be doing concessions for next year and we no longer need to decide whether to use the whole booth. There still needs to be a discussion with them regarding Health Dept. Certification. It needs to be clarified that our certification does not cover what the athletic dept. sells, but that our concession coordinator is willing to help them obtain their own certification.
- Our current concession chairperson will become treasurer for the new term and it is hopeful that we can find another person to become concession chair.
- Money from the most recent Fan Cloth Fundraiser has not come in yet, but should be over \$300.

- The budget for the new year was discussed. There will be approximately \$17,000 to start with. Changes were proposed to line items for: Insurance - increase from \$385 to \$400; Yearly audit-increase to \$500 due to more detailed report needing done; remove line item for tax exempt preparation. It was also discussed that it may be a good idea to have more specific line items for marching band and color guard expenditures and to have purchases pre-approved by the board before purchase by band director or other marching band assistants.
- A discussion was had as to what the uniform fees paid by students at the beginning of the year cover since they do not receive new uniforms, cleaning or tailoring with these costs. Bonnie stated that she will continue to wash all uniforms to save money. Mr. Martin said that he has most of the information we requested and it will be covered more thoroughly at the General Assembly meeting. It was said that what the new board would really like is to have a good idea of what the band director's budget is to begin with so that the boosters will have a better idea of exactly how much money is needed to cover the gaps in what is needed to make our program successful and competitive.
- Questions regarding having the treasurer and president in the same house were addressed. Proposed having the 2nd signature required for checks to be someone other than the President. Discussed whether it was actually necessary to require 2 signatures for all checks.
- There was a suggestion that the new board may want to provide more transparency by providing bank statements with the spread sheet at General Assembly meetings.
- The meeting was adjourned at 8:10.