

## **CHS Band Booster Board Meeting Minutes September 5, 2018**

### **Attendees:**

TJ Jeremiah, Cathy Jain, Alissa Mireles, Sally Araujo, Dina Masamoto, Janelle Scheftner, Tricia Fairbanks, RuthAnn Schaeffer, Peter Manzi

## **CHS Band Booster Board Meeting Agenda**

**Meeting called to order at 7:09 p.m.**

### **Director's Report:**

- CHARMS launch and registration nights went well. All but three families have registered so far.
- CHARMS has had some issues on their side. There was a minor security breach, but it didn't affect any account from CHS Bands. Some accounts didn't initially save information. CHARMS will revamp their system in December.
- The Band Camp Potluck, football games, and volunteering at the concession stand all went well.
- Middle School Band Night will be at the September 28<sup>th</sup> football game.
- The field show competition season starts in October.
- Changes to the competition schedule: 1) CHS will now compete in WBA at Long Beach City College on October 27<sup>th</sup>. 2) CHS will compete in SCSBOA at Serra High School on Thursday, November 8<sup>th</sup> instead of the previously scheduled competition at Westview High School.
- Optional spring band trip to Arizona: A trip request was submitted to the school board. It still needs to be approved. The trip dates would be February 28<sup>th</sup> to March 3<sup>rd</sup>.
- The CAC is closed this year for renovation. The band will need to find a venue for the holiday concert. The Sage Creek High School stage is too small, so the band is looking for a different venue outside CHS. The back up plan is to have the holiday concert in the CHS gym.

### **Officer and Chair Reports**

#### **President:**

CHS Band Boosters By-Laws: The by-laws were recently reviewed and minor changes were made. The revised by-laws redefine who the booster board voting members are and the number of voting members needed for a board meeting quorum. The revised by-laws also define cash procedures. It also now states that reimbursements need to be turned in within 30 days of purchase. The boosters no longer offer band scholarships, so that was removed from the by-laws. Email TJ if there are any additional by-law editing suggestions.

•Band Insurance: The band booster club has a general liability policy, but there is a lot not covered, so TJ is talking with the district about getting more coverage. The District technically owns everything that the band uses, so TJ will ask if their insurance covers everything used by the band.

**Exec VP:** Nothing to report.

**Treasurer:**

•The current treasurer's report was shared and discussed. Some budget categories have been renamed based on what non-profit organizations usually use.

•Net revenue from last year was \$4,440.06

•The check reimbursement form is on the website.

•If money needs to be deposited, the procedure is to use a deposit form and two people need to count the money.

•Dina made a motion to approve the current treasurer's report. Cathy second. Treasurer's report approved.

**Secretary:**

•Tricia made a motion to approve the August 1, 2018 band booster board meeting minutes. Dina second. Minutes approved

**VP Communications:** Nothing to report.

**VP Ways & Means:** Nothing to report.

**VP Publicity:** Nothing to report.

**VP Uniforms:** Nothing to report.

**VP Transportation:**

•Rob has already made some repairs to the trailer and will make more.

•The band is not able to use the choir truck anymore.

•The choir is offering to sell the choir director's father's large trailer. They are asking \$3,000. Rob and Jason will work with the choir director Jesse on the sale of their trailer.

•TJ made a motion to approve up to \$6,000 for the purchase of a trailer pending a 2/3 board majority. Dina second. The motion was approved through majority board approval via Survey Monkey the Friday following the meeting.

**VP Drumline:** Nothing to report.

**VP Guard:** Nothing to report.

**VP Travel:** Nothing to report.

**Freshman/New Parent Liaison:** Nothing to report.

**Hospitality:** Nothing to report.

**Banquet Chair:** Nothing to report.

**Gift Wrap Chair:**

- A gift wrap chair is still needed.

- TJ spoke with the mall about having an additional gift wrap station, but the mall hasn't returned his call yet. The gift wrap dates are December 23<sup>rd</sup> and 24<sup>th</sup>. Mr. Manzi will ask Kym to send out a request for a gift wrap chair.

**Spirit Wear:**

- Spirit wear preorders came in. There is some stock in bulk. They will do another reorder on the preview show night on October 12<sup>th</sup>.

**Alumni Chair:**

- Now that CHARMS is up and running, we can look at how to build out alumni engagement.

- One idea for the future is to have alumni band play at the Homecoming game.

**New Business:**

- Future large purchases: The band is going to earmark money for general large item purchases. Sally will change the Money Market account name to Capital Reserve Account. \$4,000 from the reserve from last year will be moved out of checking to this new Capital Reserve Account (formerly the Money Market account). Whatever reserves are left at the end of each fiscal year can be moved from the checking account to this new Capital Reserve Account.

**Meeting adjourned at 9:07 p.m.**