

## Skyline Band Boosters Board Meeting Minutes

November 12, 2014

Motion to approve October minutes - approved and seconded.

### I. Uniforms

Uniform committee: Per Jason - marching band uniforms are to be turned in. Tomorrow is the make-up day - emailed reminder. Bags are ready to go for cleaning; continuing to collect. Concert uniforms to be organized for distribution; expect Dec 1<sup>st</sup>, or once people are in ensembles it may change.

Tyra passed along inventory issue per Kathy K. Goal is clarity between band, orchestra, and choir regarding uniforms. Commingling of uniforms among these divisions results in missing pieces. Needed uniforms are perhaps checked out by another division. Perhaps we may need to add pieces due to size issues. No small sizes are currently available; no youth sizes - adults only. Need to go to another site to order Youth sizes.

### II. Fundraising

SCRIP: Scrip brought in \$345.56 for Sept-Nov, averaging \$100 /month. Sold stock for last year's Brick Bash. An order is arriving to be delivered on Fri.

Question: Do we want stock on hand for the marching band banquet? Per Jason - Yes, if it's gone well in the past.

Tamara, SFA rep: W9's for all – we made over \$600. Only winter drum line is applicable. She reminded that we should not be paying sales tax. Make sure we include the tax-id number when people submit for reimbursement.

Coffee: SFA has no expectations about coffee. The orchestra made \$500, and each student was asked to sell one bag. Jason approves of selling coffee at the winter concert. Someone volunteered to sell coffee by the bag or cup - a parent from another music division offered. SFA has an inventory of coffee. It's gone well at the December concert in the past. Our goal, though, is not to fatigue parents from endless sales.

Year end donation drive: Last year we conducted a drive planned at the last minute. It went well, and we made about \$3K. Tyra prefers we plan a creative way to conduct a year-end donation drive. Per Maggie, we made more money selling coffee than the gift cards. The issue is parent labor versus return.

Music and a meal: per Tamara, we don't yet have a report on results, which is expected in Jan.

General Fundraising: Tamara met with the Pioneer band association treasurer. They are successful in fundraising in part due to the expectations of each student, who is expected to sell candy. They raised \$10K from candy alone. For AAPS music program multi-school concerts, if parents purchase a ticket at the door the funds go to AAPS. However, funds from tickets sold in advance go to our band. For concerts

hosted at other HS venues, we have to reimburse the other schools. We contribute towards the cost of concert programs, recording fee (guy who records on-site at Pioneer), posters, and tickets. We netted \$100. Pioneer uses these concerts as fundraisers. Tickets -\$20; \$10 family, 2 x\$5. It makes sense for us to sell them ahead of time and turn in any not sold.

Brick Bash: scheduled for April 18. A planning committee will be formed and begin meeting in late December or January.

Xmas Tree Fundraiser: Done jointly with Theater (last year they raised 4K). This is a service of picking up and recycling trees after Christmas in exchange for a donation. We need volunteers for planning committee, flyer distribution, vehicles with trailers, parents to travel with students for tree pickup.

Spiritwear: Sale will begin at the end of this week. It will be an online sale through Sunrise, where parents order and pay online. Items will include long and short sleeve t-shirts, and crew neck and hoodie sweatshirts. Orders delivered before Christmas.

The group discussed that in general we should communicate our fundraising needs - what specifically the funds are needed for; e.g., this much money will buy this.

### **III. Treasurer/Budget**

Maggie distributed copies of the budget she created in Excel, and the group reviewed the working budget in detail. The initial estimates are based on last year's results, and it is intended to be used as a planning document; e.g., we expect to make this much from the Brick Bash, etc. Fundraising is followed by sub items. We can divide the totals by our band student population and for example, ask each for \$30. We lost money on painted bricks. Spirit wear, coffee, and Memory Page sales made money. This net total was carried through to Page 1.

We used Square as a method for accepting credit cards for entrance fees - netted \$8K. Net SCRIP profit is uncertain until we know the size of the stock of cards.

These budget items are goals for adjustment. Reflects last year financials and assumes a similar situation next year. \$9500 generated in revenue to cover expenses – e.g., flip folders.

Different buckets are assigned for revenue from other activities, e.g. tailgating. We need to review the budget for maintaining the music collection (\$1000 placeholder for refreshing). Scholarships are set aside (10 x \$100 each for marching band participation). In order to estimate next year's request for need-based scholarships, we can research the number of kids that get free/reduced lunch in the middle schools (e.g., about 10 kids at Forsythe, per Mr. Kocher). This year the families of 6 students requested assistance to go to band camp. The usual requested amount is about ½ of the camp cost of \$400. The expense for operating marching band (including some scholarships) is \$10,400.

Sponsorships: families have purchased ads in the past, but it is unsure exactly what this encompasses. Last year there were ads in certain programs – for example Music and a Meal. We communicated the promise that when someone donates X amount we will note it in each of our winter programs.

Question: What is the relationship with SFA in terms of concert uniform cleaning fees?

Action: Jason, Tyra, Steph, Tamara, Jane will spend some time revising the numbers in order to develop an actual budget for the year.

Issue: We need a way to account for reserve funds so that Jason can easily access what money is available. We will eventually report on assets and liabilities which will provide us information about reserves.

#### **IV. Director's Report**

New instructor for Winter Drumline: Nick Matthews will be a consistent presence for students through both fall and winter lines. Jason is working to determine a suitable salary for him.

Senior Gifts: Juniors have asked if SBB would provide some money for Senior gifts. Up until now, Juniors have collected all funds amongst themselves and organized a gift. There was general agreement that in the future, SBB is willing to provide some "seed" money of about \$100 for this and that the Junior Class will maintain the decisions about what the gift is.

Equipment Purchases: Jason asked if we have the money to purchase an English Horn now. It is \$6-9K used. Tamara will look into it.

Festival Feb 28 conflict: This is the same day as swim SEC championships, which affects 8 band students. Jason wondered if we should try to reschedule festival to the day before (Friday) in case the swimmers have a conflict. After discussion, it was decided that changing the calendar to accommodate the swimmers may cause more problems than it solved. Also, it is not certain that the swim championships would indeed cause a conflict for the students.

Symphony Band Trip: Mr. Smith has invited interested students to meet with him to compile a short list of possible locations for a trip for the members of the Symphony Band next academic year. His plan for band trips would be to take Symphony Band members on a trip every other year and during the alternate year offer a travel experience for the band as a whole (i.e. marching band trip or mystery trip open to all band members). He will then be polling the Symphony band members and their parents as to the preferred travel destination.

Concert Uniforms: We are currently working on a review of our inventory. More components are needed to clothe our smaller than average band members. We have a small number of dresses that need to be shortened and will look to band parents for tailoring support. Kathy Klinich is also working very hard to address inventory discrepancies.

Band Camp Schedule: The dates of band camp have been set and Skyline will be at Interlochen with Huron High School from August 18-24, with band registration day being held on Monday August 17. While this appears to be a week later than previous years, Mr. Smith noted that School does not start until September 8, 2015 so the entire academic/athletic/band calendar is shifted a week later.

PTSO Thrift Shop: Disbursements are expected soon. Tamara Schirmer will check with SFA about whether this has arrived and been credited to band. We need to determine whether the PTSO has given the marching band their grant award (voted on last June) to supplement band fundraising for their raincoats.

**V. New Business: None**

A. Band Calendar

1. Marching Band Banquet-November 22
2. Winter Concert-Monday December 15 at 7:00 pm

**VI. Next Meeting: January 2015**

Attendance: Tyra Lemmen, Jane Griffith, Beth Costello, Maggie Levenstein, Laura White, Jason Smith, Marie Sklar, Tamara Schirmer; Billy Dering and Kevin Zhang (student band board)

(Submitted by Beth Costello)