

McNeil Band Boosters

Executive Board and Leadership Meeting Minutes

DATE: Tuesday, October 8, 2019

Call to order: 6:36 pm Adjournment: 8:20 pm

Next Meeting: November 12, 2019

Present: Jason Dimiceli, Jennifer Dimiceli, Siv Manda, Olaf Roepke, Michele Burton, Amy Vaughn, Kcathy Overby, Laura Ellason, Kryn Contello, Kim Younger, Shizuka Le, Velma Metz, Roxanne Pena, Scott Duff, Lana Harris, Deidre Brown, Jennifer Macaulay

WELCOME: Meeting was called to order by Lana Harris at 6:36 pm

SECRETARY REPORT:

- Approval of 8/26/19 Special Meeting minutes: Motion by Velma Metz. Second Michele Burton. Minutes approved.
- Approval of 9/5/19 Executive Board/Leadership Meeting minutes: Motion by Velma Metz and Michele Burton second. Minutes approved.

TREASURER'S REPORT:

- Siv: Have not balanced September books. Hope to do so in the next few days. Balance is \$76,000 as of now.
- Lana: Budget Meeting this past Sunday. Cash flow is in a much better position after BOA Austin. The purpose of the meeting was laying groundwork on a revised budget so we know what we have to spend on each line item. Basing on last year's expenses. Budget going forward we will use actuals once September is updated, and then figure out what we still have to pay.

BAND DIRECTOR'S REPORT:

Everything is going great. What we consider the biggest contest for us is this Saturday. UIL is the next week. Doing our show before the homecoming game this week at 6:35 pm.

FUNDRAISING REPORT:

- **BOA Austin:** Very successful. Concessions final number net around \$17,000. Last year we grossed about that much. \$5600 over budget. Parking earned about \$2000 more than last year.
- **Pancake Breakfast:** Reserved St. Philips.
- **Coupon Books:** Officially started yesterday. Passed out in classes. Give option of \$50 donation. Maybe give option toward end of selling period.
- **Chipotle and Upcoming Spirit Nights:** Earned \$500 at Chipotle last night. November will be Brooklyn Heights. Brian Kerman is organizing these.
- **HEB Cards:** Since cash flow has improved, would like to continue to purchase \$5000 at a time.

- **Mulch sale:**

Kim: Has been talking to someone at Austin Recycling. Very helpful and wants to work with us. He recommended offering just 2 types. Cost of a bag is \$1.89 and most groups add \$1.50-2 per bag for delivery. They will bring forklift and deliver to McNeil or any one central location, for no charge. Jason will try to get Reeves. People could also pick up from there. But we have to load our trailers or trucks. Schedule for March 7. Figure out how delivery will work.

Laura: Has experience from Boy Scouts and had suggestions/tips: Small teams; spreadsheet with addresses that show up on google maps and shows how many bags for each house and fill trailers and then make routes. Find someone who could do this spreadsheet as this is the trickiest part. Have a minimum order: 5 at least. Give a radius. Specify driveway drop off so people aren't asking to deliver in backyard for example. Can tell students they can arrange with their customers to spread for extra \$2 a bag and keep the money but they can't do during delivery time. Have to go back on their own time.

- **Nov. 2 Saturday (Jason):** Trying to reserve Dragon to have a final community performance. Could do like meal tickets as a fundraiser (eat and hangout afterward in parking lot) or just make it a potluck.

CONCESSIONS/BCOB (Velma and Jen):

- Velma: Already exceeded last year's concessions, not including BOA. Passed around a handout showing concessions income so far.
- Jen: BCOB meeting tomorrow. Talking about food inspections. For Kelley Reeves beginning Jan 1 (and any place with a food permit) everyone who volunteers there has to have a food handling license. Don't want to ask for volunteers to do hours of training, as we already have difficulty getting volunteers. Would also have to pay a \$10 fee paid by boosters (probably \$2000). Would have to manage everyone's certificates too. Experience with RRHS having done Dell Diamond concessions (where they had to do this licensing thing) is it was very difficult.

STRATEGY (Roxanne):

- Trunk or treat date: Oct. 25 after Friday rehearsal.
- Hype crew on competition games to cheer on band on departure and arrival.
- Formally invite football team to UIL. Include cheer, Majestics, admin, etc. Jason already extended invite to football. Will email the others.
- Oct. 11-Homecoming Tailgate: Potluck. Starting at 4:00. South side, visitors side.

COMMUNICATION (Lana on behalf of Tiffany Haag):

Trying to steer people towards the website. Latest news has info on competitions like parking and so on.

LIAISONS REPORTS:

Kim Younger (Cedar Valley):

6th grade parents have been the ones stepping up for concessions. Hoping they'll spread the word to other parents.

Kryn Contello (Pearson Ranch):

Getting ready for mock region band and lock-in. Nov. 2 is region auditions.

Laura Ellason (Deerpark):

Recent lock-in and upcoming concert and mock auditions. Concessions participation have mostly been good.

Michele Burton and Ginny Lucich (Guard):

Nothing new to report

LEADERSHIP REPORTS:

Merchandise:

Has not gotten enough orders for show shirts so not doing another order. Find out minimum for logo shirts. Still waiting for embroidered shirts to come in.

Finance & Budget Committees:

See Sunday meeting above

Olaf and Siv: Check writing policy. If you need checks, need to know by Tuesday night and will write and sign Wed/Thurs and deliver. Siv will email the policy out. People need to be always using the sales tax exemption form but we have been still paying sales tax for things. Come up with a financial policy to post that includes these things and others.

Kryn: Is it possible to do ACH draft for Everything Day and it goes through quickbooks? She offered to look into it as a potential payment option.

Pit & Prop Crews:

Have 8-10 people on list for Saturday. Feedback requesting better communication with those volunteers as to what time and where to meet.

Meals (Amy): For next year maybe include snacks for football games. Make it part of contest meals budget since everyone gets it. Amy has enough snacks for contests this year.

OLD BUSINESS

- **Copier Buyout:** Finally got a quote. Will cost too much. Need to continue paying until our lease term is up.
- **Plan for reserve amount and payment of expenses:** Move from cash flow worksheet to budget once we have a revised budget. Have almost all of the expenses planned out. Maybe some upcoming Winterguard things.

- **Lesson Assistance-amount, meeting 1 month prior:** We should be receiving \$1000 donation towards overage. Agreed to continue to touch base once we reach our budgeted amount before approving any additional assistance.
- **Everything Day Payments-Status, F/U Calls:** Maybe do another round of calls. Confirm Wayne's spreadsheet is up to date. For next year maybe have a 10% nonpayment number built in to budget to allow for people not paying.
- **Memory Books-Status of order:** Amy closed it out as of Sunday. Hasn't placed the order yet. Haven't collected money yet. Wanted to make sure we met minimum.
- **Bylaw Committee-Jen, Lana, Velma:** Haven't met yet

NEW BUSINESS

VP Fundraising Position: Still vacant. Lana had talked to Amy Vaughn about it. Deidre looked up at the end of the meeting what the rules say and said we can take a vote now to make her official. Motion to have Amy Vaughn appointed VP of Fundraising by Velma Metz. Second Kryn Contello. Approved.

Increase in lesson assistance for 2 students. Requested by lesson teacher. Increase of about \$600. Maybe less because there might be a parent who said they don't need assistance any longer. Siv Manda made a motion to add extra assistance for these students, Kryn Contello seconded. Approved.

Guidelines for lesson assistance: At Pearson Ranch they need to be on free and reduced lunch and a commitment to be in Band all 3 years. Haven't had guidelines in the past and probably need to have some. Maybe have a small committee to come up with these guidelines.

Spring Trip: Dallas, TX. April 24-26. Want to open enrollment soon.

MEETING WAS ADJOURNED AT 8:20 pm

Minutes Approved Date: _____ **11/12/19** _____

Motion: _____ **Velma Metz** _____

Second: _____ **Laura Ellason** _____