



Bellbrook Music Boosters

5 Oct 2020

6:00 pm

Zoom Video Call, #913 156 9591

Meeting Recorded in its Entirety

Executive Board Meeting

Call to Order: 6:08 pm

Roll Call: Melanie Glover, Danielle Woeste, Heather Newell, Kevin Hobbs, Phoebe Dickman, Jen Volmer, Rod Silva, Barb Siler, Andy Soloman, Todd Whalen

- **Absent:** Al Astroski, Larissa Scott, Paula Kreitzer, Amy Theodor

Welcome:

Approval of Executive Minutes, 24 Aug 2020:

- Phoebe Dickman, 1st motion, Jen Volmer, 2nd, All Approved

Old Business:

- **Status of Audit**
 - The Treasury and Scrip Audits (audits of the 2019 records) were completed on 27 Aug 2020. In attendance were: Danielle Woeste, Al Astroski, Rod Silva, Tracey Waller, and Kevin Hobbs.
 - Kevin created a spreadsheet that can be used year over year to assist in completing the audits that focuses on benchmarks such as accuracy and documentation.
 - The results showed that there needs to be an improvement in documentation, in particular: RFP's attached to payments and deposit slips attached to deposits.

New Business

- **Treasurer's Report – Appendix A**
 - **Annual Budget**
 - Kevin Hobbs has been working to continually adjust the 2019-2020 Budget as changes in income, expenditures, and fundraising have occurred.
 - Kevin has shadowed a budget off of the 2020 Winter Season with lowered income expectations.
 - Andy Soloman will be meeting with Sheldon Apo (Guard Director) this week to discuss winter schedules and fees and will update Kevin accordingly.

- **Board of Trustees' (BOT) Report**
 - Held for the General Membership Meeting.

- **Officers Report**
 - Melanie Glover, President, led a discussion regarding creating a process to ensure a more comprehensive accounting of monies and maintain calendar integrity regarding those monies (getting checks in the bank and cleared in a timely manner).
 - There is currently no protocol for how money is handed off from person to person, including the accounting of those funds and a sign off. The funds, as well as the individuals involved in handing of the funds, need to be protected.
 - Kevin Hobbs will work to create a form that can be used to track when the band boxes are checked/money is removed. The form will “follow the trail of the money” from time of initial receipt to bank deposit.
 - The Executive Board is in agreement that along with the Depositor, Mr. Soloman will be the co-signer for the BMS Band Box and Mrs. Siler will be the co-signer for the BHS Band Box. Also, there needs to be a Proxy to the Depositor in case they are unavailable to complete their duties in a timely manner.

- **Director's Report**
 - Held for the General Membership Meeting.

- **Administrators' Report**
 - The Executive Board asked Mr. Whalen if we would be able to hold our monthly Booster meetings in the BHS Library again. He will discuss with Mr. Hann and report back to the Executive Board.

- **2020 Berns Poinsettia and Porch Pot Sale (Heather Newell)**
 - This year's chairs are Heather & Steve Newell, who also chaired last year's sale.
 - The sale will be 10/16-11/6/2020. Pick up will be 12/5/2020. Time TBA
 - After input from the Executive Board, the Directors & Mr. Whalen, here are details for this year's sale:
 - The students in grades 7-12, plus color/winter guard will be given Berns brochures and order forms in school or at practice. An email via Charms will also be sent to all band families with information about the sale, and the brochure and order forms attached.
 - The plants will be delivered to the BHS auxiliary gym. Adult volunteers/Pit Dads will help unload, count, and separate into orders.
 - Pick up will be during a two-hour window and will be a “drive thru” event. Families will stay in their cars, and Pit Dads will place their order in their car. After selling a minimum for \$40, students will receive 20% of the BMB profits that will be credited towards their account

- **Holiday Spirit Sale**

- Jen Volmer reports that a Spirit Sale will be held 10/19-11/2/2020 with distribution on 11/16/82020 at Embellished Threadz. We will advertise this as a holiday sale.

Next meeting date/time/location will be sent by email

Adjourn: 7:16 pm

Kevin Hobbs, 1st motion, Danielle Woeste, 2nd

Appendix A

Checking - \$17,072.34

Savings - \$76,514.40



Monies Received from Donations/Fundraisers

#	Source	Amount
1	Kroger	\$ 493.73
2	Frisches (Sept Dine-In)	56.75
3	Boeing	200.00
4	Tag Day Door-to-Door:	1,427.50
5	Tag Day Virtual:	1,060.00

Treasurer Activities

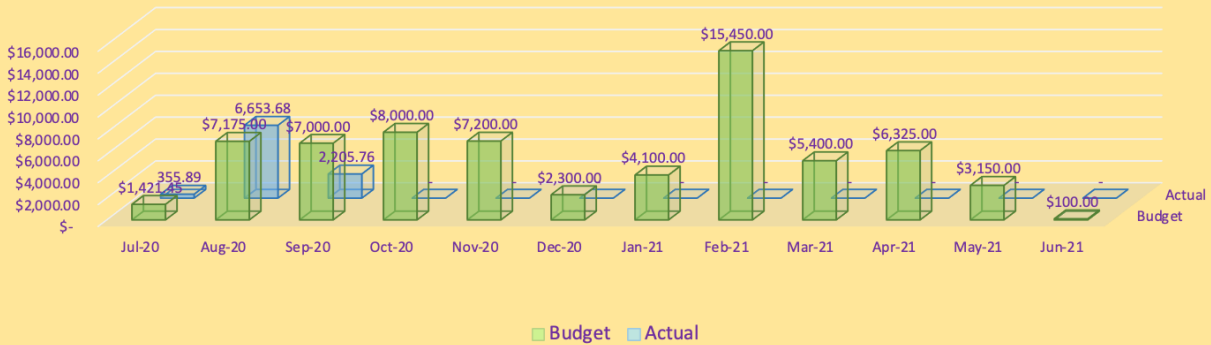
1. Awaiting refund from Euchre Facility (Advanced Business Venues for \$450)
2. Re-Submitted IRS Tax Filing – Received notice they had not received.
3. Completed 2019 – 2020 Audit of Treasurer & Scrip Books
4. FY 2020-2021 Draft Budget

Action Items from previous meeting:

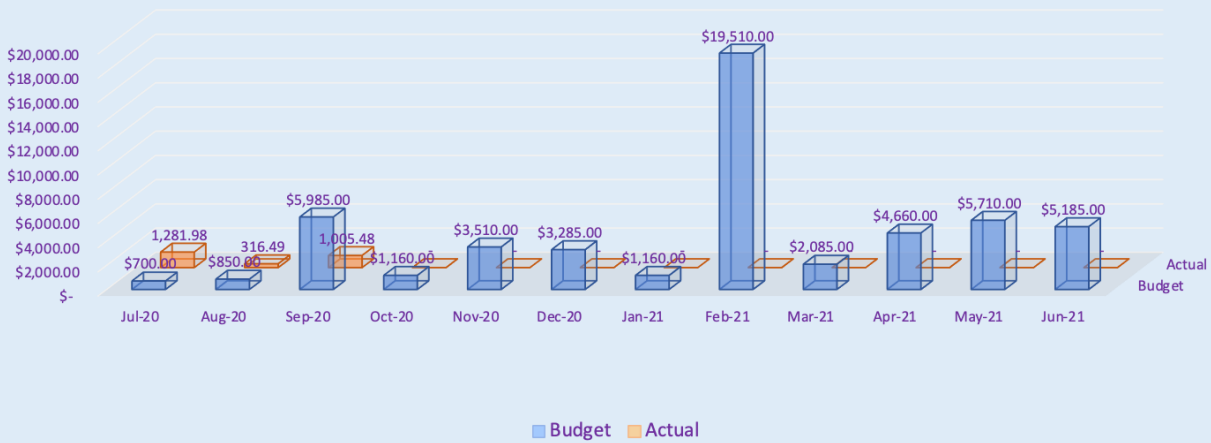
1. Completed Draft of Audit Spreadsheet to provide a framework for performing the annual booster audit.

Graphs – *Based on Draft Budget*

Expenses Month over Month as of 09/30/2020

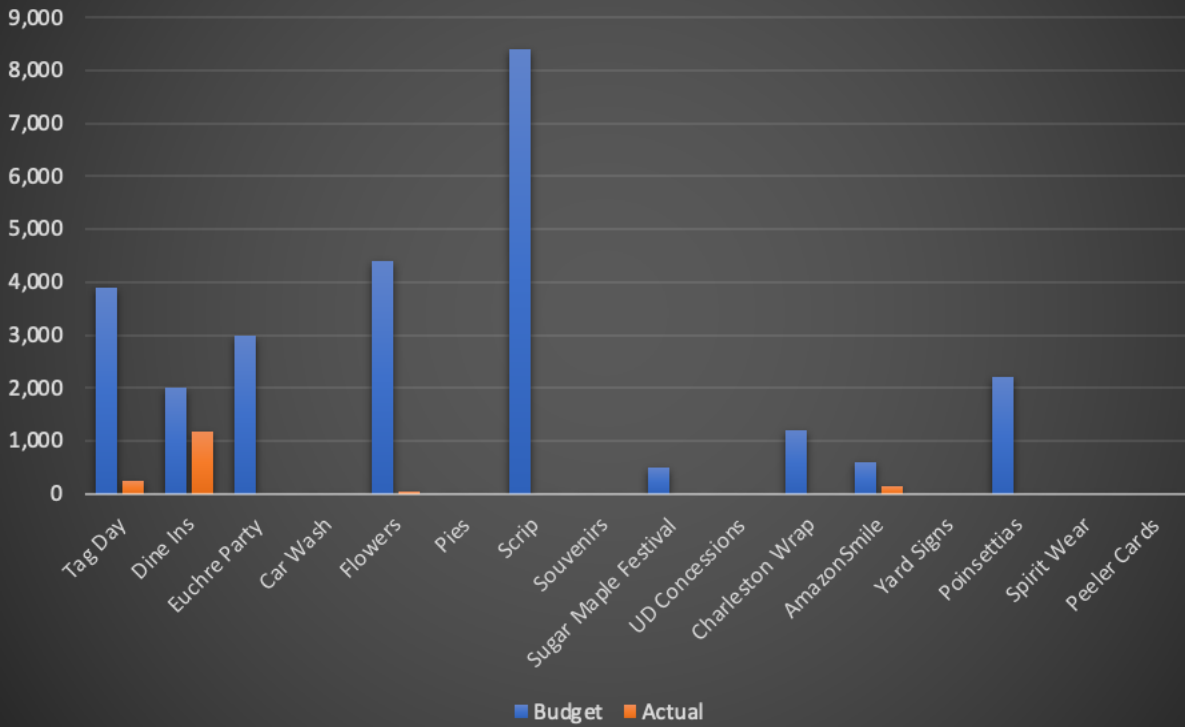


Income Month over Month as of 09/30/2020



2020-2021 Fundraisers

As of 09/30/2020



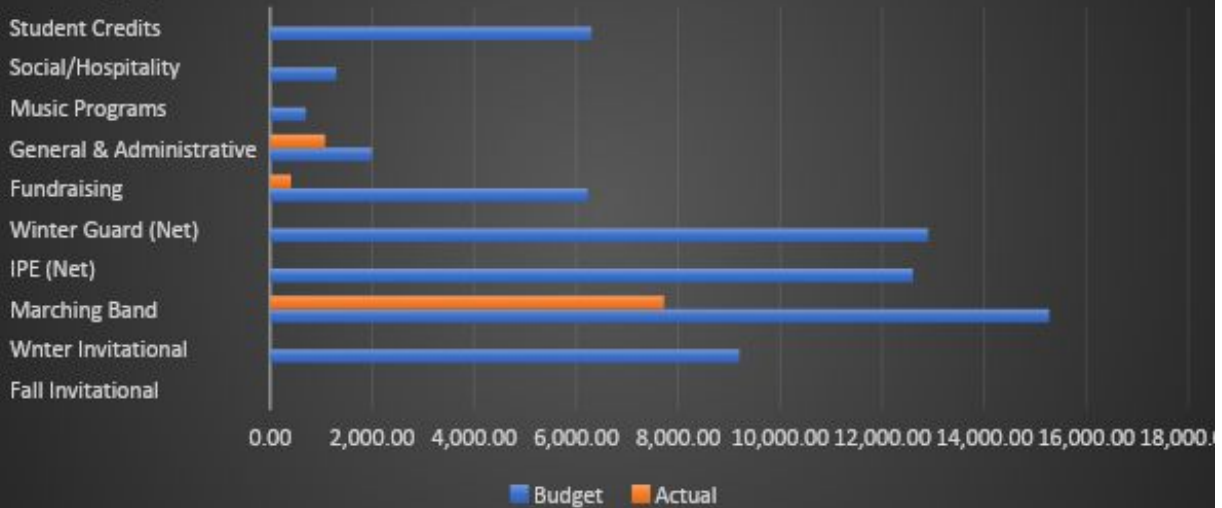
2020-2021 Income

As of 09/30/2020



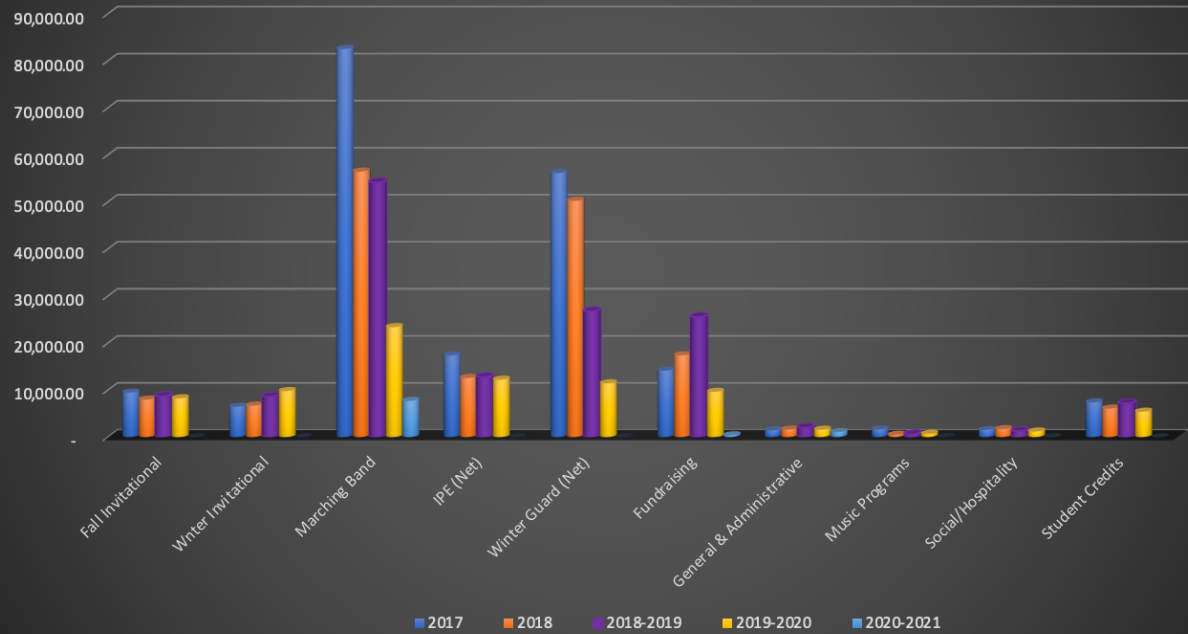
2020-2021 Expenses

As of 09/30/2020



Expenses - Year over Year

As of 09/30/2020



Income - Year over Year

As of 09/30/2020

