



## Bellbrook Music Boosters

09 June 2020

7:00 pm

Zoom Video Call, #913 156 9591

Meeting Recorded in its Entirety

Executive Board Meeting

**Call to Order:** 7:03 pm

**Roll Call:** Melanie Glover, Danielle Woeste, Heather Newell, Kevin Hobbs, Al Astroski, Larissa Scott, Phoebe Dickman, Jen Volmer, Rod Silva, Amy Theodor, Paula Kreitzer, Barb Siler, Andy Soloman, Todd Whalen

### **Old Business: Updates/Informational Items**

- **Invitational Update**
  - See **Appendix A** for meeting minutes
  - There needs to be an immediate push to fill the vacant Committee Chair positions. Danielle Woeste to draft an email with the needed Chair positions and their job descriptions to be sent out to the General Membership.
  
- **By-Laws and P&P Updates**
  - Heather Newell has sent proposed changes to the By-Laws to Danielle Woeste.
  - Larissa Scott has the proposed changes to the P&P.
  - Both need to be voted on by the General Membership in July.
  
- **Depositor Update (Separation of Depositor and Financial Trustee)**
  - The positions of Financial Trustee and Depositor (a member of the Treasury Committee) will officially be separated.
  - Dawn Metzler has already agreed to be the Depositor.
  - Melanie Glover broached the subject of a defining a timeline for how long the Depositor can hold onto payments/funds before they are deposited into the bank.
    - The Executive Board came to the consensus that the maximum time allowed from receipt of money/checks to deposit should not be any longer than two weeks.
    - Larissa Scott will create the language to define the depositing timeline in the P&P and will send it to the Executive Board for approval of the language of the amendment.
    - Proposed changes to the P&P regarding the Depositor role need to be voted on by the General Membership in July.

- As an aside, Melanie Glover states that, as President, she will take on the responsibility of having a conversation with any Executive Board/Treasury Committee member that is not fulfilling their responsibilities.

## **New Business**

- **Fundraising during Covid-19**

- 1) Dine-Outs**

- Paula Kreitzer states that she will assist Rod Silva, Fundraising Trustee, in setting up Dine Outs since she previously filled the role.
- Rod Silva states that Kristin Selveraj has agreed to assist with all retail fundraising (Dine Outs/Amazon Smile/Kroger)

- 2) Amazon/Smile/Kroger**

- Andy Soloman states that he needs gift cards for the Amazon Smile/Kroger/Scrip Sign Up Drives.
- The Executive Board is agreement that the prize for the winner of each drive will be a \$100 Amazon Gift Card.
- Kevin Hobbs to outreach to Tracey Waller to provide payment/secure the three (3) Amazon gift cards.

- 3) New fundraising ideas to work with Covid rules & regulations**

- Rod Silva, Al Astroski, and Kevin Hobbs have created an analysis of the revenue the Music Boosters has received from each fundraising effort over the past four years. From this data, the Boosters can now put its time and energy towards fundraising projects with the greatest return.
- **Appendix B**
  - **Scrip:** Rod Silva reports that for the return we get, the Boosters needs to invest more time in Scrip.
  - **UD Concessions:**
    - ❖ This has been a fairly significant fundraiser in the past. Despite the uncertainty if events are still going to occur, Amy Theodor reports that UD is still selling tickets for men's basketball games.
    - ❖ Al Astroski states that the biggest challenge with UD concessions is that we have to have seven volunteers per game, or we will not be offered a stand.
    - ❖ An idea to increase volunteers could be to challenge sections (guard, percussion, etc.), as well as groups like: pit dads, band moms, 8<sup>th</sup> grade parents, concert band parents, to volunteer for a UD game.
    - ❖ Melanie Glover facilitated a conversation about what additional barriers exist regarding why the general membership does not volunteer for UD concessions:
      - The entire crew needs to be there when the gates open, which is by 4:45/5:00 pm.
      - Car Pooling: People may not feel comfortable driving to UD Arena.

□ Crowds: People may not feel comfortable.

○ **Spirit Wear:**

- ◆ Jen Volmer states that Kim Kress from Embellished Threadz has verbalized in the past that she wants to work with the BMB on a spirit wear sale. Kim is willing to set up a table at the Stephen Bell/BCI/BMS Open Houses. She would have examples of actual products available for customers to see and would take orders. Per Jen, Kim would want to start working on the project in July to decide what items we would want to sell, prices, etc.
- ◆ Barb Siler added that in past years, the BMB had a table set up at every home football game selling Bellbrook (not just band) spirit items: noisemakers, blankets, shirts, stadium chairs, and we were successful. She is unsure why this fundraiser was discontinued.
- ◆ Phoebe Dickman added that having a table at the Band Camp performance would be a great place to sell items as well.
- ◆ Jen Volmer to outreach to Kim Kress about beginning the process.

○ **Tag Day:**

- ◆ Andy Soloman reports that there is no clarity about what student fundraising may look like. We don't know if students will be allowed to participate in door to door fundraising efforts.
- ◆ Kevin Hobbs mentioned that we don't even know if people will answer the door due to Covid concerns.
- ◆ Ideas for Tag Day this year in light of Covid-19:
  - An online Direct Donation campaign via a website.
  - Deliver a donation envelope to all homes in the District.
  - Parents standing in a high flow area with a shako, like the "Fill the Boot" event for MDA. There could be two locations simultaneously, like the Bellbrook Fire Station and the BHS or BMS.
  - Melanie Glover introduced the idea of short video clips, in conjunction with an online donation event, that show students participating in various music events and benefiting from previous donations. For example, the Marching Band wearing the rain coats that were donated by the Bellbrook Lions Club. We could also catalog the video clips and release them intermittently on social media to keep the community engaged.
  - Andy Soloman states that he will have Marching Band Student Leadership begin the process of recording student video clips.
- Barb Siler states that we need to get the families of the 8<sup>th</sup> graders involved in fundraising efforts. Theater, Concert Band, and Choir students have the opportunity to go on the NYC trip as Seniors, so we should involve all of these families. It would be a win-win in increasing fundraising revenue and giving the

students a chance to earn credits towards the trip. The Boosters could go to the Parent Meetings for Theater and Choir in order to engage these families.

- **Sponsorship:**
  - ❖ Melanie Glover spoke to past President Heather Blakely about sponsorship banners for Big Bird.
  - ❖ Brett Woeste to contact Heather Blakely to schedule a pickup of the banners.
- **Summary of Fundraising Chairs:**
  - ❖ Retail: Kristin Selvaraj
  - ❖ Scrip: Tracey Waller
  - ❖ UD Concessions: Al Astroski
  - ❖ Flower Sales: We will need to search for a new Chair for the Spring Flower Sales. Heather Newell states that she and Steve Newell will Chair this year's Poinsettia Sale.
  - ❖ Yankee Candle/Community Fundraisers: Andy Soloman
  - ❖ Euchre Tournament: Open
- **Board of Trustees' (BOT) Report (Larissa Scott)**
  - The Trustees will be planning a beginning of summer meeting.
- **Officers Report (Melanie Glover)**
  - See Fundraising during Covid-19 under New Business
- **Update with Action Items sent by Heather Newell**
  - **Appendix C**
- **Treasurer's Report**
  - **Appendix D**
  - Kevin Hobbs states that he is still attempting to put his name on all of the Booster bank accounts. He has made a request for an appt. at PNC Bank. He has been working on changing all other accounts (PayPal, for example) into his name.
  - Kevin states that he has found six checks that are three years old (totaling \$927) that he is going to void. The Executive Board verbalizes no objections.
  - Kevin requests to change the name of the Budget category from Food (for the Bird Feeder) to Food & Supplies. The Executive Board verbalizes no objections.
- **Director's Report (Andy Soloman, Barb Siler)**
  - Currently, there are 82 students signed up for Marching Band. That is a 12% increase from last year. The BHS Concert Band enrollment has increased by 19% for the 2020-2021 school year.

- This year's marching band fees have increased to \$745 due to Phase III reductions by the BSS District (\$50 of band fees will now go directly into the BSS General Fund.)
- Busing to Grand Nationals:
  - Bob Roger's quote for bussing is \$7,000. This is for transportation to and from Lucas Oil Stadium on Thursday and Saturday.
  - To conserve funds, going to and spending the night in Indianapolis on the Friday of Grand Nationals has been eliminated. Instead, the students will attend classes on Friday. They will then watch the Live Stream in the Band Room on Friday night. If we make semifinals, we will leave by 0300 Saturday morning. If we do not, we will leave later in the AM on Saturday. It is still undecided whether or not students will be asked to purchase their own semifinals tickets.
- Booster Budget:
  - The BMB contribution to the marching band in 2019 was \$27,800. Due to the loss of multiple fundraisers, the contribution is unknown at this time.
- Bellbrook Invitational: Eight bands have registered thus far, including entries from AAAAA (MSBA restructured the classes.).
- Changes caused by Covid-10 for Band Camp/Upcoming Season:

#### **Appendix E**

- Chaperones needed for temperature checks:
  - ❖ Phoebe Dickman (Chaperone Chair) and Larissa Scott (Lead Guard Mom) will coordinate a chaperone team that will be available to assist with temperature checks. This team will be made aware of all of the most up to date guidelines, so they can help answer questions as needed.
- Parents will need to be made aware that they will need to stay at rehearsal until their child is checked in.
- Student leadership will be enlisted to assist with responsibilities as allowed by the BSS District, including disinfecting.

- **Administrators' Report**

- Todd Whalen states that he believes that carpooling is a personal decision since it is not District provided transportation.

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

**Adjourn:** 9:25 pm

Melanie Glover, 1<sup>st</sup> motion, Al Astroski, 2<sup>nd</sup>

## Appendix A

### Invitational Meeting

**19 May 2020 / 7:00 PM / Via Zoom Online Meetings (recorded)**

### Attendees

Melanie Glover, Danielle Woeste, Kevin & Becky Hobbs, Larissa Scott, Al Astroski, Jen Volmer, Rod Silva, Amy Theodore, Paula Kreitzer, and Jenna Hosier

### Notes

- Meet and Greet with Jenna
- Went over a couple limitations she has in the immediate future: one being her health (ruptured disc in back that will need surgery - trying to push off as long as possible.) Another being her job: she helps students with the Bar Exam, which state of Ohio has rescheduled from July to September.
- Jenna went over her previous experience with Invitationals, which she Chaired for 3 years (both Fall and Winter Invitationals)
  - Smallest event was 11 bands, largest event was 19 bands, with one Fall Invitational being rained out. The event with 19 bands was split into two stages based on Band Class, to accommodate all the groups.
- She believes it won't change much unless at the direction of the Directors/MSBA/BOA or any state/local/health mandates
- She brought up concerns with the current state of the Pandemic. The big wildcard this year:
  - Will there be less bands?
  - Will bands be ready in time?
  - Will we be cleared in time to have the Invitational?
  - How many will be ready or feel comfortable to proceed in participating?
- Jenna would like to get all the "Chairs" involved like in years past.
- We still need some "Leadership" roles to fill. Some of those roles might look a little different due to state/local/health mandates and safety.
- In the process of planning, we can easily pivot and adapt if need be to observe any new information and needs. We will need to stay flexible this year to flow with this year's obstacles.
- The Invitational is the #1 fundraiser of the year - which needs a lot of involvement to pull off.
  - Donations of supplies
  - Food Donations
  - Volunteer Slots (minimum of about 75-100 slots need filled)
- Don't have to be in the Marching Band to volunteer!!

- Think about pulling volunteers from the “sitting” bands
  - NHS or JROTC could also be a possibility, as they might want to get involved to work on service hours.
  - Potentially pull from other student groups if needed.
- To some extent, we can control how many volunteers are needed
  - One year, 50/50 drawing volunteers were cancelled due to not enough people filling slots, putting those volunteers in other areas that were absolutely needed.
- Some volunteers needs are absolutely needed
  - Band Guides (help guide visiting bands around Bellbrook Campus)
  - Admissions
- Mel brought up that this year it seems parents are a little better connected to younger kids coming in, and better connected to incoming or Rookie families.
- Mel also brought up the fact that having multiple people, or Co-Chairs, running each position will be beneficial to smoothly running the Invitational.
- Jenna mentioned that the Judges are always extremely happy with Bellbrook. One of the best schools to host this event, the whole process is extremely noted positively by everyone.
- We need to try and do everything we can to make up some money, since the registration fees don't cover much.
  - Each band pays roughly a \$100 fee, which goes towards things like judges, accommodations, etc.
- The biggest money makers of Invitational Day
  - Ticket/Program Sales
  - Concessions
  - Outside Vendors
- Jenna noted a few “Chairs” within the Invitational that she believes are very important, and will help make the event run smoothly. She has them ranked on importance
- **Food/Concessions**
  - main goal is to avoid entanglement with Athletics, who want a portion of our profits in exchange for using the Concession Stand. Concessions/Food is the #1 money maker besides admissions. We want to keep our profits by using our own tables/supplies/materials.
  - It was said that Becky Hobbs would make plans for food/concessions based on last year
  - We would also like to get away from Food Trucks. It was hard keeping track of what company owed us how much (based on sales) and tracking down owners to hold them responsible.
- **Band Check-In/Band Guides**
  - Guides are with the visiting band their entire visit. From the time they pull into the lot, until they leave at the end of the day.
  - Usually an Adult/Older Student/Jr High Student were assigned as a team of guides.

- Tells each group where to go, where facilities are, help with anything they need while there.
  - Tamara was the previous Band Check-In Chair, Jenna will reach out to her in regards to continuing that position
- **Hospitality**
  - Used to be Chaired by Jen Huff, will need to check in with her in regards to continuing that position
  - Working on their own, responsible for functioning that position alone for the majority of the day. (May have volunteer helpers throughout the day)
  - Library at the High School transforms to a Hospitality Room to provide for the Judges/Directors/Drivers.
  - All day venture, set up in the morning before anyone shows up, all the way until after everyone leaves when the day is done.
- **Timer**
  - Tessa Flannagan ran this position last year, again will want to check in with her to see if she would like to continue this position??
  - In charge of the timing of putting bands on the field, listening to direction of Officials for details
  - In communication with the press box
  - Running field all day
- **Volunteers/Sales**
  - Running the check-in table for volunteers, handling wristbands for volunteers
  - Coordinates with ticket sales and programs
  - Taking care of volunteers the day of the event and keeping up with sign-in list
- **Candygrams**
  - Replaced audio shout-outs with Candygrams
  - Table run by Chair, with help of volunteers
  - People buy candygrams for specific kids in different band groups
  - They are then delivered by runners/band guides after that band performs
- **Press Box**
  - Sitting with the judges in the press box during event, all day
  - Handles everything the judges may need, there to make judges happy and comfortable
  - You will have a runner to help bring anything the judges might request (food/drinks)
- **Scores/Scorer**
  - Jenna has requested Al Astroski to help run scoring again this year
  - Al has previous experience running this Chair in previous years.
  - Melanie did mention perhaps this year bringing someone in to mentor this year, so we have that backup
  - Works in the Press Box, with the judges to help tabulate the scores of the performing bands
- **Trophys**



- This used to be handled independently by a Chairperson, however, Jenna would like to take this on again.
- In charge of preparing the trophies/awards for the performing bands, and looking for trophy sponsors to present awards during the show
- **Outside Vendors**
  - We will have to see what this year has in store for us, might have to be limited on bringing in outside people, due to pandemic year
  - Used to have BellHop Cafe, Kettle Corn, and miscellaneous vendors who would call in to say they would like to participate.
  - Vendors would either give us a percent of their profits for the day, or pay a flat fee to have the space for the day (agreed upon prior to event)
  - Vendors are a way to increase profits for the event
- **Treasurer**
  - Kevin will help with all things money for the day of the event.
  - He will be “on call” for making change, cashing in money, etc.
  - Needs to check in with each “station” with money needs (admissions, concessions, candygrams, etc.)
- **Stadium Clean Up**
  - Used to happen the day after the event, now taking place the night of.
  - Wait until all groups have left, stay behind to clean up any trash, make sure nothing is left behind, etc. (Stadium, Bleachers, parking lots, practice fields and sidewalks/parking need to be straightened)
  - We ask for volunteers to stay and help after event is over to help clean. Pit Dads would also stay, to help with anything needed. If we get enough volunteers, clean up won't take long.
- **Logistics**
  - Most of this is handled by our Pit Dads
  - They will ask for volunteers to help with set up, trash runs, food/drink restock, parking, along with any help needed the day of.
- **Program**
  - Used to be Chaired separately. Jenna would like to take charge back on that
  - She will need help with the program, in regards to soliciting ads, she will handle the bulk of the Program.
- Jenna mentioned she will handle everything in regards to the directors, judges, trophies, etc. Making all the arrangements and taking care of any needs for them that may arise.
- She would like to see a bump in profits mainly by Ads and Outside Vendors.
- Jenna stated that she will get in touch with Andy Soloman in regards to a contract being signed to be a host school. Also to see if we are tentatively scheduled to proceed.
- Logistics will need to check with the school to reserve any rooms for the day of the event.
- Jenna stated the most pressing matter is the hotel situation. Ideally, she would start making reservations a month ago. After checking in with Andy, we will need

to move forward with this ASAP. (Judges, hotels, welcome bags, dietary restrictions, transportation to and from hotel and school for event.)

- If we can finalize being able to hold event, we can hopefully move forward with planning.
- Jenna will send a hard copy of everything she went over to Danielle, who will then distribute to the Board. (Different chairs and needs.)
- Jenna will also be open to mentor/transition if anyone would like to take over Invitationals in the coming years. If people would like to learn any aspect of how she does this, she is willing to train.
- Becky Hobbs brought up a concern with sanitation during this pandemic. Making sure people are aware that we are doing everything to make people feel safe, and staying healthy.
  - Gloves, masks, and sanitizer needs.
  - Need to look into this sooner rather than later.
  - Possibly a donation from a local business??
  - Thinking of ways to make people feel safer while at a bigger event
- Jenna also brought up making a bigger presence both on social media and our website. Really try to push that we are making it a safer environment, doing our part to keep people safe.
- Melanie also brought up wireless money transfers. We need to think about the exchange of money/transfer of cash during this time. We need to have card capabilities, and maybe a money transfer system (Venmo/PayPal/etc.) We need to come up with a platform that will work for us.
  - Kevin interjected that we do have card capabilities, as of this past Winter Invitational.
- Melanie also brought up the possibility of having a Health/Safety Committee.
  - Monitor updates from the CDC/Governor's Office regarding the pandemic
  - Would handle PPE/Distancing/Personal Safety, possibly donations from businesses on supplies
  - Working with the local police, fire, EMS (Bellbrook and Sugarcreek)
  - Possibly generate the group early and let evolve past this pandemic (either transition/evolve the committee or phase out once this pandemic is over.)
- Jenna mentioned the more information and the faster we can push it out would work in our favor.
  - Early and often reminders regarding the Invitational to police/fire/EMT. (They need AT LEAST a month's notice.)
  - Potentially have them work with our Health/Safety Committee
  - Also have Committee work with Police to help the flow of traffic and getting buses out once event is over.
- Usually, Bellbrook is third or fourth on the schedule for our Home Show. We are tentatively scheduled for September 19, 2020. (Jenna will reach out to Andy regarding our contract.)
- Executive Board to come together to make process easier, and streamline items.

- Possibly using Google Drive to archive items instead of emailing items back and forth.
  - Some platform such as Google Docs/Hubs/Etc. That will work for our organization to help keep things organized and in one central location.
- Mel brought up working with the different Chairs to start scheduling/thinking about getting things in order for our September 19th date.
  - What to do to help move our groups forward
  - Jenna mentioned holding meetings with Chairs to keep everything running on the timeline
  - Jenna will rely heavily on Chairs (100%) to run things how they see fit, while checking in with Jenna to help move things forward.
  - Jenna usually updates everyone on progress at Booster Meetings.
- Melanie also brought up timelines, in conjunction with training people and adjust things in regards to new information coming out from the CDC/Governor's Office/Etc.
- Kevin asked if there was a list or roster we could update as we fill the different Chairs and roles.
- Jenna also noted using the band database to sort of plan for each of the Chairs. Using each band's registration will help us plan for everything, and translate to each role as needed.
- Jenna left the meeting, Board Members continued with items that we thought of while meeting together.
- Ideas for Sponsorships - Utilizing an online presence for them. Perhaps Social Media and our website. (Email, Facebook, Twitter, Website)
- Melanie brought up the possibility of "tailgating" at our Dine-Outs. Set up some parents in the parking lots and observe social distancing. Pick up orders and take them into parking lot? What are we allowed to do within the guidelines/rules??
  - Larissa did ask if people or groups were still proceeding with Dine Outs? Didn't know if restaurants would be open to that given the current pandemic and profits.
  - Becky brought up a concern regarding checking with Owners/Managers to make sure we are allowed to do something like that. Don't want businesses in trouble due to our gathering.
- If Dine-Outs are still progressing, should we try to schedule one?
- The question was asked if Paula would still like to handle Dine Outs? She brought up possibly passing it to a new Chair person. She thought Kristen Selveraj would be a promising lead. Rod stated that he would help coordinate someone to take over that Chair.
- Melanie brought up some budget questions
  - She had received questions about how funds are allocated for line items.
  - How does the budget come into play specifically for certain items.
  - Especially with the result of the Levy

- We need to gather information to be able to answer any questions regarding budget issues. We all need to get on the same page with the same info.
- We need to set up the Audit ASAP
  - We are running behind on scheduling, should have had the Audit completed already based on previous timelines
  - Mel brought up forming the Audit Committee. Item of importance and needs to be completed
  - Kevin stated he still needs to be added to our Booster Bank Account. (Due to closures with the pandemic, as well as slow “restarting” he has not been able to complete this yet.) Also brought up that there were no “official” meeting minutes, so he is hopeful that the Attestation document will be enough.
  - Al also brought up a question as to when the Audit needs to be completed. Is there a difference now that we have changed to Fiscal year instead of Calendar year??
- Kevin gave us an update on the Berns Flower Gift Card Sale.
  - We have sold \$3,500, earning \$700 for the band.
  - We have sold 140 cards to date
  - We budgeted \$10,000 this year for the flower sale
- Jen Volmer brought up the letter Mel wrote to the administration regarding the confusion on the decision of our flower sale. At this time, we are chalking it up to a lesson learned. Disappointing outcome, but maybe archive the answer for future needs.
- Melanie brought up how well the High School administration, and mostly Nick Falzerano, did at the graduation this past week. She was very impressed how they arranged the ceremony and stayed all day to make it a memorable day for this year’s Seniors. Nick stayed all day to take pictures of students and their families.

Meeting ended at 9:00 PM

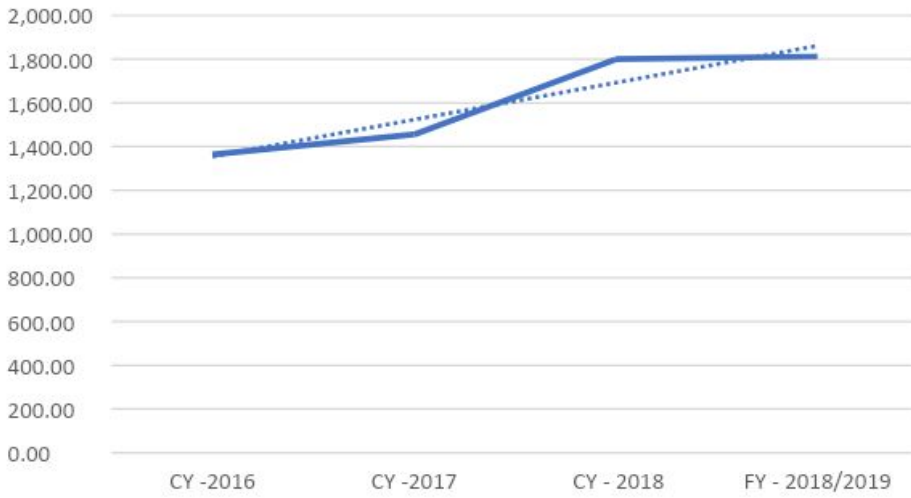
### Action Items

1. Setting up Audit ASAP
2. Organizing and filling Chair positions for the Invitational, getting organized to help move things forward as fast as possible
3. Jenna will get notes and information to Danielle to distribute in regards to the Invitational. Those will be sent as soon as they are received.

## Appendix B

### Year Over Year Fundraiser Revenue Trends

#### Kroger



#### Individual Sp



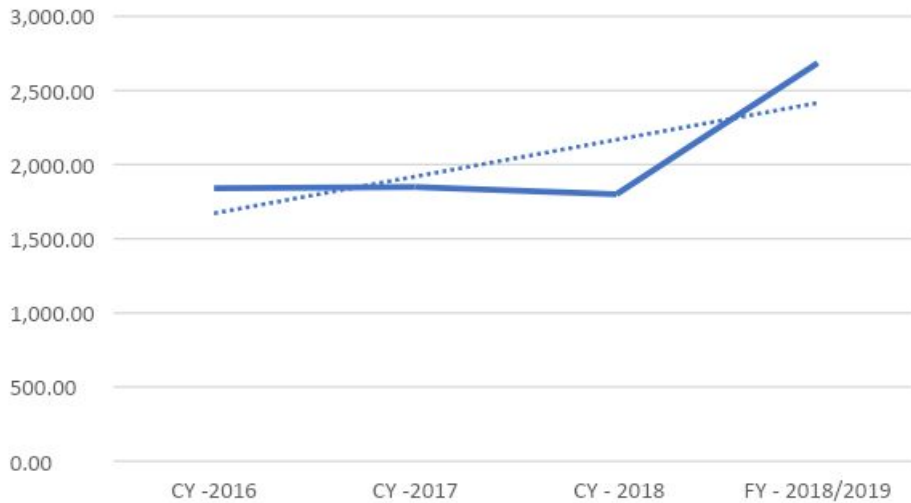
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#### Community (Ta



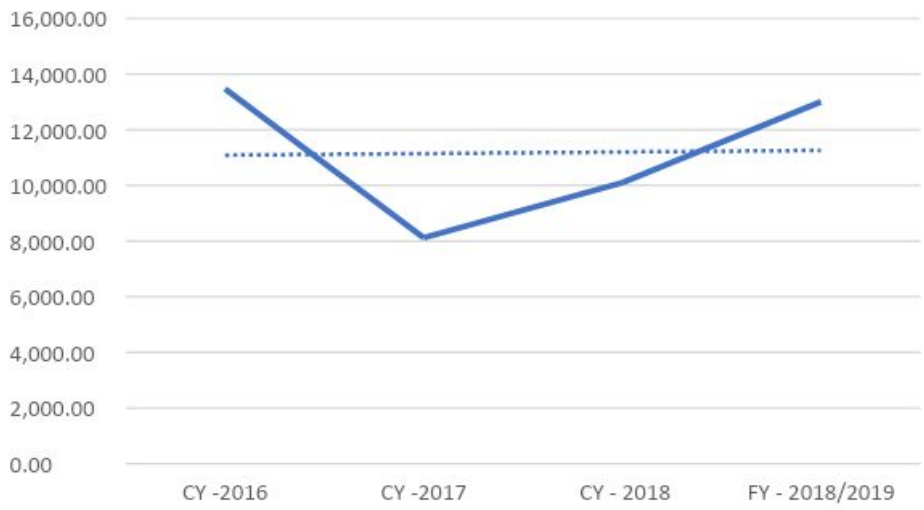
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#### Dayton Drag



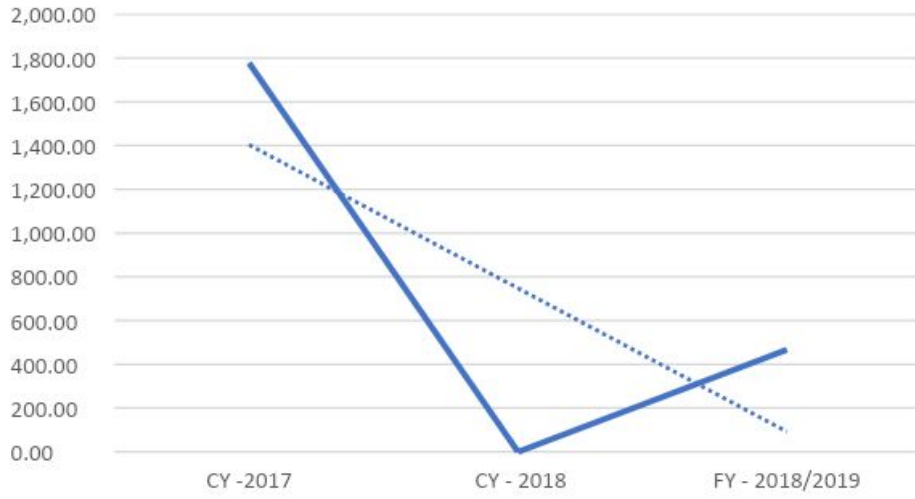
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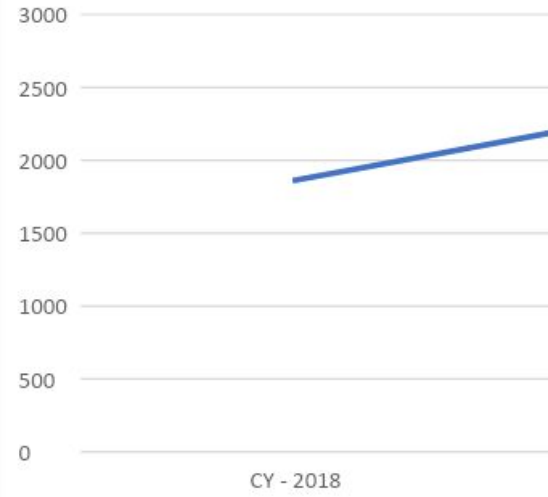
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### Spirit Wear



### Ford Drive Ev





## Appendix C

### Action Items from May 2020 Executive & General Meetings

- **Euchre tournament**
  - Kevin Hobbs is working on issuing refunds to everyone who had already purchased tickets for the event. **All refunds have been given.**
  - Jen Volmer will cancel the venue this week. **Jen has requested a refund. She will continue to follow up with the venue.**
- **2020 New York Trip for Seniors**
  - Barb Siler will outreach to management of Ellen's Stardust Diner to request a refund. Worst case scenario, the deposit can be pushed forward to 2021. **Barb states that she is still in negotiations with the Diner for a refund. The Diner is attempting to advance the date forward instead of giving a refund.**
- **Charms**
  - Kevin Hobbs to further investigate how long the Boosters have left on our Charms subscription. He will gather additional data to present to the Executive Board about potentially switching to Cut Time. **Kevin states that the BMB currently have a three year subscription with Charms that was purchased in 2019 for \$821. Cut Time is \$300/year, but it might be worth switching platforms if efficiency is increased. Also, Cut Time as unlimited storage that would be useful for archiving data. Kevin will test Cut Time using a free trial and report back to the Executive Board.**
- **Review of finances**
  - Rodney Silva, Ways & Means/Fundraising Trustee, to collaborate with Kevin Hobbs to ascertain the amount of expected income from each event/fundraiser for planning purposes. **See Fundraising under New Business.**
- **Audit/Audit Committee/Audit Algorithm**
  - Melanie Glover stated that the audit needs to be a priority since it was due in Jan2020.
  - Kevin Hobbs will create an algorithm for this year's audit committee to follow. **Kevin states that he is still working on creating an algorithm. An At-Large Audit Committee member still needs to be found.**
- **Process for event reporting reviewed:**
  - Heather Newell will work to complete an Event Report Worksheet from the Berns Gift Card Sale. **Heather Newell sent an Event Report for the Spring Flower Gift Card sale to the Executive Board today.**
- **Cash Apps**

- Kevin Hobbs will investigate the fees associated with using Venmo/similar apps in order to ascertain if it might be beneficial to use at the upcoming Fall Invitational. **Kevin states that he has done research on Venmo. He states that it is a personal payment system and is not necessarily cashier friendly. He is unsure of how quickly the payment is received once it is sent. He is working with Rod Silva to test it. He also states that the fees would be paid by the sender, not BMB.**
  
- **Proposed Changes to the P&P**
  - Larissa Scott, BOT Chair, tasked with creating document of the proposed amendments to the P&P that will be presented to the General Membership in June for approval. **See Old Business: By-Laws and P&P Updates.**
  
- **Proposed Changes to the By-Laws**
  - Heather Newell, Secretary Officer, tasked with creating document of the proposed amendments to the By-Laws that will be presented to the General Membership in June for approval. **See Old Business: By-Laws and P&P Updates.**
  
- **Potential Fall Fundraising**
  - Rod Silva, under the lead of Barb Siler, will outreach to Katie Blankenship, Choir Director, to discuss broadening the fall mum sale to benefit all music programs. **Rod will draft an email and forward it to Barb. Barb will then send it to Katie Blankenship. It is important that Katie realizes that we are not trying to take over her fundraiser, but instead, creating a bigger effort to benefit everyone involved.**
  
- **Scrip/Amazon Smile/Kroger**
  - Rod Silva will begin work on “sign up drives” for Scrip, Kroger, and Amazon Smile. **See New Business: Amazon/Smile/Kroger.**
  
- **Pit Boss (Have Brett and Chris agreed to co-chair?)**
  - A discussion began asking who would be “Pit Boss” this year. The entire Executive Board agreed that it should be a co-chair position between Brett Woeste and Chris Metzler. **Danielle Woeste states that Brett is in agreement. Melanie Glover will outreach to Chris Metzler.**
  
- **Banners for Big Bird**
  - Brett inquiring about banners that should have previously been put onto Big Bird. Melanie Glover will outreach to past President, Heather Blakely, for further information. **See New Business: Fundraising during Covid-19: Sponsorship.**

## Appendix D

Checking - \$ 7,979.32

Savings - \$76,491.09

Credit Card - We have a negative Credit Card Balance of - \$6,138.36. A request to transfer the funds will be made to move it back into Checking.

Received Amazon Smile distribution of \$121.78

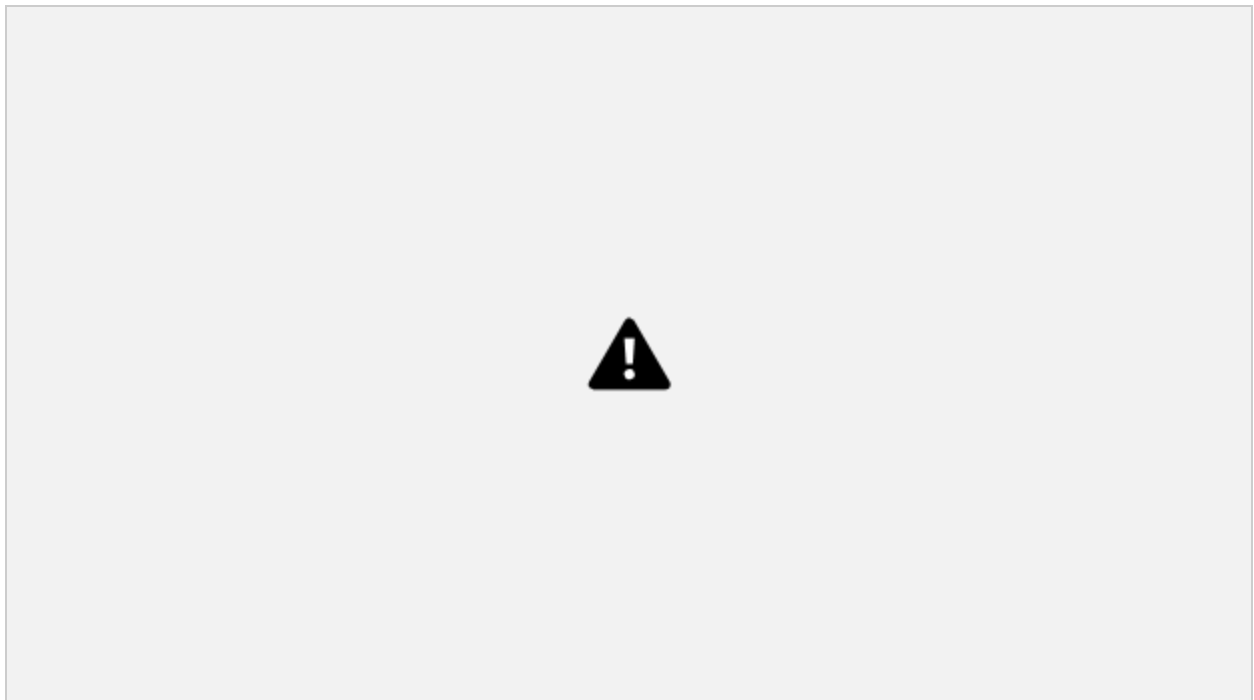
### Treasurer Activities

1. Reviewed the Script Process with Tracy to fill in knowledge gaps. We should be doing a script distribution this month (June).
2. iPad Rentals – Thinking about expanding the use of credit cards at our invitational, I was curious to know what it would cost to rental dedicated devices to perform the transactions vs. using personal phones or tablets. There are companies that cater to this, but the cost are significant (i.e. \$84 for an iPad with card reader). This would not be cost efficient.
3. Liquor Permit Refund – I have requested a refund for the Euchre Liquor Permit of \$40.
4. Jen has requested refunds for the Euchre Facility
5. Barb has requested refund from Ellen’s NY Diner
6. Flower Sales:
  - a. Cards Sold: 184
  - b. Sales of \$ 4,600.00
  - c. Cost of 3,680.00
  - d. Less Card Fees 142.35
  - e. Profit of \$ 777.65
7. Outstanding Checks: There are \$927 of outstanding checks (5) from 2016/2017 that will be voided since they haven’t been cashed.
8. General Ledger Account Description Change Request:
  - a. Account Category: MB Travel Expenses
  - b. Account Number & Description: TE-01 – Food
  - c. Request that we update the Account to add “& Supplies” to make account TE-01 Food & Supplies
9. Refunds have been completed for Euchre and NYC Trip
10. Bank Account Options: In regard to the deposit limits before we are charged to accept them, I have reviewed the current options on the PNC site and discuss with the bank to see if moving to a different plan makes sense and provides the services required.

Action Items from previous meeting:

1. Charms Subscription – We paid \$821.75 for a 3 Year Subscription last year, leaving 2 years on contract.
2. Reviewed Cut Time Website – Looks to have similar functionality and may be friendlier than Charms – Cost of \$299 per year and we can evaluate with a free trial period.
3. Vemno – Can we use this for events to provide another channel for payment? I signed up for an account as I needed to pay someone through this app. Easy enough to use, but it is more of a personal application, i.e. 1:1 vs. 1: Group or business. If we determine we want to provide this as an option, we would need to figure out how to receive/notify a cashier that we have received the payment. Rod Silva and I have passed \$1 back and forth and it is fairly quick, but it sends an email. That may cause delays in the cashier knowing that we have received payment, unlike the confirmation from a Credit Card.

Graphs







**Appendix E**  
**Director's Report**

**Please Note:** *All information contained in this document is subject to change based on any new guidance we receive. The following plans are for SUMMER REHEARSALS and are based on OHSAA sports and health department guidelines for summer practices. These guidelines are NOT for when school is back in session. Our district is waiting on guidance from the state, and NO PLANS have been made yet for how school will be organized.*

Arriving at rehearsal (rehearsals are \*optional\*)

- Temperature checks (all people including staff)

- Fill out Google Form for symptom check (all people including staff)

- Anybody with symptoms or fever is sent home

- Recheck after meal breaks

- Everyone should use hand sanitizer when they arrive

Arrive wearing masks and keep them on until we are doing “strenuous activity” or playing

- our instruments

- Supplies will be on hand in time for rehearsals

- Must have facemask with you at all times

- Backpack with

- Dot book

- Pencil

- Music

- Facemask

- Towel

- Umbrella/rain jacket

- Trash bag

- Sunscreen

- Rehearsal cancellation

- Reasons for possible cancellations of rehearsals:

- Notification of positive COVID case

- Weather

Groups

- First phase is 10 at a time

- Groups can't be mixed

- Later phase is 50 at a time

Equipment

- No instrument sharing (mouthpieces, valve oil, mallets)

No instruments or equipment storage at school (exception: pit percussion, tubas?)

- EVERYONE has their own water bottle (large enough for entire block)

No access to drinking fountains; bottle filler WILL be available  
Bring a towel to wipe down if you will be sweating  
Shoes and shirts at ALL times including on breaks

#### Restrooms

1 person at a time  
Only the ones by the band room are open  
Try to avoid using if at all possible

#### Inclement weather protocol -

dependent on available facilities  
It is possible rehearsal could be canceled due to inclement weather

#### Facilities

Areas will be taped with 6 foot spacing

#### Cleaning

We will clean/disinfect surfaces/door handles/equipment/etc before and after each rehearsal

#### Leaving rehearsal

Put masks on when we are done rehearsing  
Minimize the need to go inside  
Avoid congregating as a group for announcements/for any reason  
Avoid hanging out after rehearsal  
Go home and shower and wash clothes is suggested/encouraged