



Bellbrook Music Boosters

07Dec2020

6:00 pm

Zoom Video Call, # 913 156 9591

Meeting Recorded in its Entirety

Executive Board Meeting

Call to Order: 6:01 pm

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

- Absent: Rod Silva, Vice Principal Todd Whalen

Welcome:

Approval of the Executive Meeting Minutes, 02Nov2020:

- Amy Theodor, 1st motion, Phoebe Dickman, 2nd, All Approved

Old Business:

- **Creating a Process for the Accounting of Monies in the Band Lock Boxes**
 - President Melanie Glover reported that the padlock was removed from the Band Room Lock Box. It was replaced with a new padlock and the original lock on the box was repaired. This will create a new process requiring two individuals to open each lock in order to access the contents of the box.
 - There will be two sets of keys:
 - ☐ **Lock #1:** *Depositor Dawn Metzler and Andy Soloman* will each have copy of the key
 - ☐ **Lock #2:** *Andy Soloman* will have a copy of the key. The second copy of the key for Lock #2 will be available for a *Proxy for Depositor*, chosen from the Executive Board, that will be assigned on a situational basis. Melanie will have possession of the second copy of the key for Lock #2 in the interim.

New Business

- **Treasurer's Report– Appendix A**
 - Treasurer Kevin Hobbs reported that the Boosters' financial records ("The Books") are on a fiscal year, while the taxes are on a calendar year. Kevin requested permission to move the books to be in line with the calendar year in order to make completing taxes a more streamlined process. The Executive Board was in agreement.

- **Board of Trustee's Report**
 - Amy Theodor, Sponsorship Trustee, spoke regarding the Annual Sponsorship Drive. She is currently drafting a letter and updating sponsorship levels that are relevant to actual sponsorship opportunities during the current pandemic. She will draft example letters and levels to share with the board for feedback before sending them to families and local businesses.

- **Officer's Report**
 - President Melanie Glover verbalized that the call for nominations for: Officer Positions and two Trustee positions, and the Spring Election, will be occurring soon.
 - Melanie also asked the Directors if they would be willing to sign off on volunteer hours for Bellbrook Alumni College Students who are willing to assist with the Music Program. Mrs. Siler and Mr. Soloman were in full agreement.

- **Director's Report-Appendix B**
 - Points highlighted during the Executive Board conversation included:
 - ☐ There will be a Disney Trip meeting in the next six weeks. Current 8th graders, who will be incoming Freshman, will be invited to go on the trip.
 - ☐ The Spring Concerts will be held in March. Dates TBA.
 - ☐ There will be no Chamber Music Concert this year due to challenges related to the Covid Pandemic.
 - ☐ The 8th Grade Band Informational Meeting will be on 01Feb2021. Barb Siler introduced the idea of creating Welcome bags containing: written information, the purple band t-shirt, a treat of some sort, and potentially a Bellbrook Music sticker. The bags will be delivered to the students' homes prior to the meeting in the hopes of fostering feelings of investment and excitement about the BHS music programs.
 - Heather Newell and Phoebe Dickman will organize this project. The budget will be \$200 (obtained from the BMS Cookie Dough profits.).

- **Administrator's Report**
 - Mr. Todd Whalen, Vice Principal, not present.

- **Winter Invitational**
 - The MEPA Bellbrook Invitational will tentatively be held on 20Feb2021 at Bellbrook High School. There are currently 16 groups that have registered for the event: four groups from Bellbrook and 12 groups from outside schools.
 - Mr. Andy Soloman gave a breakdown of the event and fielded questions from the Executive Board:
 - ☐ The performances will be in blocks with limited seating. Tickets will be purchased ahead of the event (\$8 per ticket). After each block has performed, all parents/supporters and performers from that block will be required to exit the building.

- ☒ Limited Chaperones/Pit Dads will be permitted: only a total of 10 adults will be allowed to accompany each school's performers onto the floor.
- ☒ The event will be streamed on Flo Marching.
- ☒ There will be no awards retreat.
- ☒ MEPA is requesting a limited meal for the judges (potentially catered box lunches). There will be approximately ten judges that will all be within driving distance of the event. There will be no flights/airport pick ups or hotel accommodations.
- ☒ Regarding masks: All spectators will be mandated to wear masks. However, MEPA is only "encouraging" students to wear masks while performing.
- ☒ Regarding concessions: Food items will need to involve pre-packaged food and will model what the sports teams are doing at their events. The idea of potentially using the Bird Feeder, weather permitting, was suggested.
- ☒ If there are Candy Grams, they will need to be given directly to the parents purchasing it, who will then give it to their student after departure from the event.
- ☒ Bus Drivers will be given a food voucher.
- ☒ Andy Soloman to contact: the BSS Administration, fellow host schools, Mr. O' Dell, Athletic Director, and MEPA regarding:
 - Required cleaning procedures in between blocks
 - Who will supply cleaning supplies/materials
 - Whether or not MEPA be doing contact tracing
 - More specific details as asked by the Executive Board

Next meeting date/time/location: Winter Invitational Meeting: 18Jan2021 at 6 pm via Zoom.

Adjourn: 7:10 pm

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

APPENDIX A

Treasurer Report **January 11, 2021**

Page 1/6

BALANCES (*Financial Data as of 12/31/2020)

- Checking - \$13,832.21
- Savings - \$76,516.32
- BOOSTER FUNDS OVERVIEW:
- YTD Income: \$ 20,455.36
- YTD Expenses: 28,466.48
- YTD Surplus/(Deficit): \$ (8,011.12)

Monies Received from Donations/Fundraisers

Source Amount

1. Embellished Threadz – Spirit Wear \$ 223.30
2. Kroger Rewards 615.36
3. Greene County Community Foundation 300.00
4. BW3 Dine-In 151.72
5. Scrip 3,224.62
6. Poinsettias Sale (Net) 3,065.00

Treasurer Activities

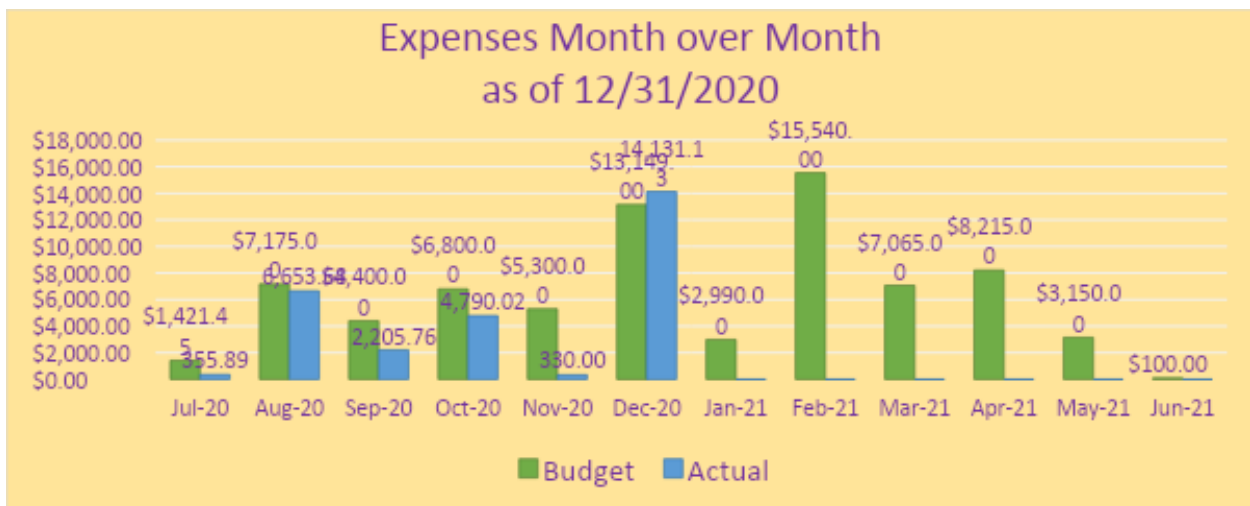
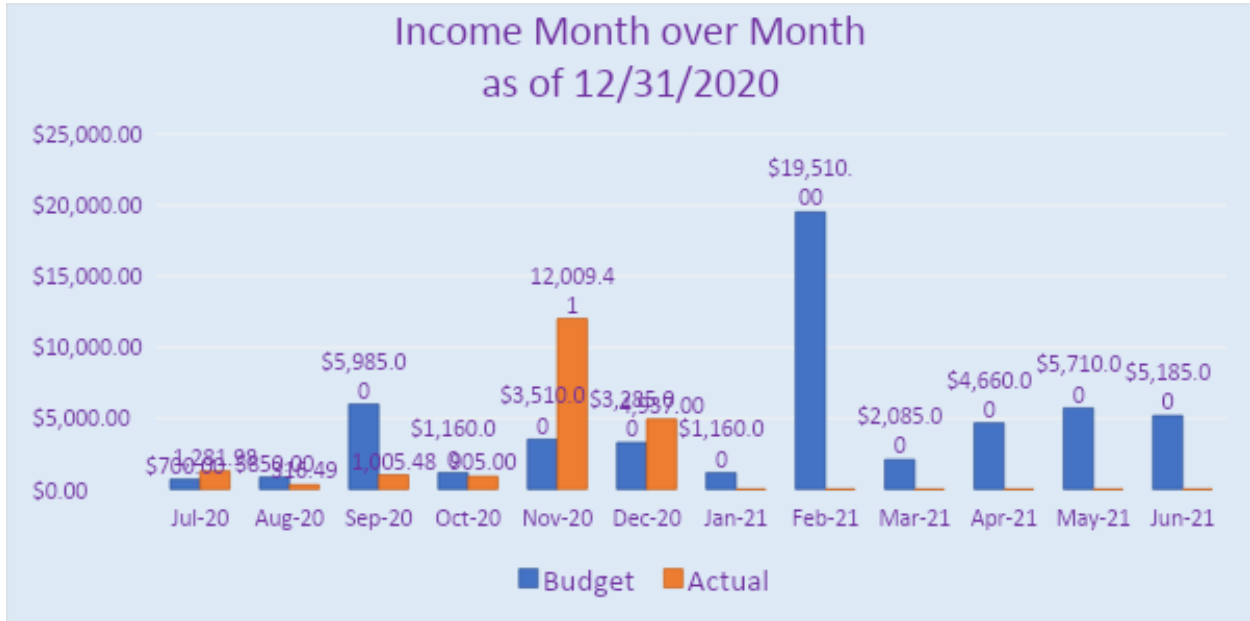
1. Awaiting refund from Euchre Facility (Advanced Business Venues for \$450)
2. Preparing to generate 1099s for contracted staff
3. Preparing to complete 2020 Taxes

Below Graphs:

APPENDIX A

Treasurer Report January 11, 2021

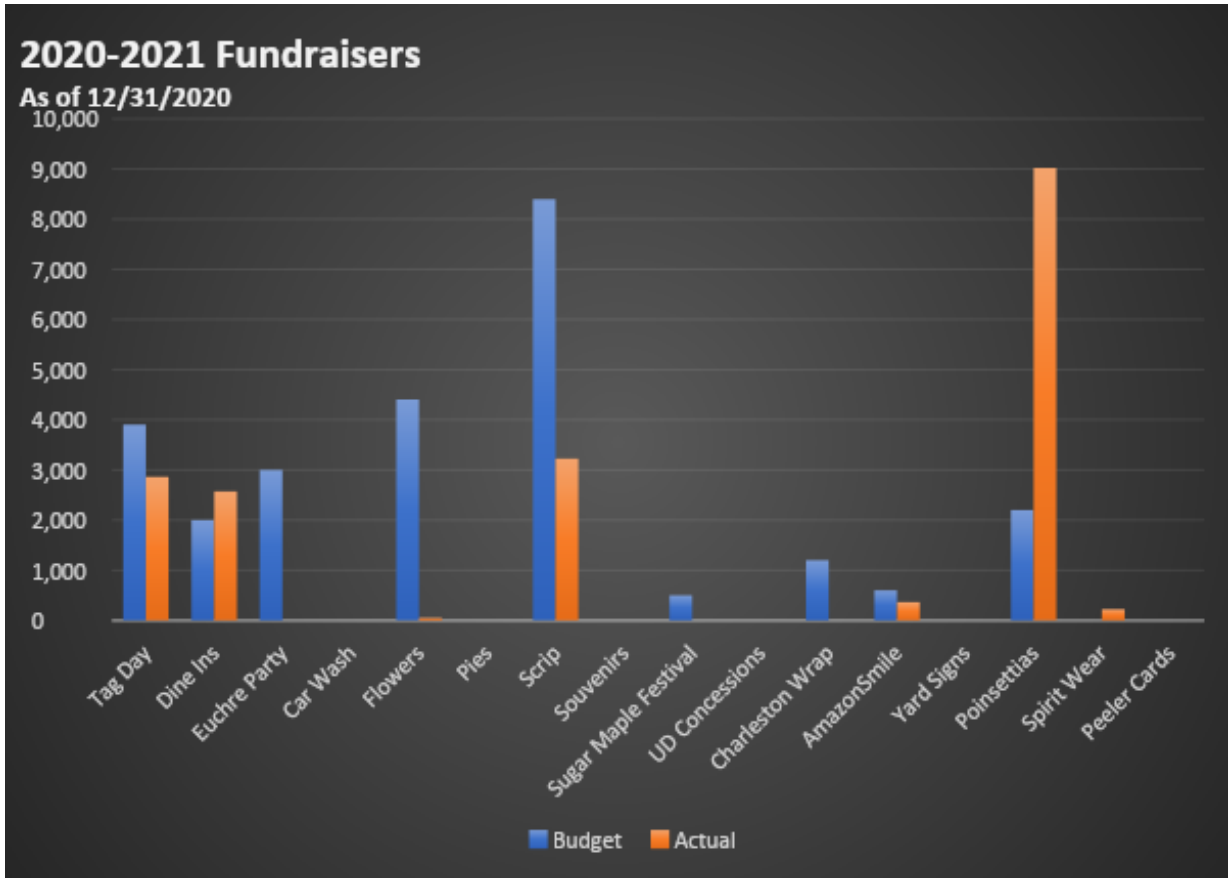
Page 2/6



APPENDIX A

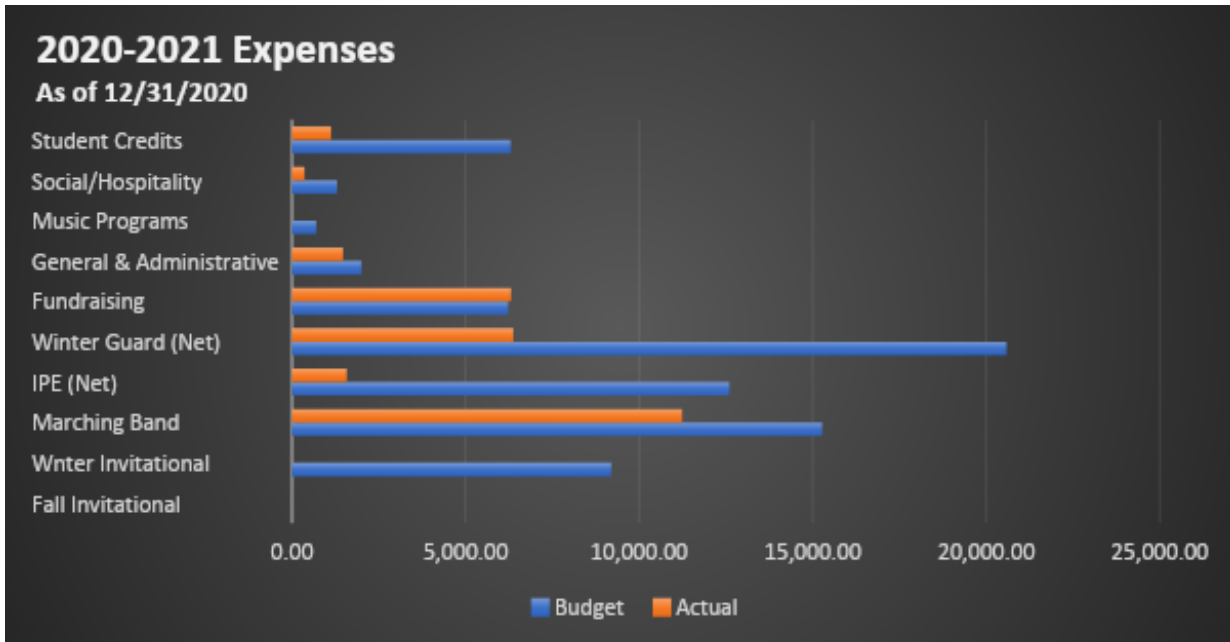
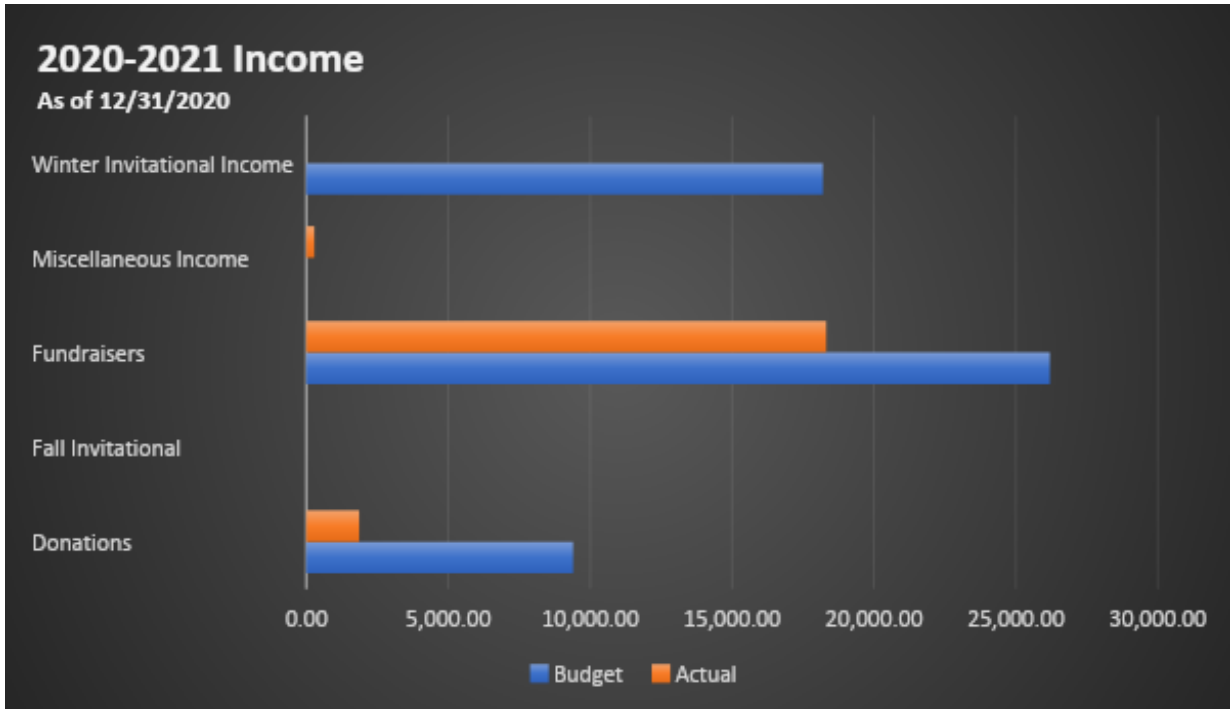
Treasurer Report
January 11, 2021

Page 3/6



APPENDIX A

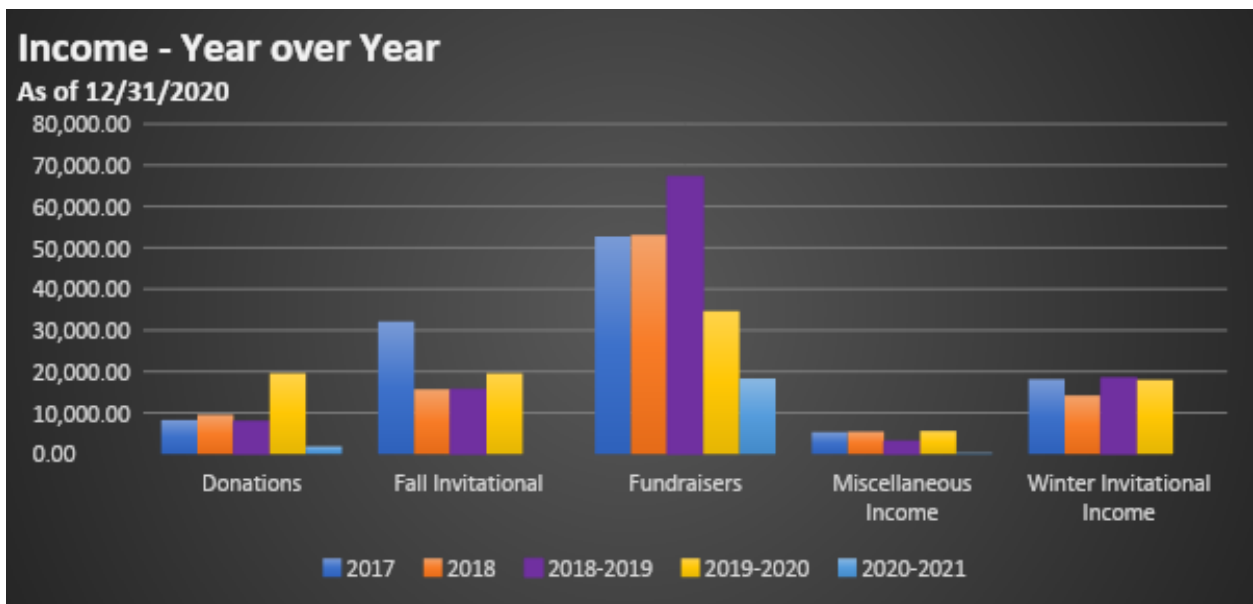
Treasurer Report January 11, 2021



APPENDIX A

Treasurer Report January 11, 2021

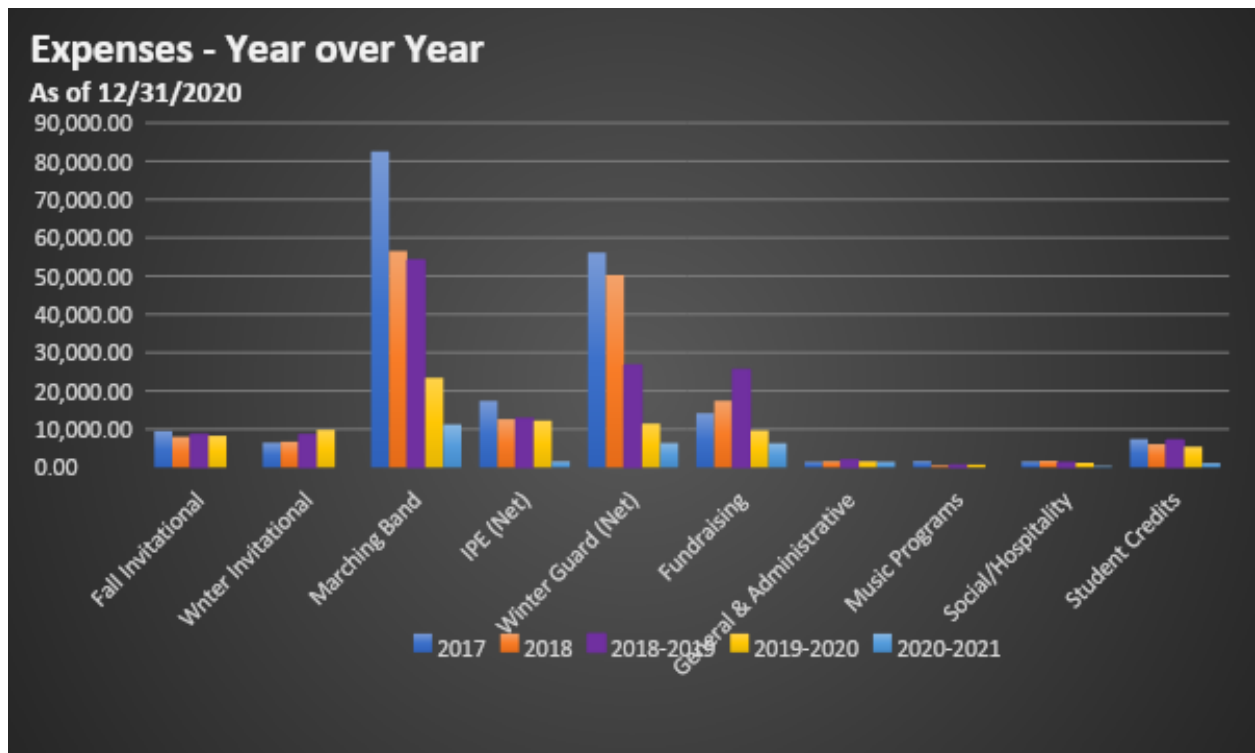
Page 5/6



APPENDIX A

Treasurer Report January 11, 2021

Page 6/6



APPENDIX B

DIRECTOR'S REPORT

Monday, January 11, 2021

- (Current) 8th Grade Band Informational Meeting: Monday, February 1
- Next month is traditionally the booster meeting that is preceded by the meeting with next year's incoming 9th grade parents. We should discuss this tonight; usually we invite some boosters to speak. This meeting is primarily to discuss curricular courses, but we also discuss all the other aspects of the music program. We would like booster input on ways to make this meeting effective virtually. Are we able to organize a "welcome" drop off to the families of 8th graders? This would include perhaps a Bellbrook Music sticker, packet of info, and a note from the parent or student dropping it off.
- Spring Concert Dates are nearly set! Our current plan is to use the same livestream setup as our December concerts.
 - 6th Grade
 - 7th/8th Grade
 - HS Band
 - Choir
- Thanks for all your efforts toward the poinsettia sale, especially Heather Newell and the crew who was here Saturday loading cars. We truly appreciate you!
- Indoor Percussion is putting their show together - "Moving Parts" with music inspired by the piano writing of Sergei Rachmaninoff.
- Winter Invitational is tentatively scheduled for Saturday, February 20th. Details are still in the works with the district and MEPA as far as what this event will look like. Here are some updates:
 - Limited seating/ticketing
 - Limited chaperone/pit dad passes
 - Shorter show days for students (we are not allowed to go back in and watch, and there will be no awards retreat at the conclusion)
 - Tickets will be for a short "block" of a few groups. This will mean that spectators can watch up to a few groups before or after their group performs
 - After each "block" of performances, the bleachers are cleared and new spectators are allowed in
- MEPA show dates have been announced and are listed on the Bellbrook Music Department Google Calendar
- IPE and Winterguard will both be participating in WGI Virtual World Championships in late March/early April