

## Bellbrook Music Boosters

13July2020

6:00 pm

Zoom Video Call, # 867 7546 2012

Meeting Recorded in its Entirety

Executive Board Meeting

**Call to Order:** 6:06 pm

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

**Absent:** Todd Whalen, Amy Theodor

**Welcome:**

**Approval of Executive Minutes, 06May2020 & 09June2020:**

**Old Business:**

- **Status of Audit/Audit Algorithm/Audit Committee**
  - Kevin Hobbs states that he is completing the audit algorithm. He will schedule the audit, which encompasses the Treasurer's books, as well as the Scrip books, after the 2020-2021 Budget has been completed.
  - Kevin states that he will need one person from the General Membership to serve on the audit committee. He will look at the Parent Survey results to ascertain who expressed an interest in audit/financial activities.
  
- **Invitational Update/Chairperson Positions**
  - After members of the Executive Board assumed Chairperson positions, seven openings remain. These openings will be discussed at the General Membership meeting tonight, 13July2020.
  - Andy Soloman states that a "Festival Class Performance" is a possible format that could be explored for our invitational if bands that have already registered decide to not be competitive this season. He states that he will find out additional information about the status of the circuit at the MSBA Director's Meeting on 19July2020.
  - Andy will contact Dennis Eck to find out if he would be willing to be this year's announcer for the Invitational. Larissa Scott commented that her uncle has been the announcer for multiple years at the Kings Championship and might be available if Mr. Eck is not.

- **Sponsorship/Status of Banners for Big Bird**
  - Brett Woeste has not yet retrieved the sponsorship banner for Big Bird from Past President, Heather Blakely.
  
- **Status of Student Video Clips to Accompany Fundraising on Social Media**
  - Per Andy Soloman, eight videos have been recorded by Student Leadership thus far. He will send out another appeal for additional clips.
  
- **Fundraising during Covid-19**
  - 1) Result of Amazon Smile/Scrip/Kroger Drives (Andy Soloman)**
    - There were 75-80 total responses for all three fundraising drives. The fewest number of responses was for the Scrip sign up.
    - Jen Volmer will lead a team of parent volunteers in creating video content in support of using Scrip, as well as filmed “how to” videos regarding signing up for Scrip and using the Scrip Virtual Wallet.
  
  - 2) Spirit Wear with Kim Kress of Embellished Threadz**
    - Jen Volmer will be meeting with Kim Kress later this week to discuss a Spirit Wear sale. They will discuss the logistics, as well as potential merchandise that the BMB could sell.
  
  - 3) Status of Letter to Katie Blankenship regarding Fall Mum Sale**
    - Rod Silva crafted an email that was sent by Barb Siler to Ms. Blankenship. The initial communication served as an introduction to the conversation of having a joint Mum Sale in the Fall that would benefit all music programs.
    - Per Barb, Ms. Blankenship stated that she prefers to run the Choir Mum Sale through the school.
    - The BMB will continue to broach the subject in the attempts of reaching a compromise.
  
  - 4) Determine plan for Tag Day**
    - The District and BHS Administration have stated that students are not permitted to engage in Door to Door fundraising activities.
    - The Executive Board is in agreement that this year’s fundraiser will be a combination of: Dropping off/Picking up donation envelopes across the District (using traditional Tag Day grids), Parent volunteers in a “Fill the Shako” event, and an online Direct Donation Campaign via PayPal or Square.
    - It will be critical that it is publicized extensively on school and personal Social Media platforms. Student videos will accompany info graphics.
    - Students will also be encouraged to virtually reach out to friends and family requesting donations.

## New Business

- **Treasurer's Report**
  - *Appendix A*
  - Barb Siler has still not been able to receive a refund from Ellen's Stardust Diner stemming from the canceled 2020 New York Trip. The Executive Board is in agreement that the deposit can be pushed forward for the 2021 NY trip.
  - Regarding the Euchre Tournament, Jen Volmer is still attempting to receive a refund of \$650 from the venue.
  - Kevin Hobbs states that a Budget has been created for the 2020-2021 year, but he, Rod Silva, and Al Astroski are still attempting to adjust it due to the many unknowns regarding this Marching Band season. Kevin reports that while all appropriate payments are being made, there is no official budget at this time.
  - Barb states that 20 beanies ( \$8 each on Amazon) need to be purchased before next week's band camp.
  
- **Board of Trustees' (BOT) Report**
  - Held for the General Membership Meeting.
  
- **Officers Report**
  - Held for the General Membership Meeting.
  
- **Director's Report**
  - Held for the General Membership Meeting.
  
- **Administrators' Report**
  - No Administrative representative present.

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

**Adjourn:** 7:15 pm

Melanie Glover, 1<sup>st</sup> motion, Phoebe Dickman, 2<sup>nd</sup>

## Appendix A

### TREASURER NOTES: FISCAL YEAR ENDING 06/30/2020

Checking (07/06/20) \$ 15,317.09

Savings (07/06/20) \$ 76,501.12

Credit Card (07/06/20) \$ 0.00

- Previous CC balance of - \$6,138.36 refunded but sent to Brad. Brad will get the check to Al.

### MONIES RECEIVED

1. Kroger Rewards:	\$ 416.24
2. Corporate Donation: Anonymous Donor	\$ 10,500.00
3. Corporate Donation: Boeing/Al Astroski	\$ 400.00
4. Sponsorship: Brooke Profitt/Advantage Home Warranty	\$ 100.00
5. Elsa's Dine-In (March Dine-In)	\$ 450.00
6. D. Moore – Returned monies for refund error	\$ 500.00

### TREASURER ACTIVITIES

1. Discovered Error in NYC Refund to incorrect recipient – Requested funds to be returned \$700 Outstanding, issued check to correct recipient.
2. Received Scrip distribution from Tracey – Check to be deposited
3. Performed year-end adjustments for Scrip Card Inventory & Bank Balance
4. Outstanding Refunds:
  - a. Liquor Refund (No response, Kevin will follow-up)
  - b. Euchre Facility (Jen is working on this)
  - c. Ellen's NY Diner – This is not being returned, but retained until we use the credit \$205.49
5. Voided aged outstanding checks from 2016/2017 totaling \$927 – 5 Checks
6. Sent response letter to Anonymous Donor
7. Completed paperwork to receive Credit Card and rescind previous Brad's Credit Card.
8. Emailed Don Schrodi (Previous Treasurer and CPA @ Thorn, Lewis & Duncan) in regard to annual 990ez filing, received response that he has performed this for the last 6 years and is relinquishing those responsibilities. (i.e. Kevin to review previous years 990ez and instructions to complete filing)
9. Draft budget for 2020/2021 school year created.

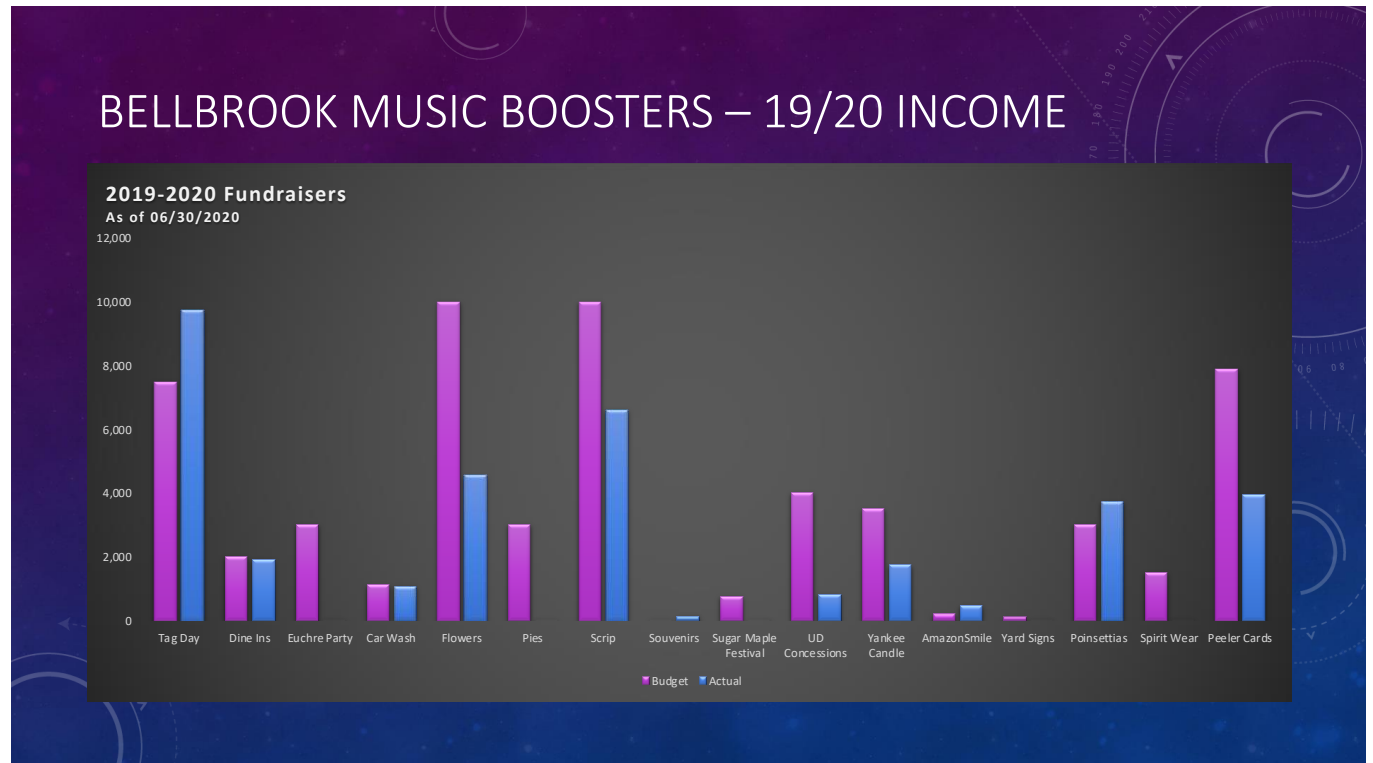
## ACTION ITEMS FROM PREVIOUS MEETING

1. Direct Donations Programs
2. 3 Amazon Gift Cards from Tracy – Done (When is the drawing for them?)
3. Review Flower Sales Event Report & document Lessons Learned from Flower Sales
4. Audit Procedures (In Progress)

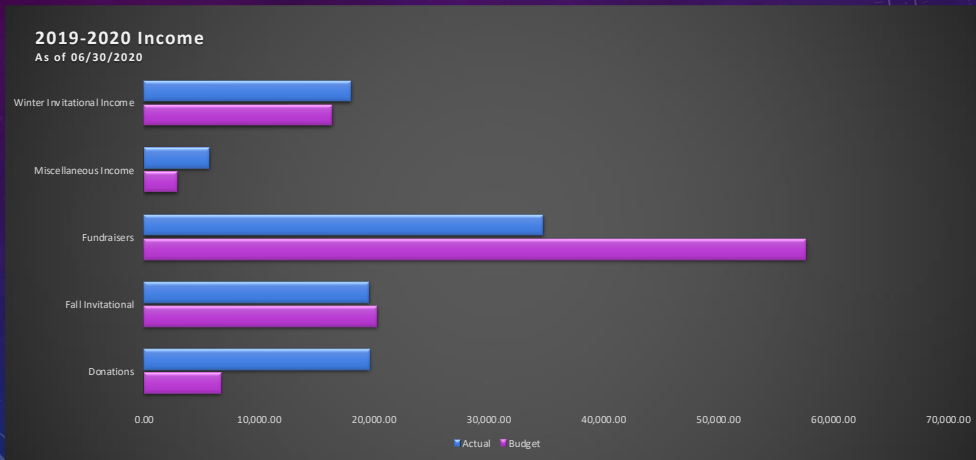
## THINGS TO DO

1. Need to Schedule Internal Audit Review for Treasurer and Scrip books
  2. Need some budget guidance and to schedule budget review meeting (Soon)
  3. Received notice about IRS Form 990 – Need to file form to change the from Calendar Year to Fiscal Year
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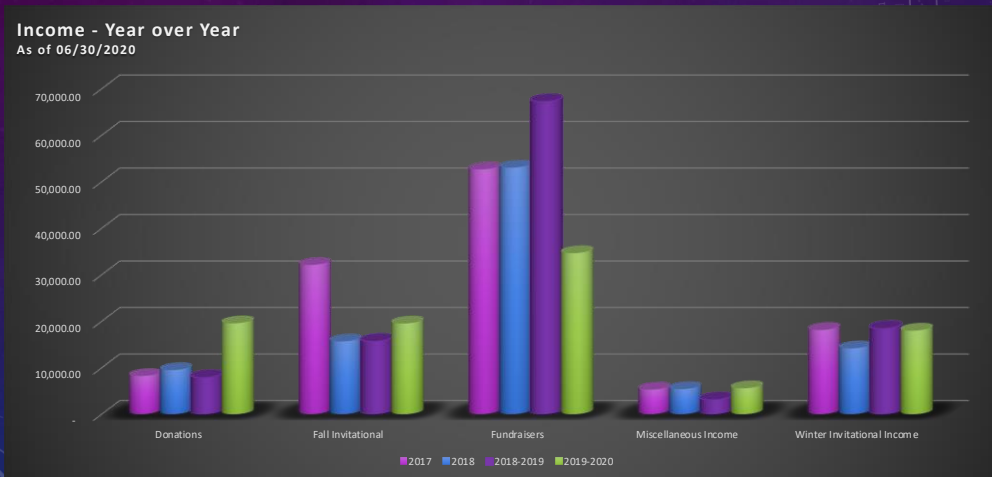
## Graphs



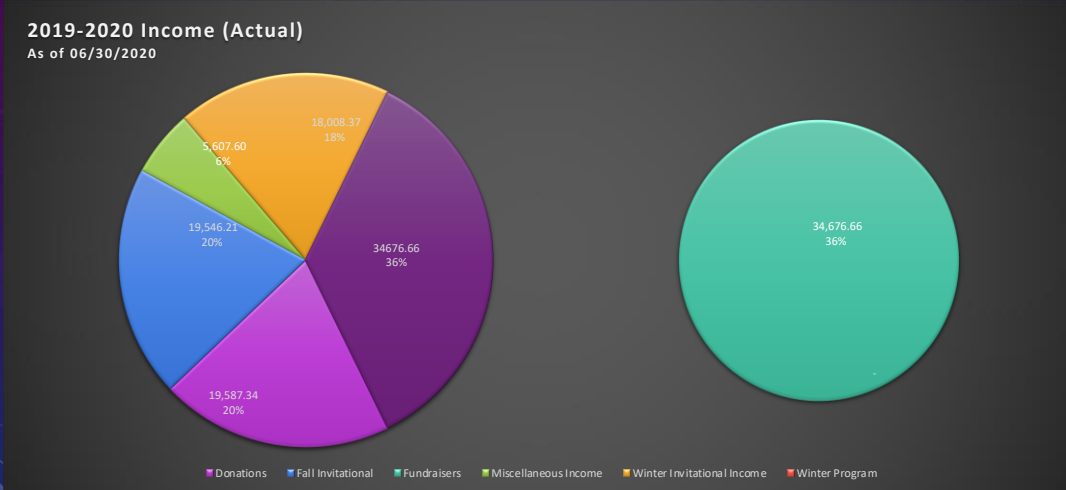
# BELLBROOK MUSIC BOOSTERS – 19/20 INCOME



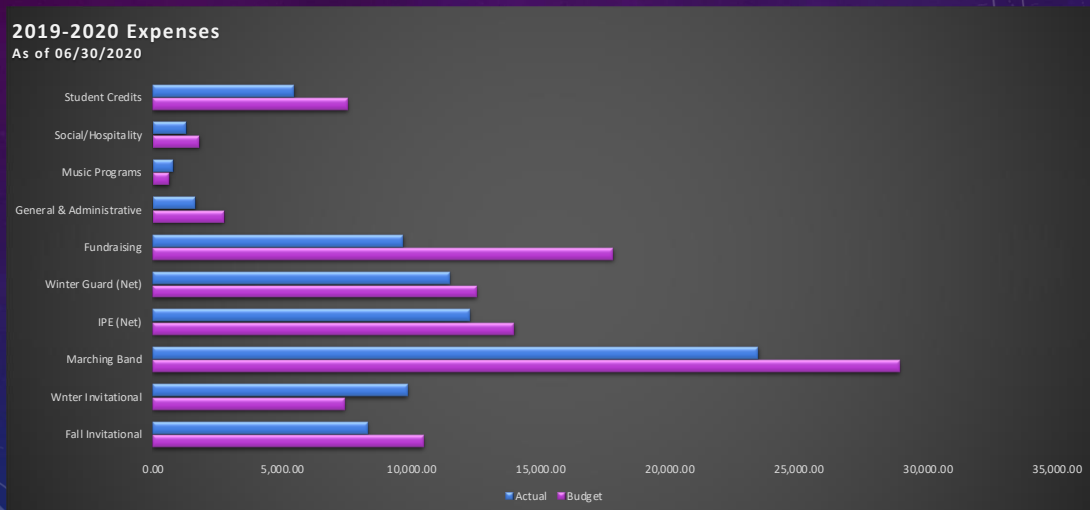
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# BELLBROOK MUSIC BOOSTERS – 19/20 INCOME



# BELLBROOK MUSIC BOOSTERS – 19/20 EXPENSES



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