

Bellbrook Music Boosters

13July2020

7:15 pm

Zoom Video Call, #913 156 9591

Meeting Recorded in its Entirety

General Membership Meeting

Call to Order: 7:23 pm

Roll Call: *Appendix A*

Welcome:

Approval of General Membership Minutes, 07May2020

- Becky Hobbs, 1st motion, Jen Volmer, 2nd, All Approved

Old Business:

- **Invitational Update/Chairperson Positions:**
 - Open positions for Chairpersons of: Press Box, Timer, and Programs were filled by the General Membership. Four open positions remain (Personal Safety Committee, Outside Vendors, Hospitality, and Sales).
- **Fundraising during Covid-19:**
 - 1) **Result of Amazon Smile/Scrip/Kroger Drives:**
 - There were 75-80 total responses for all three fundraising drives. The fewest number of responses was for the Scrip sign up. Andy Soloman will draw for the winners of each drive this week.
 - 2) **Status of Tag Day:**
 - The BSS District and the BHS Administration have stated that students are not permitted to engage in Door to Door fundraising activities.
 - 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 this event 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 B*
 - Kristin Selvaraj clarified that the \$450 check from Elsa's that Kevin Hobbs detailed in his report was actually from the March 2020 Dine Out event at Elsa's Corner Cantina. The June 2020 Elsa's Dine Out raised \$875.
- **Board of Trustees' (BOT) Report**
 - **Presentation of Amendments to Polices & Procedures:** *Appendix C*
 - **Vote for Approval of Amendments to Polices & Procedures**
 - Phoebe Dickman, 1st motion, Tracey Waller, 2nd, All Approved
- **Officers Report**
 - **Current status of Season/Events/Fundraising**
 - **President Melanie Glover chose to hold commentary in leu of the Director's Report.**
 - **Presentation of Amendments to By-Laws:** *Appendix D*
 - **General Membership Vote for Approval of Changes to By-Laws**
 - Al Astroski, 1st motion, Chris Metzler, 2nd, All Approved
- **Director's Report**
 - *Appendix E*
 - In case of inclement weather, the BHS Auditorium as been marked off, so that up to 50 students can be six feet apart in the space. While the space is not appropriate for rehearsal, it is a shelter until parents can arrive to pick up their student should rehearsal be canceled due to adverse weather.
 - Barb Siler reports that she and Andy Soloman are conferring with Mr. Eckley, BMS Principal, regarding the 6th Grade Super Start program.
 - Pending results from a current study regarding Covid-19 infection rates and the playing of musical instruments, it is a possibility that woodwinds would need covers for their bells.
 - Andy reports that the Senior Dinner will be delayed for the time being.
- **Administrators' Report (Todd Whalen)**
 - No Administrative representative present.
- **Monthly Dine-Out**
 - 14July2020 Dine Out at Rapid Fire Pizza, 11am-10pm
****1008 Miamisburg-Centerville Rd. location ONLY****
 - The BMB will receive 25% of the sales.
 - A paper or virtual flyer must be presented.

Open Forum:

- **Tents/Tarps**
 - Brett Woeste requests that the Pit Dads be allowed to purchase two tents from Amazon for approximately \$240. The current tents are in need of replacement and students need shade since they are not allowed inside of the school building. He will also price a tarp to replace the one that has dry rot.
 - Kevin Hobbs, 1st motion, Chris Metzler, 2nd, All Approved.
 - Brett will purchase the supplies using Amazon Smile and Scrip Cards for added financial benefit for the band.

- **Use of Marching Band Uniforms this season**
 - Andy Soloman reports that a concrete decision has not been made at this time as to what the MB will wear on the field, but the general consensus is that shared uniforms will not be permitted out of an abundance of caution.

- **The Next Large BMB Expenditure**
 - Kevin Hobbs asked the Directors what is the next large expenditure that the Marching Band will need. Andy Soloman and Barb Siler state that it will be uniforms.
 - Tracey Waller, MB Uniform Chair, reports that the current uniforms have approximately 4-5 years of continued wear if buttons are replaced.
 - Andy states that the financial focus of this season will be to attempt to come out of the Pandemic without any major losses. Going forward, the Boosters can begin to put funds aside for uniform replacement.

- **Plexiglass Shields for the BMS and BHS Band Rooms**
 - Barb Siler requesting that plexiglass shields be constructed to go around the Conductor's podiums at BMS and BHS for Concert Band.
 - Brett Woeste will price materials and work on a construction plan.

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

Adjourn: 8:43 pm

Jen Volmer, 1st motion, Brett Woeste, 2nd

APPENDIX A

Roll Call, 13July2020:

- ❖ Melanie Glover
- ❖ Danielle Woeste
- ❖ Heather Newell
- ❖ Kevin Hobbs
- ❖ Larissa Scott
- ❖ Rodney Silva
- ❖ Phoebe Dickman
- ❖ Paula Kreitzer
- ❖ Al Astroski
- ❖ Jen Volmer
- ❖ Andy Soloman
- ❖ Barb Siler

Absent: Todd Whalen, Amy Theodor

- ❖ Paavo Volmer
- ❖ Kristin Selvaraj
- ❖ Brett Woeste
- ❖ Chris Metzler
- ❖ Tessa Blachly-Flanagan
- ❖ Nick Falzerano
- ❖ Tracey Waller
- ❖ Amy Rodenroth
- ❖ Tracy Smith
- ❖ Deb Goffinett
- ❖ Mark Fortman
- ❖ Becky Hobbs
- ❖ Marjorie Silva
- ❖ Chris Dickman
- ❖ Rachele Alban

Appendix B

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

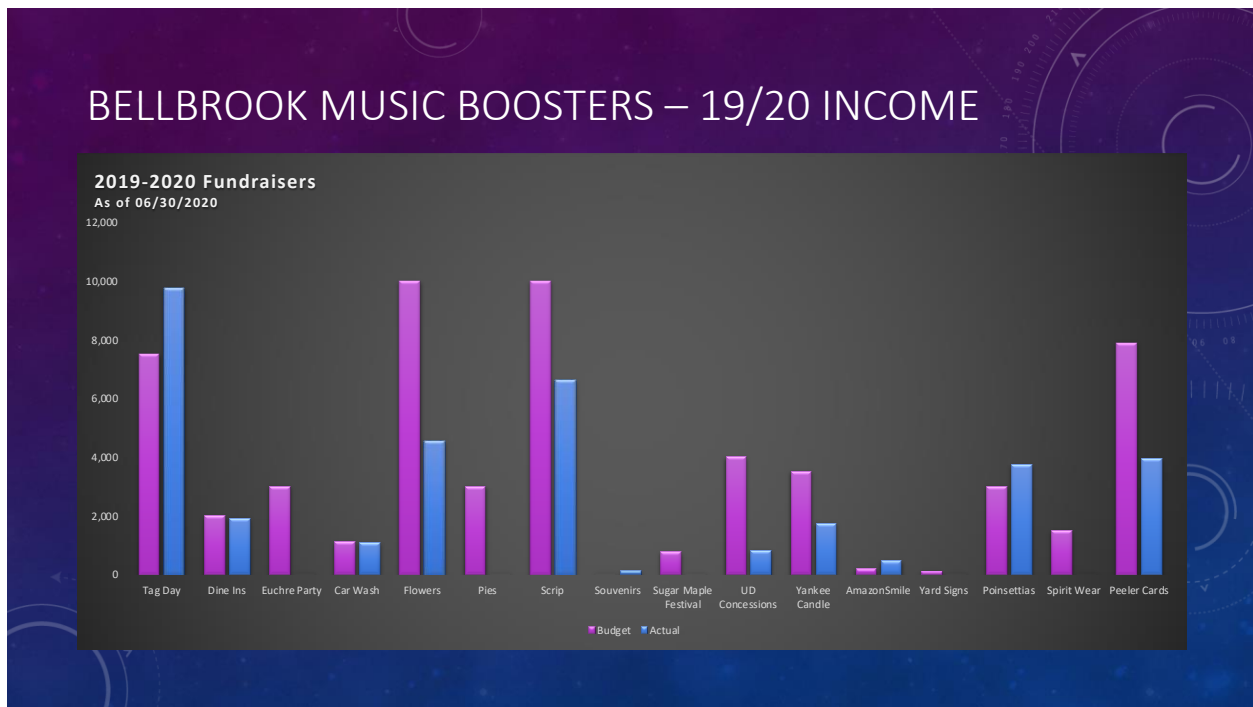
1. Direct Donations Programs

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)

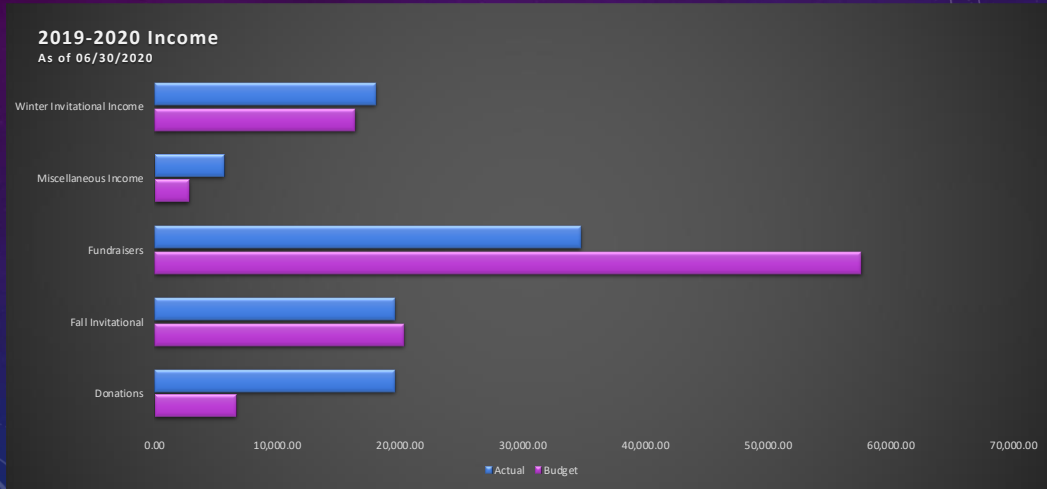
THINGS TO DO

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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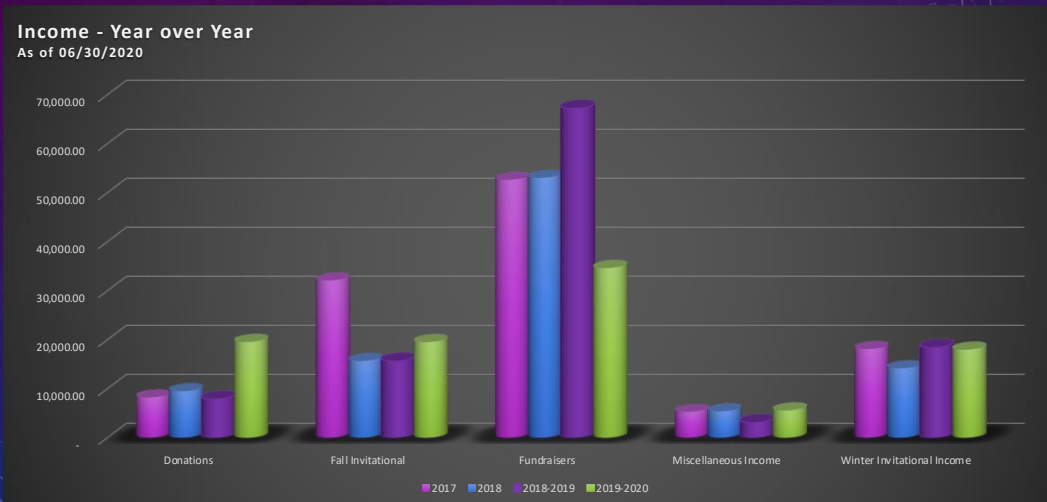
Graphs



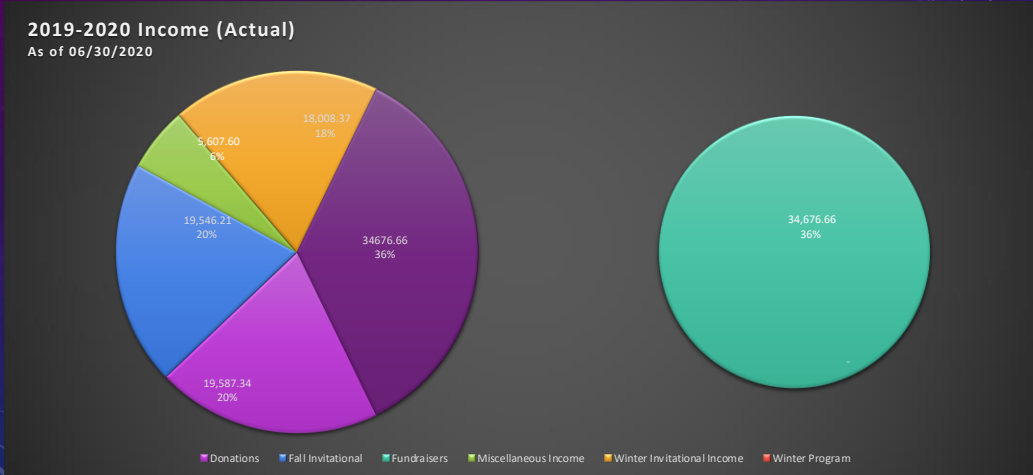
BELLBROOK MUSIC BOOSTERS – 19/20 INCOME



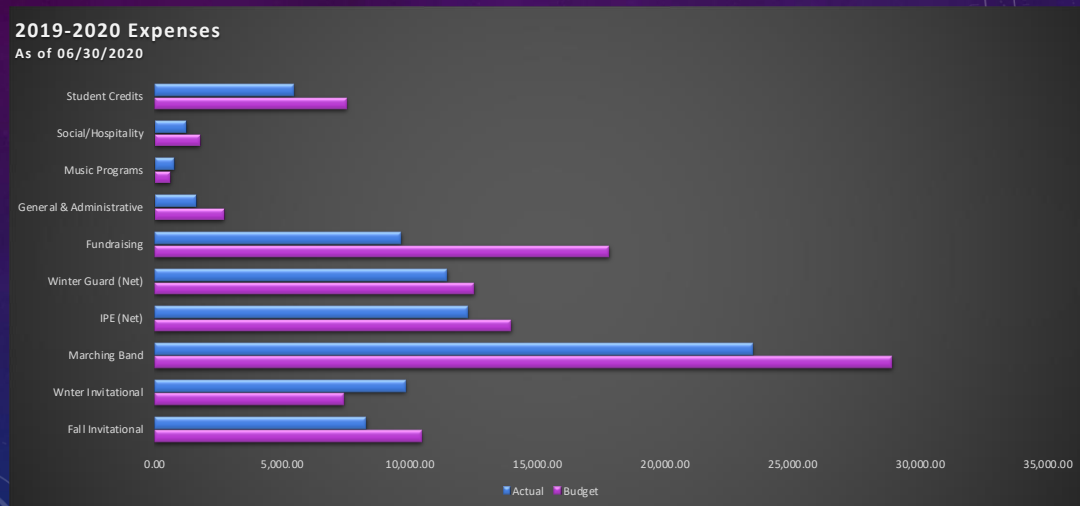
BELLBROOK MUSIC BOOSTERS – 19/20 INCOME



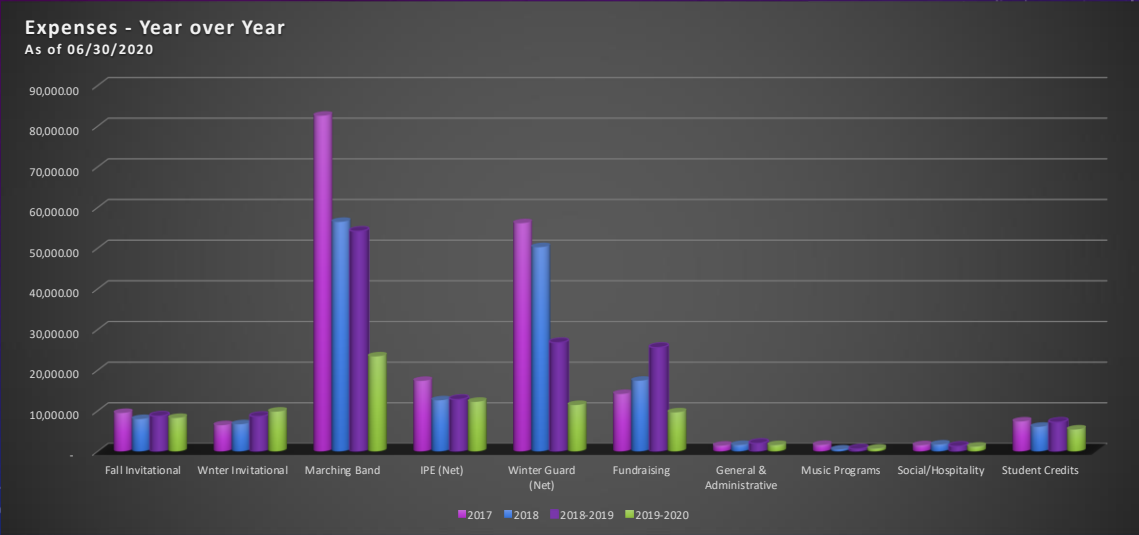
BELLBROOK MUSIC BOOSTERS – 19/20 INCOME



BELLBROOK MUSIC BOOSTERS – 19/20 EXPENSES



BELLBROOK MUSIC BOOSTERS – 19/20 EXPENSES



Appendix C

Proposed Amendments to the Policies & Procedures for approval by the Bellbrook Music Boosters General Membership

- **Page 2: 1.3 – Figure 2:** It was suggested to change the flow of the graphic to show the Officer positions first, Trustee/Representative, then general membership. It was recommended to change the title of secretary trustee to Communications Trustee in accordance to the role change made last year.
- **Page 3, Table 1:** Add Jen Volmer’s name to the 2018 incoming trustees to reflect that she took on the role after the resignation of Amy Clack. As well as adding Amy Bouchard in 2019 after Samantha Ladd’s resignation.
- **2.1-** It was recommended that the chairperson have an additional role of mentoring new trustees as they are elected by contacting them and going over their job descriptions and answering any questions, they may have about being on the booster board.
- **2.5-** Recommended to eliminate one portion of Logistics and add to the treasurer role:
 - “Communicate budgets with pit dads, food committees, uniform committees etc.”
- **4.4** Last years P&P change stated that the pit crew will gain permission for purchases, but didn’t specify a monetary amount or guidelines. It was discussed and recommended that the pit crew acquires permission before purchasing script cards for materials and/or anything over \$500 in accordance with the RFP guidelines.
- **4.7-** Uniform Committee: The uniform coordinator primarily works with the marching band, but the concert band has a different set of attire that needs to be organized and fit to each student. A suggested recommendation would be to add a co-chairperson who directly oversees concert band uniforms.
- **4.9** Fall and Winter Committee. 4.11.11 Outlined detail of volunteer duties for each invitational. It was discussed and recommended that the volunteer duty details be added as a separate Appendix for easier access for members to read about the needs for each invitational. If this change is approved, the description underneath 4.9 will state that the details can be found in the appendix instead of 4.11.11
- **5.3** Last year the boosters changed the budget timeline to coordinate with the school fiscal year. The P&P needs to change the months that are designated to budget review. It currently states that the budget process is to be initiated in November and set for approval in December. The P&P needs to state that the budget process is to begin with the school fiscal year. (Initiate in April, approve in June)
- **Appendix A.2** – The parent scholarship letter states that the recipients will try and repay the scholarship by working on fundraisers. One of the fundraisers, Dayton Dragons, needs to be removed as this is no longer a booster fundraiser. It was suggested that the Euchre Tournament committee be added in its place.

Appendix D

Proposed amendments to the By-laws for approval by the Bellbrook Music Boosters General Membership

- **Article II-Purpose, Section 2.01, (f) Administer a Needs-Based Scholarship Program**
 - Language needs to be amended to reflect that the Bellbrook Music Boosters scholarship is awarded “as available”.

- **Article V-Booster Officers, section 5.02, (c,6) Treasurer will prepare a financial summary at the end of each calendar year...**
 - Language needs to be amended to reflect that the Bellbrook Music Boosters fiscal year is the school calendar year (01July to 30June), not the traditional calendar year.

- **Article IX-Property and Financial Requirements, section 9.02-Budget An annual budget will be prepared by the Treasurer...and approved before the end of the calendar year.**
 - Language needs to be amended to reflect that the Bellbrook Music Boosters fiscal year is the school calendar year (01July to 30June), not the traditional calendar year.

Appendix E

Director's Report

- Looking forward
 - Be flexible and ready to adapt
 - Sign up for REMIND texts for sudden rehearsal changes/cancellations due to weather
- Marching Band
 - First day was successful - thanks to everyone for their patience as we work to streamline the check-in process
 - Next fee due date - delayed by one week (7/24)
 - Band camp schedule change
 - Monday-Friday
 - Woodwinds/Brass: morning only
 - Percussion: afternoon only
 - Guard: evening only
 - Tentative Saturday plan
 - Morning Rehearsal
 - Morning Performance
 - Parents/families in cars on north parking lot
 - Students perform on hill towards lot
 - Dismissal following performance
 - No lunch break/afternoon
 - Times will be sent in the very near future
 - Activities in evenings (possibly virtual)
 - Possible activities between blocks (i.e. after winds/before percussion)
 -
 - Invitational Registration Update (as of 7/13)
 - **Class AA**
 - Goshen High School
 - Madison Marching Band
 - ~~Northeastern High School Marching Jets~~
 - **Class AAA**
 - Carroll High School Marching Band
 - **Class AAAA**
 - Bellbrook High School
 - Northmont HS Marching Band
 - **Class AAAAA**
 - Centerville Jazz Band
 - William Mason High School