



Bellbrook Music Boosters

24Aug2020

6:00 pm

Zoom Video Call, # 913 156 9591

Meeting Recorded in its Entirety

Executive Board Meeting

Call to Order:

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, Amy Theodor.

Absent: Todd Whalen

Welcome:

Approval of Executive Minutes,13July2020:

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

Old Business:

- **Status of Audit/Audit Algorithm/Audit Committee (Kevin Hobbs)**
 - Per Kevin Hobbs, the audit committee has been formed, and Tracey Waller, Scrip Chair, will be available to give Scrip information as requested during the audit process.
 - Kevin has created a spreadsheet to be used to complete the audit that details various types of transactions and gives them a compliance score.
 - Audit tentatively scheduled for 27Aug2020.
- **Status of banners for Big Bird (Danielle Woeste/Melanie Glover)**
 - Banners are available but have not yet been applied to Big Bird due to Covid restrictions on group gatherings.
- **Status of student video clips for fundraising on social media (Andy Soloman)**
 - Mr. Soloman states that the student video clips are ready to be utilized.
 - Rod Silva, Fundraising/Ways & Means Trustee, states that Kristin Selveraj has volunteered to create an increased social media presence for the Bellbrook Music Programs and will use the video clips accordingly.
- **Status of Ellen's Stardust Diner: Refund vs. Deposit for 2021 (Barb Siler)**

- Treasurer, Kevin Hobbs, will transition what would have been the refund into a pre-paid expense for the next NY Senior Trip in 2021 or whenever the next trip will be able to be held.

- **Status Euchre Tournament venue refund (Jen Volmer)**
 - Jen Volmer states that the check was supposed to be mailed last week.
 - Al Astroski states that Dawn Metzler has now assumed the role of Depositor and has the keys to the mail box. He will outreach to her to notify her that a refund is forthcoming.

- **Fundraising during Covid-19**
 1. **Status of spirit wear with Kim Kress/Embellished Threadz (Jen Volmer)**
 - Jen states that she met with Kim Kress on 20July2020 and discuss items that could be sold, as well as procedures for ordering (online) and pick up (at Embellished Threadz). Jen has been attempting to get in contact with Kim again to proceed with the sale.
 - Jen states that she will need to form a committee to review the proofs of the products we decide to sell.
 - Executive Board in agreement that an October/November sale with December delivery will be the new goal for spirit wear sale.
 -
 2. **Status of Tag Day (Andy Soloman)**
 - The plan for Tag Day was established at the 13July2020 Executive Boosters Meeting:
 - On a Saturday, parents will drop off donation envelopes at homes in the District.
 - The following Saturday, parents will pick up the envelopes.
 - The Band students will contact local and distant friends and families requesting donations via phone/email/text.
 - Student videos will be shown on all of the Bellbrook Music Program's social media pages.
 - BMB General Membership will be asked to share on their private social media pages.

- Tag Day(s) will take place in mid-September.
- Mr. Soloman will outreach to BSS Administration to inform them of the scheduled plans.

New Business

- **Treasurer's Report**

- Treasurer, Kevin Hobbs, states that the 2019 taxes were submitted.
- Kevin states that it needs to be determined how and when the draft of the 2020-2021 general BMB budget will be approved.
- Remainder of the Treasurer's Report will be held for the General Membership Meeting

- **Board of Trustees' (BOT) Report**

- Held for the General Membership Meeting.

- **Officers Report**

- Held for the General Membership Meeting.

- **Director's Report**

- Mrs. Barb Siler states that she has the fees from the Super Start Program. She will deposit them in the band box. Then the private lesson teachers will need to be paid.
- Executive Board in agreement that next year the students will pay the private lesson teachers directly, so the BMB does not have to act as the middleman.
- Remainder of the Director's Report held for the General Membership Meeting.

- **Administrators' Report**

- Member of Administration not present.

- **Fundraising/Ways and Means (Rod Silva)**

- **Appendix A**

- Rod Silva presented. He states that the fundraising efforts of the BMB are based on history. This year there has been a huge loss of "accustomed" revenue.
- Rod proposing that the Boosters work aggressively on Scrip, Dine-Outs (increase to twice a month), and Spirit Wear.
- Mr. Soloman states Yankee Candle has cancelled their Fundraising Program. We are now transitioning to Charleston Wrap.

- Both Mr. Soloman and Mrs. Siler state that Executive Booster Members/Band Parents coming into band classes to speak with the students about fundraisers has been effective in the past. Covid make restrict such plans this year.
- Mrs. Siler states that a twice yearly (fall and spring) parent meetings at BMS, run by the BMB, would help to get middle school band parents more informed about fundraising and help to get them more involved.

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

Adjourn: 7:06 pm

Rod Silva, 1st motion, Phoebe Dickman, 2nd

Appendix A

Fundraising/Ways & Means Presentation (Trustee Rod Silva)

Ways and Means Bottom Line

- This year is not like any other
 - All history does not necessarily impact this year
 - Too many unknown unkowns
 - Tremendous loss of “accustomed” revenue (e.g. invitationals, scaled back Tag Day, etc.)
- Strategies
 - Emphasis on what we can do (literally, what we can do) of already established events
 - Aggressive Scrips
 - Aggressive Dine-Ins
 - Market “Spirit Wear” heavily
 - Seek new fundraising efforts
 - Communicate, communicate, communicate! Confirmation bias is our friend!
- Silver lining
 - Get our house in order
 - Transition to Active Management Style
 - Opportunity to establish statistical monthly monitoring

Fundraising Committee Title	Chairperson	2nd in charge	3rd in charge	Note
Dayton Dragons	none			
University of Dayton Concessions	Al Astroski (formerly Samantha Ladd)			
SCRIP	Tracy Waller (So)			
Retail (Kroger, Amazon Smile, DL Market, Restaurants)	Kristin Selvaraj (Fr)			
Flower Sales	Heather Newell (Fr)			
Euchre Party				
Community (Tag) Day	Danielle Woeste (So)			
Charleston Wrap	Andy Solomon			
Spirit Wear	Jenn Vollmer (Jr)			
Flowers	Heather Newell (Fr)			

New Fundraising Efforts

- Introduced at these meetings
 - Establish POC
 - Proposal
 - Return potential
 - Required up front cost(s)
- Establish approval authority and process
- Establish future check-in ROE (timeframes, expectations, etc)

Additional Historical Efforts

- Sugar Maple Festival (Cancelled)
- Car Wash
- Pies
- Souvenirs
- Calendars
- Calendar Ads
- Yard Signs
- Poinsettas
- Food Truck Rally
- Ford Drive Event
- Raffle Peeler Cards
- Toff WG
- BMS Concessions
- Yard Sales