

Bellbrook Music Boosters

Officer Meeting Minutes

April 28, 2020

7:00 pm

Zoom Video Call, #913 156 9591, Meeting recorded in its entirety

Call to Order: The meeting was called to order at 7:08 pm by President Melanie Glover.

In attendance: Melanie Glover (President), Danielle Woeste (Vice President), Heather Newell (Secretary), Kevin Hobbs (Treasurer)

Purpose: This meeting of the Bellbrook Music Boosters Officers was held as an open forum to discuss pertinent matters in need of attention, namely, the updating of the By-Laws, by the Elected Officers of the Bellbrook Music Boosters.

DISCUSSION OF BY-LAWS

Article II-Purpose, Section 2.01, (f) Administer a Needs-Based Scholarship Program

- Language needs to be changed to make it the scholarship “as available”. This is the approved change that was made to the 2019 P&P.

Article IV-Board of Trustees, Section 4.06, (b) Minutes of the meeting will be kept by a member of the Trustees and made available to the General Membership

- Heather Newell discussed with Larissa Scott, Communication Trustee, prior to the Trustee meeting being held on this date. She will record minutes of their meeting and forward to Heather Newell.

Article V-Booster Officers, section 5.02, (b, 4.) VP shall coordinate a yearly review of the By-Laws and P&P.

- Heather Newell is reviewing all of the By-Laws and has made note of potential changes that are being discussed at this meeting. All proposed changes in these minutes will be forwarded to the Executive Board, after President approval, so that they can be discussed at the Executive Meeting on 5/6/2020. Changes will then be voted upon by the General Membership.
- Danielle Woeste reached out to Larissa Scott. At the Trustee meeting being held tonight, 4/28/2020, the Trustees will review the Policies & Procedures and document changes, so they can be presented to the Executive Board and voted on by the General Membership.

Article V-Booster Officers, section 5.02, (c.1.) Treasurer will appoint and oversee a Treasury Committee (Money Depositor, Check Writer, and Scrip Chairperson)

- Kevin Hobbs requests that the Treasury Committee stays the same if the participants are willing. Outreach needed to Al Astroski (Depositor), Sheena Swihart (Check Writer) and Tracey Waller (Scrip Chair) to ensure that they have a desire to continue in their present roles.
- If it is not already in place, there needs to be a “buddy system” for depositing checks, especially large sums of money. The Depositor should not be holding onto checks, if at all possible, to ensure safety and timely accounting of Booster funds.
- Kevin Hobbs to find out specifics of the current banking system and explore the structure with our current accounts. He will find out if there is any limitation on the number of deposits, as well as any other limitations that might hinder the efficient and effective management of this organization. He (Kevin Hobbs) plans to make an appt with the Finance Manager at the bank and report back to the Executive Board.
- Kevin Hobbs states that he would like to continue using the same bank if at all possible due to multiple issues associated with transferring the account. However, the Scrip account is at a different bank.
- Question arose: Does Tracey Waller deposit the Scrip money? If so, that would lead to a change in the By-Laws, as well as the P&P, if applicable, since she is not the Treasury Depositor.

Article V-Booster Officers, section 5.02, (c,5) Treasurer will Submit a written financial report listing income, expenses and ending balances of all Booster accounts for all Executive Board Meetings.

- Previously, only the ending balances for checking and savings were being reported at Executive Meetings. Kevin Hobbs plans to present various levels of detail regarding the accounts to find out what works best for this organization. If we deviate from the By-Laws, they will need to be amended. Perhaps change it to: “A financial report will be submitted at each executive meeting, as determined by the Treasurer, to satisfy the needs of the organization”?

Article V-Booster Officers, section 5.02, (c,6) Treasurer will prepare a financial summary at the end of each calendar year...

- By-Laws need to be amended to reflect that our fiscal year is the school calendar year, not the traditional calendar year.
- Kevin Hobbs is going to find out if there is an IRS form that makes the fiscal year change.

Article V-Booster Officers, section 5.02, (c,9) Treasurer will work with BSS District Treasurer to maintain records of the individual student’s financial accounts for co-curricular programs.

- Kevin Hobbs will outreach to BSS District Treasurer, Kevin Price, to discuss the collaboration of the School Board and the Music Boosters Board.

Article V-Booster Officers, section 5.02, (d,2) Secretary shall distribute copies of the meeting minutes to applicable membership through electronic means within ten days of each meeting and provide minutes to the VP, to post on the website, after approved by the president.

- Previously, this process has not been followed. The flow shall be: Secretary will take minutes, and then send to the President for approval. After approval, Secretary will forward the minutes to the Vice President for uploading to the website. This process must occur within 10 days.

- Discussion of Heather Newell utilizing the Secretary email's Google drive to store minutes, COI's, etc. to align with current technology. A project for the year would be to input all minutes contained in the Secretary binder (dating back to 2015) into the Secretary Google drive.

Article V-Booster Officers, section 5.02, (d,7) Secretary will maintain all Conflict of Interest forms for the Executive Board.

- There have been no COI forms completed since 2017. Blank form available in the P&P. Heather Newell will send the form to the Officers for completion. Larissa Scott, who is the new Trustee Chair, will collaborate with the Trustees to collect all of their COI forms and forward to Heather Newell. She will add all COI forms to the Secretary Google Drive.

Article VI-Executive Board, section 6.02, (e) The Executive Board shall secure the fidelity of the Booster President, Treasurer, Check Writer, Money Depositor and Scrip Chairperson with at least a \$50,000 bond per individual.

- Kevin Hobbs has no knowledge of any of the above positions being bonded. It seems that the bond would have to be reflective of the person that holds the position that year, not just the position itself. Kevin will investigate further.

Article VI-Executive Board, section 6.03 The Executive Board shall meet on a monthly or as-needed basis...

- Danielle Woeste introduced the fact that the By-laws need to be amended to include that Virtual/Zoom meetings may be held in place of in-person meetings.

Article IX-Property and Financial Requirements, section 9.01-Funding The funds of the Boosters shall consist of monies received from any fund raising projects, donations and fees...

- Melanie Glover introduced and explained the 501(c)(3) Charitable Credits she has earned through her employer. The current flow of funds dictates that the disbursement is received by the President of the Music Boosters (at the time this donation was initiated, the President was Heather Blakely). At this time the exchange of funds is still in process. Now that Melanie Glover is President this represents a conflict of interest. It is suggested that the By-Laws and/or P&P be amended to allow the Booster Treasurer to receive these funds on behalf of the Bellbrook Music Boosters for this and similar future charitable contributions.

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.

- As previously stated, the By-laws and P&P need to be amended to reflect that the fiscal year is now the school year, ending in June.
- Kevin Hobbs is questioning what his budget consists of and if there is a philosophy of how much money should be in the Booster's savings account. He will outreach to Brad Schock (most recent past Boosters Treasurer) again for guidance/information. Per the By-laws (Article IV, section 5.04), "To ease the financial transition, the out-going treasurer will serve as the assistant treasurer for up to 30 days after the election..."

Article IX-Property and Financial Requirements, section 9.08-Checks and Balances *The Executive Board shall assure that an audit of the Booster accounts is conducted on an annual basis.*

- Per P&P Section 3.4, the audit of all Booster accounts, including a Scrip audit, is to be performed each year in January. This was never done as far as the four present officers are aware. This needs to be scheduled ASAP.
- Melanie Glover commented that this is an opportunity to recruit, from the general Booster membership, for individuals with accounting and finance experience who would be willing to assist with the audits.

GENERAL DISCUSSION

Policies and Procedures

- The P&P were updated and approved in 2019. However, the actual changes were never made in the document, and it was not dispersed.
- Per Danielle Woeste, the Trustees are meeting presently to make any additional updates. Larissa Scott, new BOT Chair will bring the proposed changes to the meeting of the Executive Board on 5/6/2020, so that the changes can be discussed. They will then need to be approved at the General Membership meeting and posted on the website.

Booster Secretary Email Address

- Heather Newell changed the secretary email to BHSbandboosterssecretary@gmail.com, with the approval of Melanie, after she and past secretary, Jen Huff, found that the account had been compromised. Danielle Woeste stated that the old email, BHSbandrecorder@gmail.com, (which is still active at this time), is an official District email, despite the office no longer being called “band recorder”. Danielle Woeste will outreach to BSS IT to ascertain if the new email can be adopted as the official secretary email, or if IT wants to secure the old account.

Annual Spring Flower Sale

- Heather Newell and Michaela Kronenberger (incoming Freshman, Arthur, who plans to march flute) have been working on the sale since mid-March. The traditional sale was converted to an online sale, but pick up vs. delivery on school vs. private property was in question. To summarize the flurry of activity, after consultation with Dr. Cozad and Bellbrook Police Chief Doherty, the 2020 sale has been cancelled to abide by the restrictions given to us and out of concern for public safety.
- Heather Newell will outreach to Sarah at Berns to inform her of our decision, and will deliver a token of our appreciation to Berns (three boxes of Esther Price candy) next week. After Berns has been informed, she will post a graphic on social media with a notice that this year’s sale has been cancelled. Michaela Kronenberger states that she will “absolutely” co-chair the sale in 2021.

Fundraising

- Three 2019-2020 fundraisers that were in the Booster Budget to bring in positive cash flow have now been cancelled/postponed: Spring pies, Spring flowers, and the Euchre Tournament. However, with the 2020 marching season in serious question, there may be a lot fewer

expenditures. Melanie Glover stated that the Executive Board will focus on “foundational clean up” at this time. There was a consensus that all of our traditional fundraisers need to be reassessed and new ideas are needed that could possibly be more successful.

Marching Band Fees

- There was a discussion as to if the marching band fees will be increased since \$50 of each student’s fees will be re-directed to the District as Part of Phase III Reductions. The Boosters will await further information from Mr. Soloman.

Virtual Ice Breaker

- Our challenge will be ENGAGEMENT since it will not be in person this year. How do we impart all of the information that we usually do while engaging parents/students and not overwhelming them? Another concern is the reliability of Zoom.

Content Ideas:

- Dispersing sections of information (various committees, events, etc.) leading up to the Ice Breaker?
 - Getting to know your Executive Board.
 - Statement about how the music program is adapting to Covid-19.
 - Pit Dads (plus Moms).
 - Uniforms.
 - Fact sheets.
 - Video introduction.
- There will be further discussion with Mr. Soloman and Mrs. Siler at the Executive Meeting on 5/6/2020.

Vacant Trustee Positions

- The two vacant Trustee positions need to be filled ASAP.
- A call for nominations to the General Booster Membership has to be made a MINIMUM of seven days prior to the vote by the Executive Board. Melanie Glover will create an email to be sent out on Charms regarding the election, nominations, and the duties/terms/details of the trustee positions. A request will be made for Larissa Scott, Communications Trustee, to distribute the information on Charms and social media.
- Vote will take place at the Booster Executive Board Meeting on 5/6/2020.

Motion to adjourn- Heather Newell

Second-Kevin Hobbs

Adjourn 9:42 pm

