

# **Arlington Band Boosters**

## **General Meeting Minutes**

April 8, 2021

### **Opening**

The general meeting of the Arlington Band Boosters was called to order at 7:02 p.m. on April 8, 2021 via Zoom Call by Dave Kamen.

### **Present**

Dave Kamen, Eileen Eckert, Dona Kuklis, Jessica Schleicher, Judy McGuire, Veronica O'Hearn, Andrea Hagen, Melissa Palestro, Carlos Velez, Darrell Keech, Beverly Embry, Brian Laferriere, Christine Lent, Evan Rzodkiewicz, and Jenn Nesbitt.

### **Approval of Minutes**

A motion was on the table to accept and approve the minutes from the March 9, 2021 general meeting. A motion to accept was given by Melissa Palestro and second by Judy McGuire all board members were in favor. Minutes are approved.

### **Directors Report**

Mr. Keech began the Directors report. He reported that Mr. Guillen was at jazz band rehearsal. He announced that there will be dates for a spring concert that will be held at Freedom Park. More information to follow. The first week of 5 day in person school will have no lessons and lessons will begin the following week. There will be a maximum of three students per lesson group and there will be a new lesson schedule coming out soon. Jazz bands are doing good with in person rehearsals and will be ready to perform for the school performance. Fifty five percent of the student population will be back in school full time. Some of the ensemble groups have over seventy percent of the students returning for in person. NYSSMA will be held virtually, and Arlington will be hosting. All submissions are due by April 16<sup>th</sup>. The 2021 Arlington Marching Band recruitment video will be coming out tonight via Google classroom. Please share the video. The school district owned band trailers will be coming online for the season. Graduating seniors' instruments, recognitions etc. will be done hybrid. The Spring concert will be quite different, and we may have the remote students play in person too.

### **New Business**

Insurance updates from the Arlington District/BOE and Mr. Keech.

If an activity is sponsored by the band (trips, concert etc) and something happens, the first insurance to get hit will be the Arlington school district. If it is an event like the Clothing Drive, Invitational (Home Show) Fundraiser etc. and something happens, the ABBI insurance covers first and then the Arlington School District. Both ABBI and Arlington School District insurance are at the disposal of the situation. We are co-insured. The district uses NYSER Insurance who cover all NY school districts. Incredibly good feedback was received from NYSER insurance company as per Mr. Keech. Discussion about background checks and volunteers was the next topic. District looks at it in a five-day window. If someone is volunteering less than 5 days i.e., Home Show, Clothing Drive, Spaghetti Dinner, nothing will need to be done because it is a short time with the students and there it is in direct supervision of teachers. Above 5 days will require a background check, fingerprinting and announced to the board. Next question is going to be: Cost of background check? @\$100. Fill out paperwork and it goes to the central office and it is a one and done. This process will be done electronically. All people will be known to the district and covered under the policies.

Question and comments on the table by Carlos Velez: this is fantastic news on the insurance policy. Is there or has there been any discussion about vaccines being required for volunteers required to work with the students in the fall? Mr. Keech stated there has been no information at this time. Employees are not required to disclose that they have been vaccinated due to HIPPA laws. He does not believe it will be required.

Donna Kuklis believes there is an electronic fingerprint scanner at the district office. Mr. Keech will double check on this information.

Andrea Hagen asked what if someone is running Band Camp? Will this need to be covered under the new policy? What jobs/positions qualify for this requirement? I.e., Chaperone the whole season and being a board member etc. We need to discuss and figure this topic out further with the directors.

Dave Kamen mentioned we will need to decide a policy on how we need to subsidize the background check. We need to figure this out as a board. Suggested we may have member pay up front and then reimburse at the end of the season.

Mr. Keech final information for insurance. It will cover big ticket liability items. Personal injury claims are not paid by ABBI or ACSO. Your personal insurance covers this unless there was some wrongdoing.

Dave Kamen COI was shared to NYSER for Clothing Drive. NYSER suggested for us to include a one-million-dollar umbrella to it. The cost for ABBI was an additional \$900. Judy and Dave took care of this.

### **Treasurer Report**

Judy McGuire asked about a COI for Freedom Park. Mr. Keech stated we do not need a COI because it will go through the school district. There was \$3,319.21 in donations received for the winter guard and winter percussion staff. They IBM deposit of \$6,756.50 was made to the account. William A. Smith and Sons insurance payment made, and winter guard and winter percussion staff donations were paid out.

A motion on the table to accept the Finance report. This was accepted by Jess Schleicher and second by Eileen Eckert. Motion carries and approved by all board members.

### **President Report**

Dave Kamen would like to use just ABBI emails and wants to stay away from personal email addresses. Please contact Jess Schleicher to up to date ABBI email address through BlueHost.

We revisited action items from the previous month's minutes. Nominating Committee needs two board members and two general membership members. Dave asked Eileen and Jess to be the board members for the nominating committee. Eileen Eckert asked if there is a job description list for board members. Dave mentioned to check the bylaws for job description. **Beverly Embry will send list of board positions to all board members. Done on 4/8/2021**

Clothing Drive recap by Eileen Eckert. Clothing Drive was EPIC! We need to find a way to capitalize on all the people who drive thru. Started at 9:45 a.m. Collected 24,480 lbs @ .15 cents per lb for a total of \$3672.00 this year and in 2020 we collected 20,130 lbs @ .20 cents per lb. for a total of \$4000.26. Tremendous success and a special thank you to all the families and students who helped. Thank you to the Cotter family for using their dump truck for transporting clothes from the Eckert house to the drive. Dave suggested doing a hot dog stand, popcorn etc. for additional revenue. Lemonade stand idea. Use pit

crew for parking detail. Suggestion of bags in front of the school instead of the south side. Make list of factoids for the newsletter about how much clothes we collected.

**\*\*Waiting for check from clothing drive company.**

**Communications:** Dave Kamen received a note from a member regarding a check for Adam's gift cards. Check was located and problem was rectified.

**Good and Welfare:** There was cards and a fruit basket sent out to families.

**Fundraiser Committee/Coordinator:** need a volunteer. This person does not run it all but oversees and coordinates events.

**Merchandise:** Jenn Nesbitt said she was not receiving emails from ABBI. She needs her merchandise email updated. She will be going through the inventory of band merchandise tomorrow. Is there a chance for a merchandise table at Jazz event or Freedom Park concert? Dave would like to get a small inventory together. Some issues of having a table at an event with Covid 19 are handling of money and crowding around table. Do we set up a shop/store with Arlington Ink? Dave would like the shop/store open before the event. Also, would like the store open with the table at the event and a poster with a QR code. Run the store twice. **Jenn will ask Amber about a QR code.**

**\*\*Jenn opened a shop with Arlington Ink and is running until May 9, 2021.**

Jazz Cab: report by Christine Lent. The date is set for the beginning of June. There will be no food at the event per the district. There will be a 200-person maximum including staff, students, and volunteers at each event. Have volunteers there that have students at the event to keep the numbers down. Judy and Karen offered to help at the tables.

**Need information for the May meeting to make posters.**

**Chaperone/Uniforms:** Andrea feels very hopeful for the upcoming season.

**Pit Crew:** The trailers are awesome.

**Invitational:** Jess sent paperwork to central office and is awaiting response. **Get with Judy about COI.**

**Winter Guard and Winter Percussion:** Eileen thanked the district and Mr. Orcutt for allowing us to have a show. Mr. Orcutt was emotional about watching the Color Guard

show. Eileen will be selling more guard equipment once the season gets started. Dave thanked the community for the donations for the staff.

**Scholarships:** Melissa Palestro is heading the committee.

Question on the table by Jess Schleicher. Can we put videos and pictures up on webpage? Do we need permission? Mr. Keech said no but we may want to give credit to Andrea for the still photos and Bert for video.

If anyone has any ideas on how we can promote send to Eileen.

**Newsletter** Jess Schleicher shared her mock newsletter. Send out once a quarter. Start out with a note from Dave. Write about a volunteer. Jess will have a rough draft next meeting. Include job descriptions and open positions in newsletter. Dave will have a write up for the newsletter. Please remind him.

Judy will send out of email for Finance committee. We need two more members from general membership to fulfill bylaws.

### **Adjournment**

A motion was on the table to adjourn the meeting at 8:24 p.m. by Dave Kamen. The motion was accepted by Eileen Eckert and approved by the entire board. The next general meeting will be at 7 p.m. on Thursday, May 6, 2021 via Zoom.

Minutes submitted by: Beverly Embry