

# **Arlington Band Boosters**

## **General Membership Meeting Minutes**

February 3, 2022

### **Opening**

The General Membership meeting of the Arlington Band Boosters was called to order at 7:00 p.m. on February 3, 2022 via Zoom call by Dave Kamen. (Meeting was recorded and on Facebook.)

### **Present**

Dave Kamen, Evan Rzodkiewicz, Christine Lent, Beverly Embry, Brian Laferriere, Judy McGuire, Eileen Eckert, Andrea Hagan, Alan Labouseur, Nicole Raskopf, Rob Atkins, Paula Wraftner, Susan Smith, Carlos Velez, Jenn Nesbitt, and Jess Schleicher.

### **Approval of Minutes**

The minutes from the January 6, 2021, meeting was distributed to the board members via email by Beverly Embry.

A motion was made to accepted and approve the above-mentioned meeting minutes was given by Dave Kamen. It was approved by Eileen Eckert and second by Christine Lent. All board members were in favor.

### **Treasurer Report (Judy):**

- See report attached at the end of the minutes.

### **Additional discussion:**

- A transfer of \$2,645 was made to the Instrument Fund. The account is current as of 12/2021.
- Question on the floor from Eileen Eckert about the Winter guard Gertrude Hawk Chocolate sale. The sale was not listed because the money in and money out cancelled each other out.

A motion on the floor to accept the Treasurer Report by Dave Kamen. It was approved by Jess Schleicher and second by Brian Laferriere. All board members were in favor.

**CD discussion:**

- 1% to 1.25% annually for a 1.5 – 2-year CD
- When you buy a CD, you cannot add money and there is an early penalty for early withdrawal.
- Minimum is \$1000. Judy, suggest we do \$5000.
- Grant needs to be spent by August. Is it possible we do two \$5000 CD's?
- Rob stated, "as long as there is no risk to the principal." We need to review the terms. Do we want to tie up money for the \$50 gain?
- We need to look at the budgeting cycle for next year and revisit because the FED is making changes.
- Carlos included the following links for the board to look at:
  - <https://www.bankrate.com/banking/cds/cdrates/>
  - [https://www.rhinebeckbank.com/current-rates.](https://www.rhinebeckbank.com/current-rates)

**Directors Report (Mr. Rzodkiewicz)**

- Mr. Keech is currently out.
- Mr. Guillen rehearsing with Jazz Machine. Jazz Machine will be headed to the Mid-Atlantic Jazz Festival from February 19- 20.
- Jazz Cab will be held as usual this year. There was a meeting with Christine, Dave, Mr. Guillen and Mr. Rzodkiewicz to organize this event. We need a Jazz Cab chair as this is Christine's last year.
- Marching band planning is going on. Directors are nailing down some ideas. There will be a kickoff meeting in May.
- Winter groups are moving along. If parents need anything, please reach out to Mr. Keech or Mr. Rzodkiewicz.

- Recruitment process in progress with guidance counselor. Students will register with in the current band they are in and then audition for a new band.
- Change in calendar for 9<sup>th</sup> grade combine concert. It is being moved from February 23<sup>rd</sup> to March 16<sup>th</sup>. This is due in part to remote learning and snow days.
- Instrument Purchase. We can no longer share instruments due to Covid. Alumni Matt Garrison is selling a professional quality Bari Sax for \$2500 with a stand and no mouthpiece. A motion on the floor by Dave Kamen, for ABBI to fund the purchase of the Bari Sax being sold by Matt Garrison for \$2500. Motion accepted by Eileen Eckert and a second by Beverly Embry. All board members approved.
  - Dave will ask Mr. Keech if he wants to use the instrument fund or the Learn, Play, Grow grant.
  - We need to put the purchase up on social media to promote ABBI to the market and take picture of the old baritone sax and the new one.

### **Presidents Report:**

- ABBI covered tour fees for winter guard member Robin Brower due to the passing of her mother Aimee Brower. The cost was \$400, and no board vote was needed.
- Vassar consulting email. Susan Smith stated it is an economic student who does the internship. Alan suggested if we have a student work for us, we need to pay them. Dave will come up with a project and work with Eileen. More to come at our March meeting.
- Sponsorship email. Business can sponsor Jazz Cab and Winter guard events.
- Congratulations to David Nesbitt and Christopher Atkins who were accepted and signed DCI contracts. David will march with the Cavaliers and Christopher will march with the Cadets. Best of luck to the two of them.
- Dave and Paula discussed ASOA applying for the Learn, Play, & Grow grant.

### **Vice President (Eileen):**

- Invitational/ Gala update: we decided to take the invitational event and expand on it, instead of holding a Gala.
  - We are looking to offer a VIP experience package. Include breakfast, special parking, special seating, and food brought to you. All proceeds will benefit the uniform fund.
  - Discussed adding vendors to a marketplace alley. Vendors will rent a stall fee.
  - More merchandise on hand and work on sponsorship to build up the program.
  - Dave feels like we should offer one big package. We also need co-chairs for this event for uniform fund.
  - We will revisit gala idea if not enough funds from our invitational plan. The gala should be tied to the marching band season.
  - On the table: have sponsorships put on the trailers. ABBI does not own the trailers. The school district does. Could we put removable clings on the trailer? Someone needs to reach out to Mr. Keech to see if we could do the clings during the marching band season.
  - Any event we run should have a tiered package. May do a dry run at Jazz Cab to see how successful it is.
  - The committee is working on talking to restaurants to work out a “dinner to go package” after the Invitational. We would use a QR code and spectators can start ordering after 3 p.m. We will try to get 10% or 15% on every order.
  - We need a VIP coordinator for the Invitational.

### **Committee Reports:**

#### **Winter Guard: (Eileen Eckert)**

- Spaghetti dinner/Home show on Sunday, March 13<sup>th</sup> is a go. No requirements per Mr. Orcutt.

- March 6<sup>th</sup> is the annual winter guard clothing drive. We need to share the flyer on all pages.
- Question on the floor: Is winter percussion or other groups invited? Yes, winter, percussion, middle school guard, step, k-pop, Bollywood, and parent guard, and winter percussion parents.
- Discussion about placemats and sponsorships. We feel like the placemats are relic and we need to come up with a new idea.
  - We should combine all sponsors across all events. We need to sell adds at the same amount
  - The last placemats were Janis's year from 2020.
  - Christine mentioned that many sponsors crossed over from Jazz Cab. Jazz Cab sold sponsorships for the New Orleans trip. They never sold for extra sponsors
  - Winter guard sponsors were different from the program sponsors. The winter guard program has guard sponsors and the placement had ABBI sponsors.
  - We need to come up with one sponsorship program/document for the entire year.
  - Sponsorship form needs to be gone thru and fixed. This maybe a task for the Vassar student to work on.
  - Christine thinks we should honor sponsorships with a placemat for this year's events.

**Nominating Committee:**

Eileen, Beverly, and Nicole will be working on the nominating committee for the upcoming board elections.

**Fundraising Committee:**

Eileen wants to run a Flocking fundraiser this year during the month of August. Money would benefit the uniform fund.

## **Uniforms and Chaperones (Andrea Hagan)**

Andrea has been working with Fred J Miller uniform company to get the zippers fixed on our uniforms. There are 17 jackets and 1 pair of bibbers that need repair. Uniforms have been sent out, repaired, and returned to us already. The cost for repair was \$70.00 which was the cost of the shipping. The company is based out of Ohio.

- Dave is going to send a letter and a gift to the company.
- The patch drive for the marching band jackets brought in \$410.00 profit. A total of 29 jackets were done.

## **Jazz Cab: (Christine Lent)**

- February 17<sup>th</sup>, 8p.m. sendoff show @ AHS for the Jazz Machine. They are traveling to Maryland for the Mid-Atlantic Jazz Festival. The sendoff show will be live streamed to the community, check Facebook for information. Jazz Machine is taking donations to offset cost of the trip.
- Jazz Cab will be in Café C/D on May 18<sup>th</sup>.
- Parent meeting will be held on February 23 and February 28 at 7:30 p.m.
- Christine is currently chairing the event, but we will need to find a co-chair to shadow her this year. This will be Christine's last year.
- Katron's will be doing the lighting for the event.
- Dave Kamen oversees the food.
- Photo Booth/ Photography idea.
- In need of student volunteers,
- VIP experience for Jazz Cab. Special tables by the stage with special seating. Package deal to include a wine glass with tea light in them with the jazz emblem on them. Will have additional glasses for sale.
- Someone needs to go to the shed to find the candles and the two bins labeled Jazz Cab. Eileen, Judy, and Dave have the keys to the shed.
- Jess will do the format for the placemat for Jazz Cab. Sponsorships are up to date.

- We need the placemat set for the March 13<sup>th</sup> Spaghetti/Home show event.
- Photos of the Winter Guard and Jazz Machine groups are needed for the placemat.

**Adams Gift Card: (Judy McGuire reporting for Melissa Palestro)**

- Gift card order forms are going out this week and are do back by February 25<sup>th</sup>. Gift card orders can be picked up at the Guest conductor concert on March 10<sup>th</sup>.

**Webmaster: (Alan Labouseur):**

- We are currently paying \$35.00 a year to back up the ABBI server that is not abbiusic.org server.
- A folder that is password protected for SOP documents or best practices documents.
- We agreed to keep Treasurer report attached to the minutes going forward.
- Electronic payment service options:
  - Square 2.9% per transaction, plus .30 per transaction.
  - 3.49% for Revtrak.
  - Square can send payment invoices with payment information. Can send milestone payments.
  - With Revtrak parents need to go to get information. Karen Turrccio can set up an ABBI button on the page. Parents enroll students in the class. Fees are collected and Revtrak takes 3.9% before coming to ABBI account.
  - Dollar amounts are going to be the same.
- Carlos was concerned with using Square. There is an issue with not knowing where the payment is coming from. How do we distinguish between if we are selling merchandise and when another person/event is using Square? Can we code the transaction to distinguish invoices? They use invoices with details now. Nicole and Judy are on board with using Square. Works well with QuickBooks.

- We need a new Point of Sale transmitter. Current one slider does not work. Card swipe gets a better rate than typing it in. **Alan is looking into the hardware. Possibly 2/ 3 units for the cellphone.**
- Can save invoice templates in Square.
- We need to create the different items in Square. So, it does not get confusing. Make sure we turn off items we are not using. Dave recommends having a person who administer categories and who keeps up with it.
- We need to subscribe to invoice plus to have invoices pushed out to families. It is \$20 a month fee. Evan doesn't think we should not turn it off. Some people don't pay their fees on time.
- A motion on the floor by Dave Kamen for ABBI using Square as payment platform moving forward. It was accepted by Alan Labouseur and second by Eileen Eckert. All board members in favor.
- Question on the floor from Eileen: What is the status of Cut Time right now?
  - Evan said they are not really using it. They are using Google classroom and/or just sending regular emails. Mr. Rzodkiewicz is working on something with a spreadsheet by groups and just send emails that way. Mr. Rzodkiewicz needs to talk to colleagues.
  - **Communication methods for upcoming band season. Ask Alan and Jess to brainstorm some ideas for next meeting.**

#### **Winter Percussion: (Susan Smith)**

- Have volunteers for the season but in need of more.

#### **Board Member: (Jess Schleicher)**

- Dutchess Community College need string players for the spring. Jess will send email to Paul Wraftner and Evan Rzodkiewicz.



**Adjournment**

A motion to adjourn the ABBI general meeting at 8:55 p.m by Dave Kamen. It was accepted by Eileen Eckert and approved by all board members. The next general meeting will be March 3, 2022, via Zoom at 7:00 p.m.

Minutes submitted by: Beverly Embry

## Treasurer's Report

Prepared February 1, 2022 by Judy McGuire (treasurer@abbimusic.org)



### Overall Financials

- Payments were made to:
  - o Arranger for Winter Percussion - (\$1,000)
  - o Arlington Ink: Jazz, General Band Orders, MS WG Jackets - (\$1,253.50)
  - o Business Expenses: PO Box Annual Fee, Stamps, 1099 Forms - (\$250.75)
  - o Electronic Filing of 1099s - (\$36.41)
  - o Donation to Guard Family - (\$400)
  - o Shipping Reimbursement for Guard Sales - (\$115.44)
  - o Two Reimbursements for Fingerprinting - (\$203.75)
  - o MS Guard Reimbursements for uniforms and props - (\$1,692.64)
  
- Money was deposited from:
  - o Adams Gift Cards - (\$7,950) - Payment was made in December
  - o Marching Band Tour Fees - (\$200)
  - o MS WG Tour Fees - (\$1,000)
  - o WG Tour Fees - (\$675)
  - o Southmoore Band Parents: Flag Sales - (\$145)
  - o Holiday Shop Fundraiser - (\$308)
  - o Donations (Puchkoff and Buegers) - (\$100)
  - o Square: Sale of Old Guard Costumes and Flags - (\$1,393.76)

**Income \$11,771.76 minus Expenses (\$4,954.49) for the month is \$6,817.27**

### Cash Balances

	As of Oct 31	As of Nov 30	As of Dec 31	As of Jan 31	As of Feb 6
Rhinebeck CD	\$7,282.02	\$7,282.02	\$7,295.79	\$7,295.79	\$7,295.79
MB Capital Fund	\$7,750.80	\$7,752.40	\$7,754.05	\$7,755.70	\$7,755.70
Assistance Fund	\$1,779.12	\$1,779.20	\$1,779.28	\$1,779.36	\$1,779.36
Checking	\$57,646.97	\$77,781.80	\$63,666.14	\$70,377.73	\$69,446.23
Instrument Fund	\$7,428.88	\$7,429.19	\$7,429.51	\$10,074.83	\$10,074.83
Future Uniforms	\$8,554.33	\$8,554.69	\$8,555.06	\$8,555.43	\$8,555.43
Money Market	\$1,387.21	\$1,387.28	\$1,387.36	\$1,387.44	\$1,387.44
<b>Total</b>	<b>\$91,829.33</b>	<b>\$111,966.58</b>	<b>\$97,867.19</b>	<b>\$107,226.28</b>	<b>\$106,294.78</b>