

# **Arlington Band Boosters**

## **General Membership Meeting Minutes**

March 3, 2022

### **Opening**

The General Membership meeting of the Arlington Band Boosters was called to order at 7:01 p.m. on March 3, 2022 via Zoom call by Eileen Eckert.

### **Present**

Eileen Eckert, Beverly Embry, Judy McGuire, Jess Schleicher, Alan Labouseur, Andrea Hagan, Christine Lent, Melissa Palestro, Karen McNish, Paula Morro Wraftner, Donna Kuklis, Susan Smith, Brian Laferriere, Darrell Keech, Carlos Velez, and Nicole Raspkof.

### **Approval of Minutes**

The minutes from the February 3, 2021, general 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 made by Eileen Eckert. It was approved by Christine Lent and second by Judy McGuire. All board members were in favor.

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

- See report attached at the end of the minutes.

### **Additional discussion:**

- In red on the treasurer report is the deposit that need to be made for winter guard, winter percussion, and middle school guard.
- Square deposits did not itemize the deposits when they went into the account. Judy needs help to find line items.
- Need to correct the Treasurer report to say Baritone Sax and not Alto Sax.

A motion on the floor to accept the Treasurer Report by Eileen Eckert. It was approved by Beverly Embry and second by Brian Laferriere. All board members were in favor.

### **Directors Report (Mr. Keech)**

- Curt Ebersole is the guest conductor who will be conducting the band concerts. Concert will be held on Thursday, March 10.
- Winter groups are all performing this weekend.
- Jazz Machine is back from their trip to the Mid-Atlantic Festival.
- The three jazz groups will be heading to the Music in the Parks event.
- Marching Band leadership meeting and auditions happening.
- Mr. Keech gave a brief update on Seema and provided a link for a meal train for those that are interested. <https://mealtrain.com/go5673>

### **Presidents Report: (Eileen Eckert)**

- Update email from Dave Kamen was read as follows:

Unfortunately, I will not be able to attend the March meeting. Eileen will be running the meeting in my place. I did want to give you some updates from my end.

Regarding the Vassar Consulting project, I did fill out the form and got a response from Shannon Bender. She seems excited to have our application and will be getting back to us with next steps.

Judy and I met with Mr's Gillen and R zodkiewicz regarding Music in the parks. Mr. R would like to take Jazz 2 and 3 this year. In the past, many kids who were in jazz were also in orchestra such that the orchestra program and ASOA would pay for the trip. This year there are about 40 kids who are in Jazz 2 or 3 that are not in orchestra. We were asked to provide the same subsidy to them (\$25 per student) as ASOA does for their members. This would be \$1,000. This is in addition to the deposit payment for all three Jazz groups that we had previously agreed to of \$300.

Furthermore, the Chorus groups are participating this year as well. Typically they would use Prisms proceeds towards their MIP registration. Because there was no Prisms last year, the chorus funds are low. ASOA and ABBI have agreed to share in a similar subsidy for those kids as well. This is \$275 for each group. Bottom line, we agreed to contribute \$1,575 towards Music in the parks, of which we will get about \$400 back from BOCES. I am sure Mr. R will explain in more detail but I wanted you all to have this in advance of the meeting.

Finally, another Jazz Update - I spoke to the Jazz Parent group on Wednesday Feb 23 about ABBI and volunteering. Eileen will speak to another group on Monday 2/28. Thanks, Eileen, for covering

me with Jazz and with the ABBI meeting. And a big Thank You to Christine for organizing the Jazz parent meetings and for heading up Jazz Cab one more time.

- Question on the floor by Jess Schleicher: About the money back from Boces?
- A motion on the floor for ABBI to subsidize 40 students from Jazz 2 and Jazz to attend Music in the Parks. This will be 40 students at \$25 per student. This motion was approved by Jess Schleicher and seconded by Christine Lent. All board members are in favor.
- A motion on the floor for ABBI to subsidize the Chorus group to go to Music in the Parks due to low funds and no Prisms concert. This motion was approved by Melissa Palestro and seconded by Beverly Embry. All board members are in favor.
- Eileen covered Jazz Parent meeting.

#### **Vice President (Eileen) & Winter Guard :**

- Clothing Drive postponed until March 20, 2022. It is difficult to collect in the rain. We need to market the event.
- March 13<sup>th</sup> Home Show/ Spaghetti Dinner.
  - Senior Guard, Middle School Winter Guard, Winter Percussion, and other AHS dance groups will be performing.
  - Jess and Christine worked on the placemat.
  - VIP packages will be offered. VIP will have pint glasses with package.
  - Mr. Keech will MC the show.
- March 6<sup>th</sup> Silent Auction opens. Baskets will be at the show.

#### **Committee Reports:**

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

- Thank you to Jess for doing the placemat.

- There has been two Jazz parent meetings. There was a good turnout for both. Mr. Guillen and Mr, Rzodkiewicz spoke, and Eileen and Dave discussed ABBI.
- Jazz Cab has a new co-chair, Karen MacNish. She is a parent of a Jazz 2 student who plays trumpet as a freshman.
- Christine needed suggestions from the board on how many glasses to purchase for the VIP packages. She is looking at 79-90 glasses. The glasses will be printed with the Jazz logo on it. The estimate cost for the glasses are as follows: 72 glasses@ \$2.93 each or 144 glasses @ \$2.25 each. Glasses will be centerpieces on all the tables. We will offer people to buy glasses at the event.
- Question on the floor from Andrea: Do we need tablecloths for Jazz Cab and Winter Guard Spaghetti VIP Dinner? Andrea has table clothes we could use.
- Suggestion on the floor from Donna Kuklis: See if the printed glasses look as good as the etched ones before buying. Suggests going with the lower quantity.

#### **Adam's Gift Cards: (Melissa Palestro)**

- The current gift card order is on hold because Adam's is out of physical gift cards. We will wait thru the weekend to see if they get any in stock. We may need to return orders. We will keep everyone posted. Adam's does not know when they will get new cards in stock. The current order is \$7000. We currently have 7 families who participate. Karen and Christine bring in additional orders.
  - Andrea said it is too bad we couldn't collect the old cards and reload them.

#### **Nominating Committee: (Beverly Embry)**

- Board seats available this term-
  - Director Seat #1- Brian Laferriere
  - Director Seat #2 -Jess Schleicher
  - Treasurer- Judy McGuire
  - Director Seat #6 – Nicole Raskopf is being dropped from resolution.
  - Director Seat #4- Chistine Lent. She is stepping down after this year. We need someone to fulfill a one-year term.

- President, Vice President, and Secretary is up every year.
- We need a slate by May 1<sup>st</sup> meeting.
- During the meeting Karen MacNish agreed to be put on the slate for a 2-year board seat as a Jazz representative. Alan Labouseur agreed to be put on the slate to take a 2-year board seat. Judy McGuire has agreed to be put on the slate to fulfill the remainder of Christine Lent's term. Nicole Raskopf is on the slate for the Treasurer position.

**Webmaster: (Alan Labouseur)**

- Using Updraft to back up the ABBI webpage.
- Square equipment information from email:

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 Square Credit Card Hardware  
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Magnetic strip reader: \$10 each  
<https://squareup.com/us/en/hardware/reader>  
 Pay 2.6% + 10¢ per swipe

Contactless chip reader (and Apple Pay): \$49 each  
<https://squareup.com/us/en/hardware/contactless-chip-reader>  
 Pay 2.6% + 10¢ per tap or dip

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 Communications Ideas  
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Square Marketing  
<https://squareup.com/help/us/en/article/5346-get-started-with-square-marketing>  
 \$15 per month for up to 500 members  
 See more at <https://squareup.com/us/en/software/marketing>

Wild Apricot  
<https://www.wildapricot.com>  
 \$54/month for up to 250 members and not integrated with our Square billing and invoicing system. (To be fair, it's much more than communications and list management. It's a website builder and event management system and a bunch of other things; way more than we need.)

- We need to know what time of phones we will be using for merchandise sales.

- Question on the floor: What do we do with the old swipe machines? We decided as a board to hold on to them for now.
- We need the new Square devices set up for the next merchandise sale.
- We currently have two Square accounts set up.
- Question on the floor by Christine Lent: Are we going to have a merchandise table at Jazz Cab? YES
- We will not use Square for food purchase at Jazz Cab. Just for merchandise.
- Thank you to Jess and Alan for working on the email communication piece from last meeting.
- Jess talked about using Vertical Response during the Webathon. There are currently 1400 email addresses in there. Free and not connected to Square. They allow 10,000 emails a month. All email addresses need to be input. Can we group individuals with in?
- Mr. Keech said the site needs to be vetted by the district for Ed Law 2d. regulations with student information protections because of minors. This could be a long process with the district. We can send the information to the ACSd tech department.
- School Tool does not have ability to do extracurricular activities. It is not reliable. Emails get lost.
- We need a platform that can send out emails to all parents and students by groups.
- Question on the floor from Alan: Is the Ed Law 2d NYS or Federal? Mr. Keech said NYS.
- Lately ABBI members are receiving strange emails. Send any weird emails to Alan at [webmaster@abbimusic.org](mailto:webmaster@abbimusic.org).

**Merchandise: (Nicole Raskopf)**

- There is small order of merchandise for the WG Home Show. Jenn Nesbitt ordered for Jazz Cab.

- Nicole is talking with Amber from Arlington Ink about new ideas and products for next year. Zip up hoodies instead of pullovers.
- Winter Guard logo has 3 rifles. We may need to revisit the design because there are weapons on it. Regina a teacher at the school told Nicole jackets can't be worn at school because of the design.
  - Discussion with Mr. Keech on this topic. He is willing to speak to Mr. Orcutt and show the logo and the shirt to get clarification. Bert and Chris change the logo every few years. Mr. Keech doesn't feel that there is an issue with it. If there are concerned parents, have them reach out to Mr. Keech.

### **Open Discussion:**

Question on the floor from Jess Schleicher: Is it too early to submit paperwork for the Invitational? She is trying to help Kim early. Mr. Keech said go ahead and do it now.

Bari Sax has been purchased and is in use at this time.

Grant needs to be discussed. We need to meet with the finance committee. There is discussion about electronics that need to be upgraded and replaced.

Andrea is getting rid of an old piano. It needs to be tuned.

We referred to the Ed law again. Part 121 of the law. Public knowledge paperwork. Create a Google form for services vetted for email.

### **Adjournment**

A motion to adjourn the ABBI general meeting at 8:28 p.m by Eileen Eckert. It was accepted by Beverly Embry and seconded by Judy McGuire. All board members were in favor. The next general meeting will be April 7, 2022.

- We need to put in a request of space for the next meeting. We need some place with internet access. There is a Chamber Music event that night. There may be no space available. Reach out to Dave and Mr. Guillen to see what they want to do.

Minutes submitted by: Beverly Embry

### Treasurer's Report

Prepared March 2, 2022 by Judy McGuire (treasurer@abbimusic.org)



#### Overall Financials

- Payments were made to:
  - o Business Expenses: Shootproof, Square, Updraft Plus - (\$60.06)
  - o Instrument Purchase of Alto Sax - (\$2,500)
  - o Music in the Parks - (\$300)
  - o WG Uniforms - (\$146.12)
  - o WG T-Shirts - (\$1,007.17)
  - o MS WG Uniforms - (\$837.38)
  - o MS WG Flags - (\$756.85)
  
- Money was deposited from:
  - o Sewing of Patches - (\$410)
  - o WG Football Fundraisers - (\$1,000)
  - o Square: WG Tour Fees (\$1,881.10)
  - o Square: Sale of Old Guard Flags - (\$281)

**Income \$3,572.10 minus Expenses (\$5,607.58) for the month is (\$2,035.48)**

**Keep in mind that I will be depositing \$6,355.50 in the month of March! These deposits are from WG, MSWG, WPE, and merchandise.**

#### Cash Balances

	As of Nov 30	As of Dec 31	As of Jan 31	As of Feb 28
Rhinebeck CD	\$7,282.02	\$7,295.79	\$7,295.79	\$7,295.79
MB Capital Fund	\$7,752.40	\$7,754.05	\$7,755.70	\$7,757.19
Assistance Fund	\$1,779.20	\$1,779.28	\$1,779.36	\$1,779.43
Checking	\$77,781.80	\$63,666.14	\$70,377.73	\$64,124.45
Instrument Fund	\$7,429.19	\$7,429.51	\$10,074.83	\$10,075.22
Future Uniforms	\$8,554.69	\$8,555.06	\$8,555.43	\$8,555.76
Money Market	\$1,387.28	\$1,387.36	\$1,387.44	\$1,387.51
<b>Total</b>	<b>\$111,966.58</b>	<b>\$97,867.19</b>	<b>\$107,226.28</b>	<b>\$100,975.35</b>