

Arlington Band Boosters

Executive Session Meeting Minutes (General Session follows below.)

April 7, 2022

Opening

The Executive Session meeting of the Arlington Band Boosters was called to order at 6:40 p.m. on April 7, 2022 at AHS Senior Lounge by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Judy McGuire, Jess Schleicher, Christine Lent, Melissa Palestro, Brian Laferriere, Darrell Keech, Carlos Velez, and Nicole Raspkof. Rich Guillen, Evan Rzodkiewicz

Election Slate

Discussion was had by the board of available seats and potential members to fill vacant seats. The 2021 Board of Directors' resolution was discussed, and we all agreed that seat six will be removed and we will go back to have five (5) board of directors' seats. Judy McGuire has been asked to be an assistant to the treasurer for the upcoming election year to help with the transition. Dave has proposed that Jeanine finish the rest of Christine Lent's term. Her seat will have one year left of her two-year term. We need to nominating slate ready by May 1, 2022.

- We need to announce what seats are available to the general membership. Put on Facebook.
- May 2nd to the June meeting put up slate to be voted on.
- Post information on ABBI website. Have available for membership to look at.

Members at Large

The following members need to be voted in on the 2022-2023 slate as they will be volunteering with the ABBI organization and have no current children in the school:

Brian Laferriere and Andrea Hagan.

Committee Positions

We need to recruit a new Social Media person. They need to be able to handle all groups postings to Facebook and live stream the meetings to FB live.

- Jess Schleicher has offered to do the Social Media.

Budget/Financials

Question on the floor:

- How do we handle funds for each group? Is there a rollover line?
- Can money be put aside for Dayton for the upcoming season?
- Quick Books:
 - Could not tell with Square where it went for Tour Fees.
 - Nicole wanted to know the up-to-date status of QuickBooks.
 - Has changed the Text Sup acct? Do we have?
 - \$350 a year for desktop version. We have 2020 pro desktop.
 - Do we have more than one person log in?
 - Judy mentioned we need a new laptop computer.
- Stipends for musical groups went away when we stop separating the groups funds and made it all part of ABBI. Eileen
- Mr. Keech and Mr. Cousins have the documentation for the guard. Mr. Keech stated that everything is working good right now. If there is a transparency issues, please contact Mr. Keech.

Adjournment:

Motion on the floor by Dave Kamen to end the Executive session ended @7:02 p.m.

It was accepted by Eileen Eckert and seconded by Christine Lent. All board members were in favor.

Arlington Band Boosters

General Membership Meeting Minutes

April 7, 2022

Opening

The General Membership meeting of the Arlington Band Boosters was called to order at 7:02 p.m. on April 7, 2022 in the AHS Senior Lounge by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Judy McGuire, Jess Schleicher, Alan Labouseur, Andrea Hagan, Christine Lent, Melissa Palestro, Karen McNish, Rob Atkins, Susan Smith, Brian Laferriere, Darrell Keech, Carlos Velez, and Nicole Raspkof. Mr. Keech, Mr. Rzodkiewicz, Mr. Guillen

Approval of Minutes

The minutes from the March 3, 2021, general meeting was distributed to the board members via email and in person at the April 7, 2022, general meeting by Beverly Embry.

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

Director Report

Directors Report started with Mr. Guillen thanking ABBI for their support. Upcoming events for music groups: Jazz Cab and Music in the Parks. At the end of the month, we will be hosting NYSMMA Solo Festival. The event will be kept small, and they will fund the food within the school. No ABBI support needed. All bands are preparing for their upcoming Spring Concerts.

- Question from Eileen- Are the ensembles playing in the LaGrange Day?
 - LaGrange day is only being held for one (1) day and not the whole weekend.

- Union Vales Community Day is the day before Graduation.
- If ensembles are performing, let ABBI know so we can represent.

Mr. R zodkiewicz reported the amount we are supposed to get back from BOCES is incorrect. It will be less than 400 but he will confirm and get back to us. He mentioned he forgot to inform ABBI of the previous middle school concerts. He would like to have 1 to 2 ABBI members at the upcoming middle school concerts. Preliminary numbers for bands are up 25%. This is close to where we should be. Mr. R zodkiewicz is looking for groups to come in and work with students. Orchestra does this now with its groups.

- Line item needs to be added to the budget for the money we get back from the BOCES Art and Education program.
- Nicole suggested to reach out to the Bardavon. The Hudson Valley Philharmonic works with the Bardavon. Nicole will send the information to Mr. Guillen and Mr. R zodkiewicz.

Mr. Keech reported Winter Guard has finished their season and will hold their annual Ice Cream Social on April 18, 2022. Percussion will finish its competition season this weekend. Fall Marching Band will hold sessions for all groups before the end of the school year. The leadership team will be announced after this weekend. The Marching Band schedule is 98% complete. This year's show will be more like the 2019 show. All contemporary and seen on Broadway. The Invitational (home show) is on the schedule and confirmed. May 22nd is the kickoff meeting for Marching Band.

President's Report

Dave reported he made an error when he was working on Music in the Parks. Vote was done at the March 3rd meeting.

Learn, Play, Grow, grant proposed spending is as follows:

\$2500 Baritone Sax

\$3018 Guard Tarp

\$14,393 Sound System

** see end of the minutes for the update on the change in price for the sound system.

Working with Brandie Lane from Winter Percussion on the Sound System. The system will be like the one in the auditorium and it will include everything but the soundboard. We can sell the old system on the ABBI marketplace. The new system will be used by all groups. The decision to take the funds from the grant will prevent it from coming out of the upcoming tour fees. We are purchasing the system from a Alto Music, a local business on Route 9.

- We need to wrap up the grant by August.
- Receipts must be submitted within 60 days of purchase to Mr. Wraftner.

A motion is on the floor from Dave Kamen for the approval of the spending of the grant as listed above. The motion to accept the spending of the \$20,000 Learn, Play, Grow grant as listed above was accepted by Beverly Embry and second by Eileen Eckert and Nicole Raskopf. All Board members approved.

Dave reported we were not selected for the Vassar College consulting project.

The ABBI shed needs a new roof. We need funding from ABBI. Who do we contact from the school? Directors suggested Eric Allen. Jess Schleicher- Woodshop class from the school may be able to build shed (1/2-year class). We need volunteers to find plans and figure out costs? Do we get the school or someone from the outside the school to build? We may be able to go to ReStore store and get shingles. The roof should last another year.

WHO HAS THE SHED KEYS?

Eileen Eckert, Judy McGuire has keys? Mr. Guillen has a key?? Do we have 4 or 5 keys? Judy handed Christine Lent her key at the meeting. The yellow one. Mr. Guillen brought a Square reader from his office and gave to Christine Lent.

Dave has a new job and will be doing a lot of traveling in May and June.

Mr. Keech mentioned we should also have ASOA represented at the middle school concerts.

Vice President Report

Winter Guard (Eileen)

Eileen reported the Spaghetti Dinner/Home Show brought in a profit over \$6000. The team placed 2nd in the WGI Philly Regional and 2nd in the Mid York Championships.

Middle School Guard finished 5th out of 9. Possibility of 31 guard for the upcoming Marching Band season.

Treasurer Report

****see attached below**

A motion was made by Dave Kamen to accept and approve the Treasurer Report. The Treasurer Report was accepted by Jess Schleicher and seconded by Eileen Eckert. Approved by all board members.

Additional Discussion about finances:

Brian Laferriere reported that IBM has changed their volunteer match program. ABBI no longer matches IBM grants requirements because we fundraise. Brian said after 40 hours of volunteer work IBM would give \$500. They give \$100 for every 10 hours of volunteering and if you hit 40 hours, they give \$500. They are no longer matching. Eileen asked where to find the link for IBM employees?

Dave Kamen reported from the BYLAWS Section 5-1.3B. The bylaw states the Treasurer needs an audit by professional. We want to be transparent. When was the last time Scott has done an audit? August 2015 manual of Quickbooks. Bylaws state every year. Does preparing taxes count? Nicole said no. It is very thorough and expensive. Can we make an audit committee?? Nicole will investigate. Action item that needs to be done by July.

Committee Reports

Webmaster

Alan reported the website is good. The status of card Square card readers. Judy has two readers and Christine received one from Rich at this meeting. They cost \$10 each for new ones. Jazz will use card readers for food at the event.

- Alan recommends that we purchase 3 or 4 more readers, and he wants to check the status of the current readers we possess.
- Dave wants ABBI to purchase 4 lighting connector devices for Jazz Cab. (Alan will order)

- Motion for chip readers in the fall.

Distribution of mass emails – Directors are working on a plan with Rob Carol from the head of data. They will send emails for ABBI. The more notice to send emails the better. Attachments need to be 10 MB or smaller. Directors will No Child members in the BCC field (ie Andrea and Brian).

Dave asked if the website is ADA compliant?

- Jess will check the back end for this.
- Alan and Jess need to find an audit tool for website.
- Dave will find the standard

Adams Gift Cards & Fundraising

Melissa reported a \$625.00 profit on the last sale. The next sale will be held near kickoff.

- Please have Gift Cards available for purchase at Jazz Cab night. \$400 to \$500 in Adams cards available. Bring forms also.
- Karen will add gift cards to the flyer.
- During this discussion, Mr. Rzodkiewicz mention that the district Jazz night is off the calendar.
- June cards will be delivered at the concerts. Dates should be accurate.

Car wash coupons \$12 car washes sell for \$10. \$4.00 profit on every wash sold. Board agreed to sell at AHSMB kick off meeting and June concerts.

Uniforms

AHSMB uniform fittings are on the calendar.

Merchandise

Can we make a magnet for the marching band season? Mr. Keech reported that indoor standstill performances are back for inclement weather this season.

Jazz Cab

Jazz sold 9 VIP tables. Each table holds 8 people @ \$35.00 per person a total of \$280. All VIP table will get votives, appetizers and desserts and preferred seating.

Andrea has round table clothes if they need them.

Tickets will go on sale after Spring Break. Each student will sell 5 tickets. Matt is setting up photo booth and doing photography. They are all set with volunteers and will host a 50/50. They will sell extra votives, merchandise and Jazz Magnet. Eileen suggested a scratch off board with their 50/50 raffle.

Baron Orchards is an Admiral sponsor and Jenn Nesbitt has his contact information.

Tag Sale

Rob Atkins wanted to know the pros/cons on the date of the tag sale. Whatever date we decide we need to promote early. Go back to doing it on Labor Day weekend and not the off weekend.

Adjournment

A motion to adjourn the ABBI general meeting at 8:33 p.m by Dave Kamen. It was accepted by Eileen Eckert and seconded by Carlos Velez. All board members were in favor. The next general meeting will be Thursday, May 5, 2022.

- We need to put in a request of space for the next meeting.

Minutes submitted by: Beverly Embry

Additional proposals voted on after the meeting via email:

#1 Sound System

The system as I requested it involves QSC products and QSC is hopelessly back ordered due to supply chain issues. According to Alto Music, they are not even accepting new orders, and there is no indication of an end to their shut down. So, I went back to Brandie and she recommended the JBL products. They are definitely better (her first choice if money was not object), but the problem was that the JBL system price was nearly \$20,000. I told Alto music that we have about \$14,000 to spend and that I might be able to go a little bit more but could not do \$20k. Dave Reuter, the head of the Wappinger store came back with the quote you see attached..... \$16,500!!

Then it occurred to me that we will be making an announcement soon that the AHSMB placed 3rd in the Long Island University Virtual Band Contest and will be receiving a check for \$2,500! So, my thought was to go for purchase of the JBL speakers which should be available in 3 months. Between Alto Music bid, the grant, and the prize money, we have this all covered.

Alto Music would need 25% of \$16,500 (\$4,125) to place the order. Should I proceed? I don't believe this would take a ABBI vote, but I didn't want to make these changes to the plan without informing anyone.

Vote went as follows: 8 voted YES and 2 abstained

#2 Devon Williams Jr. Scholarship Donation:

This weekend an Arlington graduate and band member, Devon Williams Jr., lost his battle with cancer. I am going to send a card on behalf of ABBI, but I would also like to suggest we donate to the scholarship fund the family has set up through the Arlington Education Foundation.

Devon was in Mr. R zodkiewicz's Concert Band.

After email discussion. The board felt a \$500 donation to the scholarship fund was reasonable. Judy will follow up with setting this up.

The vote went as follows: 8 voted YES and 2 abstained.

Treasurer's Report

Prepared April 4, 2022 by Judy McGuire (treasurer@abbimusic.org)



Overall Financials

- Payments were made to:
 - o Business Expenses: Shootproof, WG Sales Shipping, Square, Fingerprinting - (\$163.83)
 - o ABBI Insurance - (\$2,773.31)
 - o Adams Gift Cards - (\$6,250)
 - o WPE Equipment/Supplies - (\$192.94)
 - o NYSSMA Reimbursement Checks - (\$156)
 - o Let's Get Personal: WG Tees - (\$300)
 - o Let's Get Personal: Jazz and General Band Flannel Pants - (\$880)
 - o MS WG Championship T-Shirts - (\$166)

- Money was deposited from:
 - o Square: WG Tour Fees - (\$1,064.80)
 - o Amazon Smiles - (\$96.88)
 - o Let's Get Personal: (\$405.50)
 - o WPE Tour Fees - (\$1,975)
 - o WG Tour Fees - (\$4,480)
 - o WG Uniforms - (\$438)
 - o MS WG Tour Fees - (\$1,684)
 - o MS WG Merchandise Credit - (\$200)
 - o NYSSMA - (\$1,288)
 - o Adams Gift Cards - Instrument Fund - (\$6,875)
 - o RevTrak Summer Band - (\$632.75)
 - o Donations (Blackbaud Fund - IBM, Guest Conductor) - (\$1,550)
 - o WG Spaghetti Dinner/Invitational - (\$6,017)

Income \$26,706.93 minus Expenses (\$10,882.08) for the month is \$15,824.85

Cash Balances

	As of Nov 30	As of Dec 31	As of Jan 31	As of Feb 28	As of Mar 31
Rhinebeck CD	\$7,282.02	\$7,295.79	\$7,295.79	\$7,295.79	\$7,309.29
MB Capital Fund	\$7,752.40	\$7,754.05	\$7,755.70	\$7,757.19	\$7,758.84
Assistance Fund	\$1,779.20	\$1,779.28	\$1,779.36	\$1,779.43	\$1,779.51
Checking	\$77,781.80	\$63,666.14	\$70,377.73	\$64,124.45	\$77,939.27
Instrument Fund	\$7,429.19	\$7,429.51	\$10,074.83	\$10,075.22	\$10,075.65
Future Uniforms	\$8,554.69	\$8,555.06	\$8,555.43	\$8,555.76	\$8,556.13
Money Market	\$1,387.28	\$1,387.36	\$1,387.44	\$1,387.51	\$1,387.59
Total	\$111,966.58	\$97,867.19	\$107,226.28	\$100,975.35	\$114,806.28