

Arlington Band Boosters

Informational Meeting Minutes

May 5, 2022

Opening

The Informational Meeting of the Arlington Band Boosters was called to order at 7:03 p.m. on May 5, 2022 in the AHS Senior Lounge by Dave Kamen.

Present

Dave Kamen, Beverly Embry, Jess Schleicher, Alan Labouseur, Andrea Hagan, Melissa Palestro, Karen MacNish, Brian Laferriere, Mr. Rzodkiewicz, Mr. Guillen

- This meeting did not meet the necessary quorum of 10 voting members for the purpose of voting. This is now an informational meeting.

Minutes

The minutes from the April 7, 2021, general meeting was distributed to the board members via email by Beverly Embry. Beverly addressed some of the changes to the minutes from Christine Lent. April minutes have been updated and will be redistributed for the June 16th meeting.

- April and May minutes will need to be approved and voted on at our June 16th meeting.

Treasurer Information:

Dave shared information from the Treasurer Report sent from Judy McGuire. Due to the lack of a quorum, we did not vote on the Treasurer Report.

- RevTrak is Summer Band.
- April and May Treasurer Reports will need to be voted on at the June 16th meeting.

Overall Financials - Payments were made to:

- o Business Expenses: Shootproof, Square - (\$64.07)
- o Jazz Awards - (\$381)
- o Marching Band Spring Expenses - (\$1,100)
- o Percussion/Pit Electronics – Deposit for sound system - (\$4,125)
- o Music in the Parks T-shirts – (\$812.50)
- o WG Buses – (\$2,200)
- o WG Payroll – (\$3,700)
- o WPE Payroll – (\$9,000)
- o WPE Tour Expenses - (\$419.08)
- o Jazz Cab Expenses - (\$689.84)
- o Arlington Education Foundation Memorial Scholarship for D. Williams – (\$500) –

Money was deposited from:

- o Jazz Cab VIP Table - (\$2,520)
- o Spaghetti Dinner – (\$220) o NYSSMA – (\$48)
- o Music in the Parks – (\$4,815)
- o WPE Tour Fees - (\$1,875)
- o MS WG Tour Fees – (\$650)
- o WG Tour Fees – (\$172.52)
- o WG Clothing Drive – (\$3,315)
- o WG Donation – (\$100)
- o RevTrak - (\$1,097.73)

Income \$14,813.25 minus Expenses (\$22,991.49) for the month is (\$8,178.24)

Director Report (Reported by Mr. Rzodkiewicz)

Mr. Rzodkiewicz reported that NYSMMA is complete. Marching band rehearsals have started. If there are any families that are still interested in joining the marching band, please contact the Directors. This year we have Seniors and new members from each of the upcoming grades of 10th, 11th and 12th who have never marched before. Percussion and Guard are currently practicing for the upcoming season. Guard is at about 30 participants. Jazz Band attended the Delaware Jazz Festival and scored an 85.5 out of 90 with a rating of Superior. Justin Kender and Gab Kennedy both received a soloist award. The trumpet section received the Best Section Overall Award. Thank you to chaperones Suzanne Waters and Kim Rafaelle for their help. Jazz Groups will be heading to Music in the Parks next Friday. Concert Bands will be performing soon. May 25th will be the Wind Ensemble and Concerto performance and the other concerts will be the first week of June. Please see the website for dates. Memorial Day event will be held the Tuesday after Memorial Day.

President's Report

- Dave mentioned putting the Nominating Slate up on the website. It has already been posted to Facebook. Add any other nominations to the pile currently.
- Judy McGuire purchased a used Dell laptop for \$100.00 and has the current software on it and transferred all files and Quick Books. Purchased from a friend who has a computer business.
- Audits on the books. Waiting to hear back from Nicole.
- Waiting for confirmation from Mr. Keech about replacing the shed roof. Would like to get it done this summer. We need permission from the district.
- ABBI did not buy an ad for the Playbill for Footloose. Dave wants to support both ASOA, and Admiral Players with the purchase of ads. Equally disperse ads between groups. Paula and Dave are working together to make this happen.
 - Need to follow up on this.

Committee Reports

Adams Gift Cards and Foam & Wash Gift Cards (Melissa)

Adams Gift Cards are due tomorrow 5/6. To be picked up at the MB kick off meeting (5/22) or at Jazz Cab (5/18). We will do another round of orders to be picked up at the June 6th and 7th concerts. Car Wash coupons are available. They are \$12 car wash coupons for \$10. They will be available at kick off and Jazz Cab.

Jazz Cab (Karen)

All volunteer positions are filled. Event is coming together. Matt Somo researched getting a photo booth for the event.

\$200 open air photo booth digital copy of photo.

\$300 open air photo booth print out photos.

Questions:

Is it worth it?

How much time do the students have to take advantage of this?

- Mr. Rzodkiewicz said the students have some time but not a lot?

How much do we want to charge??

- \$5. pp

How many students?

- 70 kids totally plus families

How many kids fit in the picture?

- Need to find out

We do not need a vote if under \$500. If we think it is doable go for the \$300 photo booth. Figure out how to make it work. If this works out, do it for the Invitational for the other groups to do.

Received feedback from the group.

Directors Report (Mr. Guillen)

Mr. Guillen thanked everyone for their support. Jazz Cab is two weeks out and Christine and Karen are working hard. The Directors are happy with the progress of everything. Last weeks NYSMMA festival was successful, and we may host next year if they get a chairperson. All concerts are up on the webpage. LaGrange Community Day is 6/11 Orchestra will perform not sure about Jazz because students are unavailable. District Jazz night is off the calendar. The middle school level just started a few weeks ago due to the lack of activity buses. Jessica Ramos is shopping for the food for Jazz Cab. (Dave)

Webmaster (Alan and Jess)

From Email:

WEB HOSTING

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We need to renew our contract for web hosting at Bluehost. When I say "web hosting" I'm talking about our Wordpress-based web site and all of our e-mail accounts. It is essentially our tiny part of a large shared web server in "the cloud" (where "the cloud" means nothing more than "someone else's computer, hopefully in a well-managed data center") that's used to publish our web site to the world and process our e-mails. Web hosting is separate and apart from renting our domain name (ABBImusic.org), which is not due to be renewed until 6/24/2025.

On May 20, 2019, ABBI paid \$178.20 for 36 months of web hosting and e-mail processing. That's only \$4.95 per month. It must have been a (very good) introductory rate because the renewal for another 36 months is going to cost \$683.64, which is \$18.99 per month. That's annoying, but we don't have much of a choice.

2nd email:

I looked into web hosting on Digital Ocean, which is the platform I use for my own web sites (which are quite small). We could rent a "droplet" from them for about \$6/month for a shared server that should handle our needs in terms of storage and bandwidth, but that's only for the hosting. (I assume I could install Wordpress on it and use their droplet to run our site.) But we'd still need an e-mail system. I like Hover.com (again, for my own small purposes) but they are \$20/year per user. We currently have 43 e-mails configured (though we could -- and perhaps should -- trim those down and eliminate addresses no longer in use), which is \$860 per year. (Maybe e-mail is really the expensive part of this,

more so than hosting.) Of course, I could try to install SquirrelMail or Roundcube on our droplet for e-mail. But once we integrate the e-mail we *might* need a more powerful droplet, which would make it \$12/month from Digital Ocean. The problem is that this is a manual configuration requiring manual maintenance from a server geek rather than an "all in one" integrated solution meant for end-users. There is value to what Bluehost offers us in that regard.

Meeting information:

We ordered 4 card readers and 4 lightning connectors. We need to get on the school wifi to use the Square readers. We need to set up access to WIFI with a password for ABBI. Reach out to Carlos. Need to test readers before Jazz Cab.

Renewal of Website- received a \$200 discount. The original offer (introductory rate for 5 years at \$5 per month. The new offers are as follows:

- Original \$18.99 per month choice plus for 3 years. (\$683.64)
- Discount \$13.49 per month for 3 years. (\$485.64)

The new plan is in the cart ready for purchase and tax id number needs to be added to the cart to avoid tax. Alan will reach out to Judy. Later in the meeting Judy messaged saying she had WIFI access.

TechSoup: Fees not worth it. Charge administrative fees to provide us with reduced software. Offer online courses in grant writing and event planning. Need to participate in case studies. Etc. How much are we really saving? **Have Alan and Nicole touch base with each other for QuickBooks.**

ADA Compliance for website:

There is no way to be 100% compliant. The plugins (WordPress) are not free and do not cover everything. Ran a diagnostic report (accessi.org) and it tells you what's wrong and what code is wrong. The report was 35 pages. We have a lot of code issues. Alan will fix the 11 pictures that do not have alt-text. Jess will send the 35-page report to Alan to look over. We need to provide an accessibility statement page on the website along with our identified goals and issues, and a contact form. This should cover us until we fix everything. Option to pay \$279 a year or \$27 a month for an AI to do you website for you. Most other companies start at \$40 a month. We will try to fix it ourselves first.

According to Alan website is not that big, let's clean it up. We do need some new updated photos. Updates for plugins and themes in the system. Jess updated the plugins.

- Dave recapped the Website information. Contrast hard to read. 11 pics not in alt text. Skip to can't use mouse. People are looking to access the old Google drive information for documents. Institutional knowledge page for information, passwords to Dave and Eileen. Keep Google Drive for back up.
- Scholarship information is over to Alan already. Scholarship information is live right now on the website.
- Jess is going to share an Army Band scholarship for Seniors on the website.

ASOA (Paula)

Discussed buying ads for each group like Arlington Admirals and ASOA events and ABBI events.

Vice President (Eileen email)

AHSMB Kick Off Out Reach

1. If everyone could please wear their "I am ABBI" buttons. If you don't have one, we will try to have some on hand at kick off
2. We will have tables set up in the lobby. Let me know if you have something to put out or display.
3. Dave will speak.
4. How else can we share our message? I am proposing a folder hand out with inserts offering information on ABBI and our mission. It will also include Information about our current and upcoming fundraisers, Information about leadership volunteer roles as well as opportunities to donate your time and goods, Info on how to find the marching band calendar and link to it. Any other information that should be included? Thoughts? This will cost about \$60.
5. I am also proposing a magnet hand out. It will be business card sized and feature a frequently used AHSMB phrase plus a tag Arlington Band Boosters and our web address. I propose to use the phrase "Early is On Time, On Time is Late, Late is Unacceptable.

AHSMB Proverb.” It will cost approximately \$50 for 100 business card sized magnets at Vistaprint. Thoughts?

Please reach out if you have any other ideas. This is our first opportunity to make an impression on our potential new members.

Group agreed to move forward with the idea of the folder and magnet.

Dave will reply to Eileen.

Merchandise (Jenn and Nicole emails)

Jenn has given all the merchandise to Nicole, and she is running with it.

If someone can take over sponsorships for next year that would be great.

Nicole email stated that the merchandise is ready for Jazz Cab and she will have a merchandise shop set up for June.

Uniforms (Andrea)

Andrea mentioned the uniform fitting dates are up on the calendar. They will be from 9 am to 1pm on June 11th. Make ups by appointment only on June 13th. Seniors will go first. Information to come. Uniforms will not go home with the member until the end of band camp.

Prop and Pit (Brian)

Line paint and freezable items are back in the sea container. 3 cans of white line paint left. Rob Atkins may replace Brian in the transition year for pit crew.

Tag Sale

Will be held Labor Day weekend. Working on radio ads. Needs to reserve the parking lot yet and tables and chairs.

Scholarships

Mr. Keech mentioned that the ABBI Scholarship plaque needs to be updated and replaced because it is full. 2013 is the last time it has been updated.

Do we have records of who won in previous years? Melissa will reach out to Judy and others. If not, Andrea may have a contact with the information. Judy has the information of the previous winners.

Scholarships are open right now. Due back by the 21st of May. We have 2 ABBI scholarships and 1 Paul Effman scholarships. Melissa will hold a ZOOM call to go over applicants. Jessica Ramos volunteered to help. Criteria for the scholarship is a graduating senior and going into a music study.

Adjournment

A motion to adjourn the ABBI information meeting at 8:00 p.m by Dave Kamen. It was accepted by Alan Labouseur and seconded by Melissa Palestro. All board members were in favor. The next general meeting will be Thursday, June 16, 2022.

Minutes submitted by: Beverly Embry