

# **Arlington Band Boosters**

## **General Membership Meeting Minutes**

June 16, 2022

### **Opening**

The General Membership meeting of the Arlington Band Boosters was called to order at 7:03 p.m. on June 16, 2022 in the AHS Senior Lounge by Dave Kamen.

### **Present**

Dave Kamen, Eileen Eckert, Beverly Embry, Judy McGuire, Alan Labouseur, Christine Lent, Karen MacNish, Rob Atkins, Brian Laferriere, and Nicole Raskopf, Mr. Keech, Mr. Rzodkiewicz, Mr. Guillen

### **Approval of Minutes**

The minutes from the April 7, 2022, general meeting was distributed to the board members via email by Beverly Embry.

A motion was made to accepted and approve the April 7, 2022, meeting minutes was made by Dave Kamen. It was approved by Brian Laferriere and second by Alan Labouseur. All board members were in favor.

**\*\*May 5, 2022, did not have a quorum and business was moved to June meeting**

The minutes from the May 5, 2022, general meeting was distributed to the board members via email by Beverly Embry.

A motion was made to accepted and approve the May 5, 2022, meeting minutes was made by Dave Kamen. It was approved by Alan Labouseur and second by Brian Laferriere. All board members were in favor.

A motion was made by Dave Kamen to accept and approve the April 7, 2022, Treasurer Report. The Treasurer Report was accepted by Beverly Embry and seconded by Alan Labouseur. Approved by all board members.

**\*\*May 5, 2022 meeting did not have a quorum and business was moved to June meeting.**

**\*\*see attached below**

A motion was made by Dave Kamen to accept and approve the May 5, 2022, Treasurer Report. The Treasurer Report was accepted by Brian Laferriere and seconded by Beverly Embry. Approved by all board members.

Additional notes in regard to the May Treasurer Report:

Payments were made to:

- o Alto Music - Balance of Sound System - (\$12,375)
- o Jazz Cabaret Reimbursements - (\$1,441)
- o Concerto: Senior Flowers/Programs/Engraving – (\$679)
- o Choice Plus – Sitelock Security – (\$486)
- o Business Expenses – Bluehost, Shootproof, Square – (\$518)

Money was deposited from:

- o Amazon Smile Program - (\$57)
- o Donation from a NYSSMA Refund – (\$24)
- o Adams Gift Cards – (\$11,850)
- o Carwash Coupons - (\$250)
- o Novelties and Clothing – (\$243)
- o AMB Fundraisers – (\$2,500)
- o WPE Tour Fees – (\$945)
- o MS WG Tour Fees - (\$2,400)
- o Jazz Cabaret - (\$3,992)
- o Square used at Jazz Cabaret - (\$662)

**additional discussion:**

**Jazz Cab: \$2,687.00 bottom line**

**Invoice for kitchen assistant from Cristian R. Christine forwarded email from 05/35/2022 from Dave Moore to Judy.**

**Judy M will do June financials with Nicole R. If needed.**

**Director Report: Rzodkiewicz, Guillen, Keech**

- Marching band payments are officially due by June 17, 2022.
- Thank you to Alan for helping with setting up Square.

Questions on the floor: financial assistance accounts for band.

- Do we cancel invoice do we marked as paid for those receiving assistance?
  - For bookkeeping purpose cancel the invoice.
  - Don't create invoice so it keeps things confidential.
- Do we mark off QuickBooks the number of people who receive financial assistance?
  - Reach out to Carlos to find the answer.
- We now have 5 tuba players in the AHSMB. We need an additional Tuba. Mr. Rzodkiewicz did some research with the district and asked for funding for a new tuba. The district is going to fund the band for the new tuba. The price range is between \$4300 to \$6000 for a tuba. May have found a used one for \$5000 from a DCI group.

**Mr. Guillen:**

- Thank to Karen, Christine, and the team for their work with Jazz Cab.
- Concerts went well. ABBI covered the flowers and plaques for the events.
- BOCES Art and Ed grant credit was \$1069, we spent \$2674 for Music in the Parks, NYSMMA, and Guest Conductor concerts.
- The plaques have now been hung in the band room for students to see. Thank you, Mr. Keech.

**Mr. Keech**

- Marching band is back in practice on Wednesday, July 6, 2022.
- The Home Show/Invitational roster is set.
- Chair people for the band, please feel free to contact the directors over the next 10 days.
- The new executive principal coming into AHS has ties to the marching band. His wife is a former alumnus.
- Sound system update:
  - Mr. Keech is working with Alto music. There is currently a supply chain issue and Mr. Keech will reach out again. There is a tentative August delivery.
  - Dave mentioned we can extend our contract with the grant.

### **Vice President Report & Guard Liaison (Eileen):**

- Kickoff folders went well. We gave out about 75 folders at the event. Suggests adding a photo montage to next years folder.
- We need the following volunteers' positions: cookie dough co-chair, yearbook co-chair, band camp co-chair, sponsorship chair.
- We need to set up a fundraising committee.
- We need a committee to do the VIP items for the Invitational and dinner after the event idea.
- New parent meeting was a success.
- Sold all the AHSMB Good Bad the Groovy tie dye shirts. The guard Queen costumes might be sold. Still working on it. Eileen discussed a Midwest school who wants them but has limited resources. Mr. Keech would like us to make a deal with her and help her guard out. He suggested \$5.00 each or just charge her the shipping.

### **Webmaster (Alan)**

- Discussed the readers that were purchased. The cell phone ones were flaky.
  - We currently have the following inventory of square readers:
    - 3 external card readers – 1 to Nicole R (merchandise/treasurer)
    - 4 iOS readers
    - 4 Headphone readers

- Dave Kamen authorized the new readers they were \$52.00 each.
- Alan went thru the website and fixed the critical things from the ADA report. Will put a calendar reminder every 6 months to do with Jess Schleicher. The website is nice and clean now and Alan is happy with it.
- We need SOP's for events committee heads run and have it uploaded to the archive. There is one document there so far.
- We are going to start to decommission the Google Drive.
- "How to do Jazz Cab" document needs to be sent to Alan to go into the archive.
- Eileen will send the "New Parent Meeting" information to Alan.
- Eileen and Beverly will update the volunteer needs. (**Done on July 10, 2022.**)

#### **Alan's Email of information for the month:**

- Web Site stuff:
- Hosting: Renewed Bluehost 'Choice Plus' hosting for abbimusic.org for 36 months (expiring 20 May 2025) for \$485.64. Thanks to Jess for getting us a discount!
- Accessibility review: Increased the color contrast of the menu system. Verified that all image tags that are actual images contain alternate text. Will revisit again in six months.
- Removed unpublished old pages that are no longer accessible via the menus. (They are saved in Wordpress in case we ever want or need to revisit them.)
- The automated backups are working nicely but require monitoring to delete the old ones so that we don't run out of space.

- E-Commerce Stuff:
- After buying four iOS Lightning connector Square readers we now have eight in total, the other four being of the headphone-jack variety.
- Lesson from Jazz Cabaret: the iOS Lightning connector Square readers work WAY better than the headphone-jack variety, which are flaky at best.
- We should buy a \$50 Square wireless NFC card reader to support merch sales.
- Work with Mr. Rzodkiewicz on Square customer and invoice generation is going well.

#### **Adam's Gift Cards/Scholarships (reported by Judy for Melissa)**

- **ABBI Scholarship** was awarded to Azalea Bailey and David Nesbitt. Two applications were received for this award.
- **Paul Effman Scholarship** was awarded to David Nesbitt. One application was received for this award.
- **Adam's Gift Cards:** there will be orders taken during the first week of band camp. Cards will be distributed August 26, 2022. See email below.

#### **Report from Melissa Palestro via email:**

##### **Scholarship:**

This year the scholarship committee received two applications for the ABBI scholarship. The ABBI scholarship was presented to Azalea Bailey and David Nesbitt at the Wind Ensemble Senior Concerto Concert.

Azalea's application essay clearly describes her love of music and performance from an early age and how her father was an important influence in her musical journey. Azalea will be attending The University of California, Berkeley in the fall where she plans on joining the marching band along with other jazz and classical ensembles. Azalea aspires to march trumpet and earn the position as Drum Major much like she did while here at Arlington. She also plans to explore the music of her culture and play with an Indonesian Gamelan Ensemble.

David's essay describes his passion for music and his desire to become a Music teacher. David knew his life would be music since he first saw a marching band when he was in fourth grade. During his time at Arlington, David performed in Wind Ensemble, symphony and philharmonia orchestras, marching band and the brass choir. David will be attending Crane School of Music in the fall.

The Paul Effman Music Admiral Scholarship was awarded to David Nesbitt. The ABBI scholarship committee does not review applications for this award, but collects the information from applicants and forwards it to Paul Effman where they have a committee who reviews applications. One application was submitted this year.

### **Fundraisers:**

Adams Gift Cards: Orders will be collected during the first week of band camp in August. Orders will be due to Melissa Palestro on Friday, August 19 for distribution at the parent show on Friday, August 26.

The May Adams fundraiser raised a total of \$1,165.00. \$773.00 was donated to the instrument fund and \$393 will be deposited in student accounts.

The June Adams fundraiser raised a total of \$250.00. Of that money, \$207.50 was donated to the instrument fund and \$67.50 will be deposited in student accounts.

### **Carwash coupons:**

Carwash coupons will continue to be available for purchase through the summer and the two weeks of band camp. Coupons are \$10 each and \$4 from every purchase is donated to ABBI. Anyone interested in ordering coupons before band camp can contact Melissa Palestro at [mpalestro@gmail.com](mailto:mpalestro@gmail.com). Coupons will be available for purchase at the parent show on August 26.

**\*\* the remaining car wash coupons have been purchased by ABBI to be sold throughout the summer and fall program. ABBI gets \$4.00 for every wash sold.**



### **Tag Sale/Prop & Pit Report: (Rob Atkins)**

- Drop off for the tag sale is set for Friday 1p.m.to 6 p.m.. The tag sale will be held on Saturday from 9 to 3 p.m.
- We will need about 30 to 40 tables for the event.
- Rob will send the flyer to Alan and Jess.
- Rob is sending radio ad out to be reviewed
- No students to play at the tag sale.
- Do we want to do food service at the event?
- Eileen will share Food Truck information with Rob. Eileen is brainstorming a food truck for the parent show.
- Can we use the trailers as an option just in case it rains? Can we get someone to move them over because it is during the season?
- Mr. Guillen pointed out that the Friday of the tag sale is a STAFF DAY, and it could impact the parking lot at AHS for setup. The lot should be clear after 2 p.m. and he suggests to start setting up at 2. It depends on the kind of staff day they are having.
- Rob Atkins is shadowing Brian Laferriere for the pit crew chief position.

### **Jazz Cab (Christine & Karen)**

- Christine thanked everyone for helping with Jazz Cab. There were about 400 attendees for the event.
- There was a misunderstanding with the Gold Sponsor. He was sent tickets for Jazz Cab and thought he was getting a VIP table. Christine sent an email to him apologizing. She has not heard back from him. We need to do something for him for the marching band season. We will make sure to include him in the VIP for the Invitational.

### **Photo/Other:**

- Dan Jacobs sent the board an email in regard to finger printing and ABBI covering/reimbursing the costs of fingerprinting for various individuals for the upcoming marching band season, in particular the graduate assistants, but others such as chaperones as well.
- The following was discussed:
  - Students who just graduated this year Class of 2022, will not need to be school board approved or fingerprinted. Everyone else, YES. ABBI will provide reimbursement. Reimbursement will be done case by case.
  - Question on the floor: Is fingerprinting in the budget??
  - About a half a dozen reimbursed from last years group of volunteers.

### **Merchandise (Nicole)**

- Spoke with Amber form Arlington Ink. About how much was sold for the Band Camp Merchandise.
- We need to push out the information on the social media platforms.
- We ordered extra magnets, bike shorts, bandanas, and tank tops.
- Merchandise will be distributed the first Wednesday band practice.
- We need new ideas for new items.
- Nicole mentioned that Arlington Ink is charging sales tax for orders under \$100. There is supposed to be no sales tax for clothing purchases under \$100 in Dutchess County.

- Dave asked if there is another printing company we could use? Can rebid our stuff out?
- We need to purchase or locate 5 or 6 tubs for Nicole to store merchandise. There is some in the shed and in the room with the band uniforms.

**President Report:**

Dave Kamen wants to thank the existing board and a special thank you to all the committee members.

Dave addressed the floor for any further nominations for the slate. At this time, there were no nominations from the floor.

The ABBI budget needs to be done by July

Dave made a motion to close the nominations for the ABBI board. The motion was approved by Eileen Eckert and seconded by Alan Labouseur.

The secretary, Beverly Embry casted one vote to accept the slate as follows:

The following seats are up for election for the June 2022 to June 2023:

**One Year Term:**

**Member listed on the ballot:**

**President:** Dave Kamen

**Vice President:** Eileen Eckert

**Secretary:** Beverly Embry

**Director seat #4** Janine Gwinn

(Current Christine Lent leaving a year early)

**Two-year Terms:**

**Member listed on the ballot:**

**Director Seat #1**

Alan Labouseur

(Current Jess Schleicher)

**Director Seat #2**

Karen MacNish

(Current Brian Laferriere)

**Treasurer:**

Nicole Raskopf

**Additional members:**

**Assistant Treasurer:** Judy McGuire

**Members @ Large with no children in the program:** (need to be voted in)

Brian Laferriere & Andrea Hagan.

Continuing board members (not up for election):

Carlos Velez & Melissa Palestro

**Adjournment**

A motion to adjourn the ABBI general meeting at 8:15 p.m by Dave Kamen. It was accepted by Rob Atkins and seconded by Brian Laferriere. All board members were in favor.

Minutes submitted by: Beverly Embry