

**Arlington Band Boosters**  
**General Membership Meeting Minutes**

October 12, 2022

**Opening**

The General Membership meeting of the Arlington Band Boosters was called to order at 7:06 p.m. on October 12, 2022 at Arlington High School (in the chorus room) by Dave Kamen.

**Present**

Dave Kamen, Eileen Eckert, Beverly Embry, Nicole Raskopf, Janine Gwinn, Alan Labouseur, Carlos Velez, Karen McNish, Kim Sitarz, Barbara Gillman, Dan Jacobs.

**Approval of Minutes**

The minutes from the September 8, 2022, General Meeting was distributed to the board members via email by Beverly Embry.

A motion was made to accepted and approve the September 8, 2022, meeting minutes was made by Dave Kamen. It was approved by Eileen Eckert and second by Karen McNish. All board members were in favor.

**Treasurer Report (Nicole Raskopf)**

\*No treasurer report included in these minutes, only notes from the meeting\*

**Notes:**

Square is professional and easy to use.

Invitational made roughly \$2000.00 over last year. This number does not include merchandise or sponsorships. Nicole is estimating a profit of \$8,800.

Sponsorships are higher than last year. Sponsorship is short \$850. We have a outstanding sponsor that has not paid yet and Jenn Nesbitt is working with the sponsor to get payment.

Merchandise did \$3800.00 in sales, \$900 in PJ pants. Lace-up hoodies sold out. Many of the PJ bottoms were brought by Huntington Marching Band. Merchandise has a 11,000 profit thus far. We are waiting for invoices from Arlington Ink for merchandise. They should be about \$12,000 to \$13,000.

Profit and Loss statement does not include the recent tour fee collection. Cookie Dough check has not been written yet.

Summer Band error has been corrected from the previous meeting. The error was from payments that came in during the previous fiscal year.

Parent Show made a profit of \$595.00.

Question on the floor from Janine Gwinn about the Credit Card Processing fee. Current cost of using Square for payment has resulted in the cost of \$1,492.35. This includes everything from merchandise and tour fees. Nicole suggested we set it up to have the user take on the cost of using Square for payment, like other non-profit organizations. Beverly mention Sparrow Nest does this.

A motion was made by Dave Kamen to accept and approve the July through September 2022 Profit and Loss Report. The Profit and Loss Report was accepted by Alan Labouseur and second by Eileen Eckert. Approved by all board members.

**Budget:**

Finance committee met and went over the budget. Mr. Keech could not be in attendance. He provided information to Nicole for the budget. Nicole will send out the final to all members of the finance committee.

Marching Band had a surplus of \$13, 000 to \$14,000. Winter Guard has a surplus of \$14,000.

Finance committee feels that we should open a new account to hold surplus funds in for future events. Proposition at the finance meeting.

Uniform Fund: \$25.00 per paying member to the uniform fund was not reflected in the budget last year.

We have several accounts including Uniform Fund (currently has 7 to 10 thousand dollars), Instrument fund, and assistance for students.

Questions on the floor from Nicole:

Are we moving the funds from the assistance for students account to the operating account?

How do we fund student assistance account?

When assistance is provided it is moved from the assistance account and moved to the operating account,

Beverly mentioned that maybe the additional cookie dough monies get moved to the assistance account for those who sold cookie dough above the cost of tour fees.

Board and Treasure discussed an error on the budget from last year. It is showing a (\$99,830.00). Nicole believes it is from reclassifying the line items in the budget. She will research the previous year budget to find the error. Nicole will resend out to everyone once the budget has been corrected.

The current year budget is listed as a profit of \$9,548.00. This is in line with previous year's budget.

Thoughts from the floor:

Carlos agrees with a surplus account. Believes it will help a lot.

Grant was listed in its own account. We cannot move it into the budget.

Some events have expenses taken out before given income. An example of this is the spaghetti dinner.

Dave is comfortable moving forward with this year budget.

A motion on the floor by Dave Kamen to approve the current year budget. Beverly Embry approved this motion with a second from Eileen Eckert.

Dave Kamen thanked the finance committee for all their work.

### **President's Report**

At this time Dave covered take action items from the previous meeting minutes:

- There are outstanding checks that have not been cashed from Band Camp by staff or members. There is a small number of voided checks. Nicole will reach out to the directors to touch base with staff about outstanding checks.
- Transfer of funds was made last month to the uniform fund.
- \$250.00 was provided to the NYSMMA participant.

### **New Information:**

Invitational \$2,000 over last year. Invitational VIP netted \$1500.00. Discussion about doing pre-sale of Food and Beverage bags for Syracuse.

### **Invitational Brain Storming Session:**

- **Ticket Sales:**
  - **How many tickets were sold? How do we keep track of how many people were there?**
    - Liverpool brought \$142.00 worth of tickets. There were \$500 in presale tickets. Another school purchased around \$200. Tickets and Programs are a combined figure. Need a resolution on how to track this. Note: One school did not return their tickets before the start of the Invitational. Later in the meeting the consensus from the floor is we need a wristband instead of paper tickets. Also suggested on the floor that bands receive their wrist bands upon arrival to the school.
    - On the day of the event, Square was very successful in ticket sales. It allowed people to pay for tickets with their card and hold their cash for food concessions.
- **Ticket Printing**
  - Was going to cost us \$500 to print but we decided to print on our own which cost ABBI \$250 instead.

- **Thoughts on the floor that tickets may have been copied. How do we prevent this?**
  - Suggestion on the floor by Dave that we do some sort of a personalized bracelet. Less transferable.
- **Band Hospitality**
  - \$10 vouchers tickets were given to members of staff for each band. Most schools received 1-bundle of 20 vouchers and one school received 2-bundles of 20 vouchers (total 40 vouchers). This idea needs to be revisited before next year. How do we want to do Band Hospitality going forward? Do we revisit doing donated food in a community room setting or do we offer a punch card for one drink, one food item and one snack?
- **Volunteers**
  - Middle school volunteers were very helpful.
- **Golf Cart/Handicap Parking/Parking**
  - Need more designated Handicap parking. Suggestion from the Prop/Pit crew that there be sandwich boards or other types of signage to direct traffic. This will alleviate the amount of people needed for parking. Dave suggested this could be a project for Props and Pit in May of 2023, when there isn't much going on.
  - Golf cart was a great idea. We do need a second golf cart to cover pick up in the Senior Lot and the Handicap parking area. It was a lot for one cart to handle. Radio communication is key to make sure all spots are being picked up from. Eric Gillman covered the cost of the delivery fee for the one golf cart. (Golf Cart rental was \$350 and the delivery was \$500.) Company wanted the cart to be picked up with a 13-foot trailer. Location was not close by. Dave asked the committee heads to book now two carts for next year and try to find a local company from Poughkeepsie. Try to work on a donation for a golf cart. Dave spoke with other bands staff about how they acquired their golf carts.
  - Are we getting cooperation from the district for golf carts? How many are there on the premises?

- **Food and Beverage**
  - Cost of food expenses were higher this year. Apple Crisp sold out. Is it because the portions are larger? How many trays did we go through? Suggestion on the floor to have an additional tent for Apple Crisp on the concession side. Beverage tent on the concession side had too many people on the first shift. Food and Beverage package should include ticket. We are not sure if we can because of the guidelines set by NYSFBC. This also needs to be set up as a different table. It became overwhelming to sell at the table.
  - There was a concern that all schools do not charge the same amount at each competition. Kim stated the guidelines were \$7.00 presale and \$9.00 at the gate, that is per person ticket price. Barbara and Nicole have been asked to follow up with Mr. Keech on this. (At the time, Dave asked the board and members to check out ticket prices and concession pricing when we attend Sachem. We cancelled our trip to Sachem.)
- **Bathrooms and Porta Johns:**
  - Bathrooms were not opened in time of the day of the event. The gender-neutral bathrooms would lock after use. Porta John needs a new location. Suggestion to move behind the stands, not sure if this is a good idea. We are not allowed to put on the field behind the stands. We need to remember to have them locked when they get delivered. They were used during the homecoming game, and one was a mess by Sunday morning.
- **Outdoor Bing Ups:**
  - Grounds crew was great as far as cleaning up at the end of the event. Please send Dave any issues for the grounds crew.
- **Invitational Announcement:**
  - A big shout out to Mr. Guillen and Rob Atkins on contacting Mr. Solimene to make an announcement to the school community regarding the event.

**President Report Continued:**

We need to work on communication. Not all members of ABBI have Facebook and are missing things that are coming out. Things are being missed. Some emails have too much information. Suggestion on the floor for a Biweekly or Monthly newsletter. 4-H does a newsletter where the new information is on top of the old information. Also, discussed putting a link on the ABBI website where people can find information. We will look at doing something like this during the winter season as a test pilot.

**Merchandise:**

Nicole addressed the board about ordering 100 blankets from the blanket company we discussed at an earlier ABBI meeting. She has sold 40 blankets so far. She has made \$2200 out of the \$3800 cost for 100 blankets.

A motion on the floor by Dave Kamen to approve the purchase of 100 blankets to add to the merchandise inventory. Of the 100, 40 have been sold. Eileen Eckert approved the motion and a second was given by Barbara Gillman.

**Other:**

Nicole mentioned that there is a donation line that contains \$3000 in the budget.

Discussion was had about the November 3<sup>rd</sup> meeting. Dave will not be present and other dates do not work. Eileen will run the meeting.

All emails sent in were tabled until the November meeting.

**Adjournment**

A motion to adjourn the ABBI general meeting at 8:32 p.m. by Dave Kamen. It was accepted by Alan Labouseur and second by Karen McNish. All board members were in favor.

Minutes submitted by: Beverly Embry