

Arlington Band Boosters
General Membership Meeting Minutes

November 3, 2022

Opening

The General Membership meeting of the Arlington Band Boosters was called to order at 7:06 p.m. on November 3, 2022 at Arlington High School (in the chorus room) by Eileen Eckert. (Meeting was broadcast out via Facebook live)

Present

Eileen Eckert, Beverly Embry, Nicole Raskopf, Janine Gwinn, Alan Labouseur, Carlos Velez, Karen McNish, Dan & Karen Jacobs, Andrea Hagan, Jess Schleicher, Rob Atkins, Paula Wraftner, and Darrell Keech.

Approval of Minutes

The minutes from the October 12, 2022, General Meeting was distributed to the board members via email by Beverly Embry.

A motion was made to accepted and approve the October 12, 2022, meeting minutes was made by Eileen Eckert. It was approved by Alan Labouseur 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. Report will be emailed to board members this weekend for approval

***Notes:**

- When meetings are held early in the month it interferes with the Treasurer report being compiled.
- Column in the budget has been corrected.
- We did \$13,000 in merchandise this year.
- Karen Jacobs asked if the cookie dough bill was paid? Yes, it has been paid.

Director's Report (Mr. Keech):

Jazz bands have started. Marching Band is coming to a close. The MB awards night is November 15th. The programs have had amazing support from the band booster's organization. NYSFB has seen an evolution. 5 out of the 6 cups now reside on Long Island. Winter Guard and Winter Percussion are starting up. There will be a transformation of the Winter Guard program. It will be tiered by ability level. The Cadet guard will host up to 9th grade. The Admiral guard will be high school only. Cadet guard will be a AAA division in MAC program. The Admiral Guard will be open class. This will provide more competitive opportunities. Vashech is running Winter Percussion. All logistics for these groups will be handled by Mr. Keech. There are lots of concerts coming up. Please see the schedule for the full lists of concerts.

Mr. Keech and Mr. R zodkiewicz are working on a project to inventory our instruments. Counselmore Company. Mr. Keech is looking for help with data entry from paper to digital format. 90% of instrument purchases have been from ABBI. Many of the students are sharing instruments and quite a few of them are old. There is a need for instruments.

Rob Atkins cleaned out back by the shed. He has questions about stuff by the shed.

Emails are going about instruments and Dome videos to families. Video from Denmark band will be shared at awards night.

President's & Vice President Report: (Eileen filling in for Dave)

Eileen thanked Mr. Keech and Staff for everything.

Eileen read the email from Dave Kamen. (See below)

Apologies for missing the meeting this week. I just wanted to express my extreme gratitude and appreciation for all of the ABBI members who have stepped up to make this marching band season a huge success. Our invitational was over the top, and our season final was exceptional. It takes a village, and I was proud to see that village show up.

Just a reminder to all ABBI members that the season does not stop with Dome. ABBI continues to support ALL Arlington Band programs including Winter Guard and Winter Percussion, as well as the Jazz ensembles. Please be on the lookout for more information concerning those groups and how you may be able to help.

Holiday shop will be open the weekend before the AHSMB awards night. The ornaments will have their own schedule of deadlines. Holiday shop will include special merchandise and wine from Millbrook Winery.

Eileen is stopping by Zoe's Ice Cream to work on the special named sundaes to be offered for the awards night. Paula is sending Eileen the information for the Admirals Players sundae.

Winter Guard is up and running. The older girls have a meeting on Saturday. Staff Gift money has been collected

Surplus Account Discussion: (Eileen and Nicole)

Because we are a cash basis for tax filing, what comes in must go out at the end of June. Nicole has suggested we form an account to hold ABBI's surplus funds. These funds will be earmarked for upcoming events. These funds will be notated properly in Quick Books. Another advantage is putting grants into this fund. Having a surplus account is easier to track and find. There are no issues when auditing. This account will be specific for raising money for specific events. We currently have a uniform fund, scholarship fund and other checking account.

Questions and Comments:

- When an event has an overage, when will it not go into the account?
- What is considered a surplus?
 - -Winter Guard- Dayton, Marching Band-overage, Jazz Cab-overage
 - This will be over the course of the fiscal year.
- Do you want to set money aside for certain purchases?
- Accounting will be cleaner and professional and every year every dollar needs to be accountant for. Money will be left in the spreadsheet.
- The accountant Scott Beyer recommended for us not to do a accrual method.
- There has been a struggle over the past 10 years on how we decipher what funds belong to which group.

- Boosters are for everything at ABBI. It is a safety net for everyone. Money brought into the organization is still used for everyone.
- Cookie Dough overage is used for other things.
- Funds moved to the surplus fund should be shared with the board. We as a board need to look at all the numbers at the June meeting, with the fiscal year end report.
- Budget vs. Actual- we can choose where the fund goes to at the end of the fiscal year.
- Do we do this at the Reorganizational meeting? This will give us two months of meetings to accomplish.
- Restricted Funds like the uniform fund we need permission to use the funds.
- The surplus fund account will be a non-restricted fund.
- Does this account for the “war chest” or “rainy day fund”? (Mr. Keech)
- Transparency with Accounting.
- AN AGREEMENT WAS MADE FOR A ONE PAGE OVERVIEW TO BE PRESENTED TO EVERYONE AT THE NEXT MEETING TO GIVE EVERYONE A BETTER UNDERSTANDING.
- FORMAL RESOLUTION REQUESTED WITH A PROCEDURE WRITTEN UP FOR THE NEXT MEETING.
- Possible amendment to the bylaws?

Discussion was tabled until the December meeting.

Committee Reports:

ASOA (Paula) - Bonanza was well attended and a great night. Pops night will be held in March. They will start in January.

Question on the floor: Tablecloths with the ABBI logo on them, where did we get them?

Answer: Andrea will send the information to Paula thru email.

Good & Welfare, Adam's, Car Wash, Sponsorships: (email from Melissa)

Good and Welfare: ABBI sent a card to Jack's family. Will work with Nicole for a donation to the scholarship fund through the education foundation. **If anyone wants to take this position over, please let me know.**

Adams: Next sale will be at the end of November for pick up at the concerts. Most recent sale brought a profit of \$10,500. The breakdown was \$120 to student accounts and \$930 to the instrument fund.

Car wash coupons are still available.

Last day to turn in orders for the video recording of State Championships will be this Friday, 11/3. Students can put their orders in the drop box in the instrument locker room. Order will be placed next week. I'm hoping the order will be in before the winter concerts.

Scholarship committee: **I could use help with ordering a plaque for the band room. Anyone interested in taking on this project, please let me know.**

Merchandise (Nicole Raskopf):

- Blankets will be in for the winter concerts. Need help selling at the winter concerts. Email Nicole if you are willing to help. There are specific items available in the Holiday Shop.
- Jaxx glasses with the etching were popular at Jazz Cab. (Karen MacNish)
- **We are going to look into Marching Band or Band glasses for a possible sale.**

Question on the floor:

When does Winter Percussion start up? After Thanksgiving.

Yearbook: (Karen McNish)

The yearbook has been sent to the printer. We ordered 140 books at the cost of \$2378. We raised \$1490 in family ads to apply to the cost.

The Jacob family is looking for a Dome book. If any family has an extra to spare, please let us know.

Winter Percussion (Susan Smith email)

The meeting on 11/29 will be students only to poll their interests for the coming season and hopefully welcome new potential members who were convinced to check it out by their gentle but persistent peers. Let's plan on having the parents get together during the last 30 minutes of the skills workshop on 12/6. We can get a chaperone count and have another meeting after auditions in the new year to pull in any new parents.

Communication: (Janine Gwinn)

Newsletter consolidating email.

Question on the floor:

Do we think we should continue this idea? (Janine)

The idea was to streamline emails for Marching Band instead of 5 emails. There used to be a newsletter called the Quarter Notes. We need to find someone to take this idea on.

Mr. Keech suggested to make a newsletter to send out to Alumni.

We currently have the website for information for the band.

We have agreed to focus on the alumni for quarterly communications.

How will we email families? (Janine)

We have an alumni list. Need to add new alumni from recent Marching Band seasons.

If responsibility of communication will be the responsibility of ABBI if they take on communication. We could include information about stuff coming up.

Capital Campaign (Janine Gwinn):

- Suggestion of doing an event outside of the Marching Band season. Idea on the table to do a Color Run like the elementary schools do. There is minimal cost and need to make a big push to make it happen. Suggested to do a Color Run around May 20th after AP exams after Music in the Parks. June 3rd or June 10th other dates on the table. The elementary school earmarked the money to the PTA. Eileen likes the dates and feels we need to form a committee.
- Suggestion of a Funday Music Festival- Make a fundraiser. This will need to be a conversation with Mr. Keech.

- Suggestion of a Swing Dance or A Sock Hop at the Church.
- We currently have \$10,000 in the uniform fund and we need approximately \$80,000.
- Idea for doing a direct mailing to alumni asking for a donation.
- When asking for donations in the back of the programs from the concerts there isn't much given back.
- Color Run seems to be the most efficient and the least costly event, including man hours.
- 10-hour dance- Have DJ and sponsors. Have it run from 7pm to 7am. \$100 a ticket minimum. Each person would raise money for their ticket from the community and there can be a competition to see who can raise the most amount of money.

Uniforms and Chaperone: (Andrea Hagan)

- Uniforms are due this coming Monday. All money collected for unwashed uniforms will be placed in the uniform fund.
- Sewing of A's and patches will be done after awards night. The cost is \$15.00 per Varsity letter and \$10 for each additional patch.
- We are losing some chaperones for the upcoming year but have recruited some new ones.
- Bus bags will be cleaned up in the next couple of weeks.

Cookie Dough: (Karen Jacobs):

Karen read her email that was tabled from the October meeting. Numbers were a little off update posted below the email.

I will be obtaining the actual invoice on Thursday when the cookie dough is delivered.

	# boxe	Price Paid	40% Profit	
Online sales	296	\$ 6,808	\$ 2,723.2	40% owed back to us from online sales
In person collection	557	\$ 12,811	\$ 5,124.4	40% we keep from money collected
Total	840	\$ 19,320	\$ 7,728.0	Total profit

**Money we
should
owe c&H fundraising**

**\$
5,083.00**

**Mr. R applied all the
profits to the
appropriate accounts
and @ \$534 was
placed into the
Scholarship account
due to overpayments
of graduating seniors.**

If a student has extra funds they will be rolled into next season. Funds not being used toward tour fees will be allocated to the scholarship fund. \$534 is being placed in this fund from this sale.

- Karen has books for other fundraisers. Members have asked for fundraisers that can be shipped to family and friends. We should do both cookie dough and other fundraisers.

- Suggestion to sell Cookie Dough to donate to Sparrows Nest.

Photos: (Dan Jacobs)

- Total sales for photos are \$5,787 with a profit of \$3,812 from the season. This is slightly higher than last year.
- End of year slide show is in progress.
- Photos are currently listed under Merchandise. The funds are not tied to one group in ABBI.
- Senior family photos will be available by the awards night and will be available as ornaments in the Holiday Shop.

Other Comments from the floor:

- Committee heads, please write your notes so we have it for next year. Please send to Alan Labouseur, webmaster.
- Paula Wraftner reminded the Board and members about the Arlington Community Engagement push. The next meeting will be held on November 14th. The upcoming meeting will discuss curriculum instruction. It will be from 7 to 9 pm.
- Rob Atkins wants to know what to do with the old sandwich boards. The decision was to dispose of them.
- Mr. Keech provided numbers for a question Chris Quinby has asked him. It cost the band \$1,650 for bus drivers for Dome including food and hotels. 8 drivers, 8 rooms and 16 meals. This was after the 2019 season. Please pass on to Chris.

Adjournment

A motion to adjourn the ABBI general meeting at by Eileen Eckert. It was accepted by Karen McNish and second by Janine Gwinn. All board members were in favor.

Minutes submitted by: Beverly Embry