

Arlington Band Boosters

General Membership Meeting Minutes

January 5, 2023

Opening

The General Membership meeting of the Arlington Band Boosters was called to order at 7:00 p.m. on January 5, 2023 via Zoom and Facebook live by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Darrell Keech, Evan Rzodkiewicz, Janine Gwinn, Alan Labouseur, Carlos Velez, Karen McNish, Andrea Hagan, Jess Schleicher, Paula Wraftner, Melissa Palestro, and Paige Huchro.

Approval of Minutes

The minutes from the November 3, 2022, ABBI General Meeting was distributed to the board members via email by Beverly Embry.

A motion was made to accepted and approve the November 3, 2022, meeting minutes was made by Dave Kamen. It was approved by Eileen Eckert and a second by Alan Labouseur. Passed with a majority in favor by the board.

Treasurer Report (Nicole Raskopf)

*Treasurer Report emailed on December 17, 2022. The following notes were in the email:

- The Invitational (invitational and sponsorships) netted a total of \$20,831.
- Marching Band took in a total of \$56,915.79 in tour fees and spent \$81,527.43.
 - Please note I am going over this number with Evan to be sure that we have the correct numbers here.
- Merchandise made back all but \$2713.90 of the money that was laid out this year for store stock and blankets. We may need to refill some items next summer, but overall, I would say it was a success.

For February we will need to approve and accept the Treasurer Reports from November, December, and January.

Director's Report (Mr. Keech):

Winter groups, Winter Guard and Winter Percussion are up and moving. All schedules are accurate online. We are currently missing showtimes for the competitions. Marching Band planning has begun, and the show concept is ready to go. All Guest Conductors are set up. Instead of hiring someone to guest conduct we have decided to conduct each other's groups. The 9th grade instrumental concert will have split groups like it was pre-Covid.

Directors Report: (Mr. Rzodkiewicz)

Jazz is having regular rehearsals. Music groups have not finalized Music in the Parks. Directors are waiting for numbers before asking ABBI for subsidization. The last trip to Music in the Parks included Orchestra, Jazz Machine and Choir. This year the trip will include more groups including both Jazz groups.

- The proposed subsidization for the trip will be for roughly 34 students at \$25 per student. This will be roughly \$800.00. When plans are finalized, the directors will let us know what is needed. The funds will be matched by ASOA with a subsidization of \$25.00 per student. Item tabled until the February meeting.

Mr. Rzodkiewicz is working with Nicole to go over and finalize the marching band numbers for the 2022 season. They are also working on a procedure for the financial aid for students.

President's Report: (Dave Kamen)

Mr. Guillen emailed Dave Kamen to ask for a subsidization increase for the Mid-Atlantic Jazz Festival. In previous years ABBI has given \$2000. to help with the cost of the trip. He is requesting \$2500.00 in funds this year.

- Motion on the floor by Dave Kamen to subsidize the Jazz Machine in the amount of \$2500. 00 to travel to the Mid Atlantic Jazz Festival. Motion was accepted by Karen McNish and second by Alan Labouseur. A majority of the board was in favor of this motion.

Question on the floor by Eileen Eckert: Why the increase for the Jazz Festival? Dave Kamen mentioned from Mr. Guillen's email there has been a rise in cost for transportation and hotels.

Shannon Gilhuly, grandmother recently passed. She has asked in lieu of flowers for people to make donations to ABBI to be placed in the Scholarship Fund (Financial Aid) So far \$200 has been donated. This fund is a restricted account. If there is a lot of money can be an endowment.

There is no Treasurer Report for December. We did get a November Treasurer Report in the email on December 17, 2022.

Surplus account discussion:

Dave Kamen and Eileen Eckert reiterated information from the last set of minutes and added their thoughts on this topic.

We may have a discussion offline down the road. (Dave)

Currently all funds are put in the General Fund. Funds that are raised, discussed putting aside in a surplus account for future trips and if the funds are not used or there is excess leftover the funds come back to the general fund. (Eileen)

We are a 501c organization and our budget should be a zero budget. According to the bylaws we need to have a cash asset balance of \$5000 at the end of the year. Surplus funds accounts are restricted, or they are endowment. We can not move restricted funds back to the general funds account. They need to be reinvested. Dave suggests that we do not put all extra funds in a restricted fund. (Dave)

We are currently running at a 15,000 to 16,000 loss as of November. As of right now we do not have much of a surplus and we are projected to make a surplus of \$21,000 by the end of the fiscal year. We need to look at an investment portfolio because ours is nonexistent. Funds are sitting in a low interest-bearing checking account. We need to look at our financials and forecast. **Need to tap into the finance committee to make suggestions and recommendations.** (Dave)

Dave briefly talked about the instrument inventory from the November minutes. We can fill the needs from the instrument fund.

During financial discussion, Dave brought up that the bylaws state the books need to be audited. We are 4 Treasurer's in, and the books have not been audited. We will prepare for an audit to happen at the end of the fiscal year in June. We need to be transparent.

Fundraising Discussion:

Dave compared the Cookie Dough and the photography fundraisers and how they brought in as much revenue as the Invitational. Andrea said we can not compare the two because there are so many factors to the Invitational. Dave said we can use it as a guideline to do other fundraisers.

Bus Driver information:

Dave referenced the bus driver information from the November 2022 minutes. Mr. Rzodkiewicz is working with the Arlington Administration to see if these expenses can be covered by the district. He currently has a list of topics he is working with the district on. As of now Mr. Rzodkiewicz and Mr. Keech do not need assistance with this and it can be a lengthy process.

Our meeting calendar is on the ABBI website, please reference for future dates. Our February and March meetings will be Zoom.

Committee Reports:

Communications/Color Run: Janine Gwinn

The teacher's association ran a color run on April 29th last year. Mr. Keech suggested to run ours on May 20th. Janine is still working and researching grants. Our fundraising needs to be more than just one event. What else can we do? How do we increase? We need to target out alumni and do donations in honor of someone or in memory of someone. When do we do this and how do we keep parents engaged with what we are doing?

When is Jazz Cab? Is it near the May 20th date for the color run? And can we run this event in conjunction with other events to increase participation?

Let's start with the newsletter to the alumni. Jess Schleicher has emailed Janine the information on which platform we are using. The platform we use for the alumni email is Vertical Response. Janine will work with the directors for information, photos and donations piece.

As of right now there are no large grants lying around and we need to talk to other bands to see what kind of grants they have received in the past.

We need to get the information about where and how to run the color run.

Suggestion on the floor for Alumni Merchandise. Suggestions from Facebook from Holly to hold an Alumni dinner like before and hire a caterer and a cash bar. Would ASOA split and share in the event? Paula suggested us to use the school grounds for the event.

Janine has agreed to pursue the color run and suggested we come up with prizes.

Dave suggested a Silent Auction. Eileen stated the Winter Guard already does this. Can we expand on the guard's silent auction?

Paige has photos we can use for the newsletter.

Mr. Keech discussed the "You can win a car raffle". This event sold tickets like a 50/50 to a certain dollar point. If you don't meet the number by the dealership, it became a 50/50 prize.

Another suggestion by Mr. Keech was selling bag mulch. Buy it just over cost and set a price to sell. Work with a local store to set up and run. Ace sold the bags to Mr. K for .10 cents more than cost. Then the band sold them out to the community. Possible to use Page Lumber of Adams.

Silent Auction Item is offering leaf cleanup.

If we need more ideas, we can reach out to Mr. Keech.

Good and Welfare/Adams Gift Card/Scholarships: (Melissa Palestro)

Adam's Gift Cards. Our last sale brought in sales of \$5,500 with a profit of \$550. The profits are divided as follows \$77.50 in student Tour Fees and \$472.50 into the Instrument Fund.

The next sale will be held on February 23 and pick up will be at the 9th grade (3/2) and guest conductor concerts (3/9).

Melissa asked Mr. Keech if we will be hosting a Prisms concert? Unfortunately, the answer is no.

A card was sent to Ms. Shannon Gilhuly family for the death of her grandmother.

Scholarship Committee: we need to assemble a committee to review scholarship applications. They will need to get together between March and May 1st. Last May and June there were a lot of students who were pursuing music schools. It is believed that many of the students did not realize the scholarships existed. This year we need to push this information out to the student body and/or families. We need a new plaque for the scholarship recipients that sits in the music room. Melissa and Jess will work together to get this done. Jess will send the company we use for the invitation to Melissa. Melissa is looking for someone to take her spot next year. When the application opens, we need to put it on our Facebook page.

Car Wash Coupons are still available. We had to replenish our stock in December. If you are interested in buying some, please email Melissa Palestro. We earn \$4.00 a wash.

Vice President and Winter Guard Report: (Eileen Eckert)

Eileen pulled stats from previous Silent Auctions during the meeting. The webathon Silent Auction brought in \$2,936. This auction featured Alumni memorabilia. This was held during the pandemic.

The Holiday Shoppe Wine brought in a profit of \$105. We made approximately \$10.00 per bottle. Millbrook winery reported sales have been down overall.

Zoe's Marching Band Sundae Day sold 75 sundaes for a profit of \$300. Questions on the floor: Can we do more than ice cream and can we do a different day? Possibly the kickoff day? AHSMB kick off day is May 21st.

This year we held a Facebook End of Year Giving Campaign, and it brought in a \$100 donation. We should include this in our newsletter.

We sold one set of color guard flags for \$120.

Mark your calendars for the following events:

January 21 Admiral Winter Guard 1st Comp at Shen

March 12 Guard Home Show

March 26 Clothing Drive

We need a nominating committee to fill the seats for our upcoming election. Eileen asked Beverly what seats were up for election. They are as follows:

President (1 year term) Dave Kamen

Vice President (1 year term) Eileen Eckert,

Secretary (1 year term) Beverly Embry

Directors Seats 3,4,5 (2-year term). Carlos Velez, Janine Gwinn, Melissa Palestro

Notes were referenced after the meeting. Carlos Velez has been on the board as a director for 4 years. The max # of years any one position can be held is 4 years.

Nominating Committee needs to be organized by February/March meetings.

Webmaster report: (Alan Labouseur)

Everything is good. Nothing to report.

ASOA Liaison: (Paula Wraftner)

They have not held a meeting, yet this year and their POPS concert is scheduled for March.

Uniforms and Chaperones: (Andrea Hagan)

Andrea will be placing a bunch of orders for both the Cadet and Admiral Winter guards.

Jazz Cab: (Karen McNish)

Jazz Cab is on the calendar for Thursday, May 18th. Karen is looking to doing a Parent Intro meeting on February 22. Karen is looking to have Dave come and speak to the parents. She will email Dave and Mr. Guillen.

Karen asked how would she go about reserving a room at the school for the meeting? Email Mr. Guillen and/or Mr. Rzodkiewicz.

Question from Eileen: Is Mr. Guillen doing a kickoff before the Mid-Atlantic Festival? The Mid-Atlantic Jazz Festival is February 17th-19th during President's weekend. Possible date for the send off show could be February 16th.

Eileen asked if we are doing a sponsorship placemat for the guard home show and Jazz Cab? Getting with Karen to discuss.

Photos: (Paige Huchro)

Are we looking to do Jazz Photos for in the hallway this year? Or just the placemat?

Final Comments:

Beverly suggested we do what each piece of the uniform costs as the donation level for the alumni newsletter. Mr. Keech will get those costs out to us.

Our next meeting is Thursday, February 2, 2023, via Zoom.

Adjournment

A motion to adjourn the ABBI general meeting at 8:20 p.m. by Dave Kamen. It was accepted by Beverly Embry and second by Eileen Eckert. All board members were in favor.

Minutes submitted by: Beverly Embry