

Arlington Band Boosters

General Membership Meeting Minutes

February 2, 2023

Opening

The General Membership meeting of the Arlington Band Boosters was called to order at 7:02 p.m. on February 2, 2023 via Zoom and Facebook live by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Darrell Keech, Evan Rzodkiewicz, Nicole Raskopf, Janine Gwinn, Carlos Velez, Karen MacNish, Melissa Palestro, Jess Schleicher, Paula Wraftner, Susan Smith, Alan Labouseur, Rob Atkins, and Paige Huchro.

Approval of Minutes

The minutes from January 5, 2023, ABBI General Meeting were distributed to the board members via email by Beverly Embry.

A motion was made to accept and approve January 5, 2022, meeting minutes was made by Dave Kamen. It was approved by Alan Labouseur and a second by Janine Gwinn. Passed with a majority in favor of the board.

Treasurer Report (Nicole Raskopf)

Treasurer Report sent out via email to the ABBI Board on February 2, 2023.

Key items discussed:

- Discussed the Profits and Losses page for the Marching Band.
 - Janine Gwinn asked if the loss amount is normal for Marching Band.
- Question about merchandise (\$18,000) number, Nicole was looking into it.
 - Merchandise has plenty of inventory left for the upcoming seasons.
 - We do need to order PJ pants as we are out of this item.
- Bank balances and bank sheets discussed.

- Nicole and Mr. R zodkiewicz will meet offline to go over Square E-commerce transactions. There are \$8,000 -\$9,000 worth of transactions to work through. Include Alan in this meeting to help with this. (Dave) Please send a quick summary to the board after this meeting.
- Question on the floor from Janine: How much of the \$4,000 is in Inventory?
 - 75% is generic merchandise. We have 50 show-specific shirts left over.
 - At this moment we do not know if we made a profit over last year's merchandise. No records of what we sold in the previous year.
 - Inventory and sales value left to the board/team. (Dave)
 - Make a list of what moves and what doesn't move. (Dave)
- Profit and Loss statement was resent to the board during the meeting. Treasurer's Report was tabled until later in the meeting.
- Mr. Keech noticed the dates on the Marching Band P&L were June 2020- June 2022. Asked if this was to June 2022.

Directors Report: (Mr. R zodkiewicz)

Mr. R zodkiewicz spoke about his meeting with Mr. Soliemene. He is fully supportive of the band. He agrees there are some inequalities when it comes to the band and the district. We are working with him and the district for support in the upcoming years. Working out to have some of the smaller band expenses covered by the district. We had \$4,200 in aid for student's last season. We will revamp our system of financial aid and support so we can show accountability to the district.

Jazz 2 and 3 are going. There have been some inconsistencies due to cancellations of practices. There will be an additional jazz gig at Tymor Park on June 2nd. Mid Atlantic Festival Jazz Trip for Jazz Machine is soon. Mr. R zodkiewicz is attending with the group. Music in the Parks permission slips went out. There are 7 groups attending the event. The event is May 12th, performing sometime between 9-12, Choir, Orchestras, and Jazz will be going. A check is needed for \$550. We already paid \$300 to Thrills and Chills. The total trip will cost \$850. \$25 for Jazz. Students will make checks out to ABBI for the remaining balance of the trip.

School Concerts: March 9 will be the Conductor Concert with a snow date of the 10th.
March 2nd is the 9th-grade concert with a snow date of the 3rd.

NYSMMA registration Is now open. Check written to the school for registration.

Directors Report: (Mr.Keech)

AHSMB show dates are set. Arlingtonband.com do not need to pay for or maintain.
Arlingtonschools.org/marchingband no cost and secure. Been on board since 2008 and
cost \$1000 over the years. There was an article written about Ms. Yuni Shim (Color guard
coach) by the district. Junior High All County was held in Pine Plains.

Truck update: The current box truck is at the end of its life. Winter Percussion will be
using black trailers for their season.

Dave asked if he or a member of ABBI can speak at the upcoming concerts. We need to
drum up new volunteers and need new people to join ABBI. We need to groom a new
president for the year after. Eileen and Dave agreed to speak at the 9th-grade concert and
the guest conductor concert. Ask ASOA if they would like to speak also. Paula mentioned
ads for POP concerts.

Communications: (Janine Gwinn)

We need to encourage the community to attend our events. The first newsletter is going
out in March, followed by June, September, and December. We need to load more current
emails into our alumni site. We need to build up our alumni, so they can be donors. We
need pictures of groups to go out in the newsletter. Please email Janine and Alan all
emails so they can make a newly updated list. The newsletter will be a great resource for
the community.

Fundraising- Janine has concerns about the color run. She found that other marching band
programs use GoFundME to raise money. Does anyone have any thoughts about this?
Alan asked what the fees are. Mr. Keech researched, and it is 2.9%. GoFundMe fees are
as much as Square. We need to push for new uniforms. We need to look at the family's
place of work in donating to non-profits. We need to get out in front of our parents. Dave
agrees. We feel we may only get one more season out of the current uniforms.

Carlos suggested using LinkedIn to reach those who have attended Arlington. No one has
claimed the Arlington page on LinkedIn. 989 LinkedIn users are associated with
Arlington High School. These are profiles that have AHS on their biography page. We

can use this to reach alumni and can share the link in the newsletter. The board asked the directors to ask the district if we can claim and use the page.

Uniforms: Can we allocate part of the tour fees toward uniforms? We do this already, with \$25 per paying member getting moved over. Mr. Keech mentioned that the last season hasn't been moved over yet. He also suggested we can offer the parents to donate in addition to the tour fees. Mr. Keech is working with the Fred J Miller company to create a mock-up of a new uniform. We would like to use a copy of the uniform to use as a visual. We can have a dress-the-band uniform event. For each amount of money received, we reveal a piece. Janine asked Mr. Keech for the cost of the uniform. He will have all the information once the sketch of the uniform is done. There is no cost for the sketch.

Jazz Cab: (Karen MacNish)

This is Karen's first-time running Jazz Cab. Email documents are included below. Documents were shown and discussed during the call.

ISSUES TO DISCUSS FOR JAZZ CAB AT 2/2/23 ABBI MEETING

PARENT INFORMATIONAL MEETING

- February 22 and 27, 7:30pm, Cafes A and B

ADVERTISING

- Plan to use same, general flier as last year (with updated QR code once menu finalized)

PROGRAMS

- Will need names of all students & their instruments by about mid-April

- Rich and Evan—I'll use same bios from last year unless you have updates to add

VIP TABLES

- How many to offer this year
- Pricing—same? Increase?
- Are we giving a free one to Barton Orchards?
- Considering pre-ordering meals for VIP tables so that we have all their food covered and ready to serve

WINE GLASSES

- They were very popular last year (bought 144—72 were given to VIP guests; we have 24 left, which were the ones at extra tables used as candle holders; so we sold 48)
- Each VIP table guest got one as part of their table ticket price
- We used others as LED candle holders at each table and sold the surplus
- 2 etchings this year to mix it up? (Idea being, have a slightly different glass to sell each year—maybe the Arlington Jazz logo, but also a different instrument on the reverse side of the glass each year)
- Pricing for sales (sold them for \$5 last year---estimate for costs is about the same as last year—could be more if we do 2 etchings; last year price was \$3.44/glass when the setup and freight charges were taken into account)

PLACEMATS

- Winter Guard not using this year, just Jazz Cab

- Estimate is \$194 for 450 mats (increase of about 11 cents per unit over last year)

FOOD AND BEVERAGE COSTS

- Currently unknown but planning on keeping menu roughly same as last year and will buy goods in advance whenever we see sales

PURCHASING, IN GENERAL

- Am I allowed to simply purchase things as I see fit, based, generally, on this proposed budget, then get reimbursed? Or do I need to run each expense by the board first?

TICKET SALES

- When do sales begin? When do they end?
- Should we put a cap on the number of tickets sold?
- We'll aim for better communication between Rich/Evan and me regarding sales as they are in progress so we can better anticipate food needs based on how many people we expect—To do this, we need to have advance sales end approximately 1 week before the event???? (Ask Dave when he'd need numbers for final food prep)
- If we do 9 VIP tables again (72 people), that's room for 276 more people at tables (plus around 30 at extra chairs up front)

- If we do 13 VIP tables (104 people), we'll have room for 216 more people at other tables (plus around 30 at extra chairs up front)
- For reference, last year we ESTIMATE that we had 386 people attend via ticket sales (72 at VIP tables, roughly 254 sold in advance not including VIP, and roughly 60 sold at the door)—This is based on total dollar sales for tickets in each category

Projected Expenses:	If allowing 9 VIP tables	If allowing 13 VIP tables
<ul style="list-style-type: none"> Plates & Flatware for VIP tables 	@ \$100-\$120	\$130 - \$150
<ul style="list-style-type: none"> Flatware for other tables 	@ \$55	
<ul style="list-style-type: none"> Plates for other tables 	@ \$120 (300 10-inch clear plastic) @ \$76 (480 7-inch clear plastic app. Plates)	
<ul style="list-style-type: none"> Beverages 	Sam's club probably best prices	
<ul style="list-style-type: none"> Food 	\$2000?????	
<ul style="list-style-type: none"> Etched wine glasses 	@ \$420 for 144 glasses	
<ul style="list-style-type: none"> Placemats 	(unless we do 2 etchings, then @ \$550) \$194 (for 450 mats)—unit price is up about 11 cents from last year.	
Projected Income:		
<ul style="list-style-type: none"> VIP Tables (\$280 per table, figuring \$35 per person, 8 people per table) 	\$1944 (\$280/table, minus \$8 tix for 72 people—tix sales go to music dep't)	\$2808 (\$280/table, minus \$8 tix for 104 people—tix sales go to music dep't)
<ul style="list-style-type: none"> Food for other tables 		
<ul style="list-style-type: none"> 50/50 Raffle 	\$1200??	
<ul style="list-style-type: none"> Lottery Tickets Raffle 	\$200??	
<ul style="list-style-type: none"> Wine glass sales 	\$125???	
<ul style="list-style-type: none"> Other merch sales 	???	

2022 JAZZ CAB BREAKDOWN ~~2022 Jan~~

Income:

Ticket Sales - VIP Tables	\$576
Ticket Sales - Door	\$589
Ticket Sales - Presale	\$2,034
VIP Food	\$1,584
VIP Glasses	\$360
Merchandise	\$332
Food	\$1,345
50/50	\$320
Lotto Tickets	\$161
Bracelets	\$80
Photos	\$40
Square	\$636
Total Income	\$8,057

Expenses:

Ticket Sales - VIP Tables	\$576
Ticket Sales - Door	\$589
Ticket Sales - Presale	\$2,034
Food	\$1,237
Plates/Cutlery	\$204
Bracelets	\$40
Placemats	\$195
Wine Glasses	\$495
Total Expenses	\$5,370

Net Income	\$2,687
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ASOA Liaison:

- Paula reminded us of the Jazz Cab and ASOA ads. Do they go on placemats or in the program? Put the ads in the program. Paula will email Karen. What date do you need it by? Mid to late April or the last week in April. ½ page ad. 5/4 needed for ad.

Other News and Information:

- There is something in the mailbox from Millbrook Wineries. It is for Michelle Cavaliere for the winter guard silent auction.
- Beverly asked about water coolers and tents for band camp. Dave suggested that Janine reconnect with Pepsi and Gatorade for a package deal. Approved purchasing 3 heavy-duty tents for the upcoming season.

Treasurer Report continued: (Nicole Raskopf and Dave Kamen)

- Merchandise on hand value is \$15,000 to \$17,000.
- Marching band has a loss of \$5,039.81.
- There is an income of \$10,000 or \$11,000 in Ecommerce and we need to figure out where it goes.
- Uniforms are not represented for this year. The current balance is \$13,700.00 in the uniform account. There is a transfer in December 2021. We need to do the 2022 season.
- Uniforms and Instrument accounts are appropriated funds or designated fund accounts. Money is earmarked for those items only.
- We need to have \$5000.00 balance every year.
- We need a line in the budget for Uniform Fund. Can we put it in because it shows an income?
- A balance sheet and a Profit and Loss statement are two different things.
- We do not know what the budget is in real-time.
- Profit and Loss do not show a surplus for Marching Band or Winter Guard for this year. Every year we start at zero.
- A motion on the floor by Dave Kamen to accept and approve February 2, 2022. Treasurer Report. Eileen Eckert moved to accept, and Karen McNish approved. Most of the board was in favor.

The next meeting is **Wednesday, March 8th at 7:00 p.m.** Dave Kamen will be out of town and has asked VP Eileen Eckert to run the meeting. Jess Schleicher stated she can do the FB live.

It is the LMS Pops concert night. Paula Wraftner is out.

Adjournment

A motion to adjourn the ABBI general meeting at 8:45 p.m. by Dave Kamen. It was accepted by Eileen Eckert and second by Beverly Embry. All board members were in favor.

Minutes submitted by: Beverly Embry