

Arlington Band Boosters

General Membership Meeting Minutes

May 4, 2023,

Opening

The General Membership meeting of the Arlington Band Boosters was called to order at 7:01 p.m. on May 4, 2023, via Zoom call by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Evan R zodkiewicz, Nicole Raskopf, Janine Gwinn, Karen MacNish, Melissa Palestro, Alan Labouseur, Rob Atkins, Carlos Velez, Andrea Hagan, Darrell Keech, Paula Wraftner, Paige Huchro

Pre-Meeting Discussion:

A group of board members was brainstorming ideas of what to do with the bench and lamp post from the last marching band season. Suggestions on the floor to an auction or raffle off at the Jazz Cab event, sell on the marketplace, sell it at the tag sale, and possibly raffle off at the parent show during band camp. We want to put it out to the alumni of the Sounds Like NY show. Maybe put it in the newsletter.

Challenges with emails. Dave suggested voiding emails and restarting over. Board members email Alan for instructions on how to do this. Originally it was mail.abbimusic.org and was switched to abbimusic.org.

Approval of Minutes

The minutes from March 8, 2023, ABBI General Meeting were distributed to the board members via email by Beverly Embry.

A motion was made to accept and approve March 8, 2023, meeting minutes was made by Dave Kamen. It was approved by Janine Gwinn and a second by Alan Labousuer. Passed with a majority in favor of the board.

Treasurer Report (Nicole Raskopf)

Treasurer Report sent out via email to the ABBI Board on May 4, 2023.

Key items discussed:

- There is \$3,974.96 in the Student Assistance Fund. This fund is for those students in need of financial assistance. We need to transfer funds from the previous marching band season and winter ensembles.
- When people do not pay their tour fees where does it come from? Is it bad debt or the cost of doing business?
- We have no assistance numbers from the marching band or guard. We need to void open invoices, so they are not sitting in the system unpaid.
- We should not generate invoices for those students' requiring assistance.
- We need to cancel all bills that are for assistance and no pay. (Mr. R zodkiewicz will take care of this.)
- P & L Budget:
 - Cookie Dough (down)
 - Adam Gift Cards (up)
 - Winter Guard Closet (about the same)
 - Merchandise (up 3x's over budget)
 - Parent Show Dinner (up)
 - Chocolate Bars (up)
 - Winter Guard High School (did well)
- Tour Fees – Nicole went through all the invoices from November to April and cleared up most of the issues. The issue may be in the July to November invoices.
- Square is not equal. There is an income of \$5600 not accounted for. These are deposits from Square. It is hard to tell what the transactions are in Square.
- NYS has moved not-for-profits to accrual reporting. Nicole is going to email the accountant.

- Karen asked what the budget for Jazz Cabaret was. \$5950.
- The finance committee needs to go over the budget. Nicole will email the committee.

A motion on the floor to approve and accept the April Treasurer Report was made by Dave Kamen. It was approved by Eileen Eckert and a second by Karen MacNish.

President Report: (Dave Kamen)

- We need to vote on the budget at the June meeting. Alan Labouseur and Dan Jacobs need to get back together over finances and budget to finish for the June meeting. We need to close the fiscal year with a budget for next year. Eric Gillman and Purcel were also on the committee.
- Nicole proposed we move the meetings to the second week of the month. This will help when statements come out and prepare the treasurer's report for the meeting. Having it the first week left Nicole with two days to prepare.
- According to the bylaws we need to do an audit of the books. Dave has reached out to Scott Beyer. An audit is not required by law, but we should form a committee to review all the documents. Dave asked Alan to get the finance committee going on this. Dave asked Carlos to help with the audit. 2021-2022 and September 2022 -2023. Thoughts from Carlos: He does not do audits. The Finance Committee will need Nicole there because she has the laptop. Are we going through every invoice and comparing them to statements and reports? How does this work with being digital?
 - Nicole-most audits are spot checks. 3 invoices, 3 checks, reconciliation reports, etc.
 - Dave- Make documentation stating when it was done and have everyone sign off and present it at the next board meeting. We need a procedure by late June/ early July. Carlos, Nicole, and the finance committee.
- 2020 Quick Books has expired. We need a new QB. It requires an annual fee. Nicole recommended not getting the desktop version. We should do it during our next fiscal year, she can set it up and train someone new to take over. Add this to the budget.

Director's Report: (Mr. Keech)

Guard and Percussion had their award nights. Marching Band is having meet and greets for winds, percussion, and guard. Meetings are being held from 5:30 to 8 on Tuesday for the winds and Wednesday for the guard. Sunday, May 21st is the kickoff meeting for the AHSMB season. Spring Concerts are happening soon. See the calendar.

Director's Report (Mr. R zodkiewicz)

Marching band uniforms are added to the school budget for the upcoming year. Money has been allocated in the budget not only for uniforms but instruments too. Uniforms will not be replaced in the 2023 season but in 2024. Instruments will be for this upcoming school year. Be sure to go out and vote YES on May 16th. Mr. R has requested members of ABBI to set up a table at the UVMS June 6th concert. Janine Gwinn is doing LMS.

Mr. R, Nicole, Nicole, and Alan were in a meeting on how to handle the payments for the upcoming marching band season. Mr. R has sent many reminders for outstanding fees due for marching band, winter guard, and winter percussion.

May 12th Music in the Parks all payments sent out and the check has been written. ASOA is reimbursing us for MIP. The checks were written to ASOA and not ABBI.

Jazz Cab will be held on May 18th and on June 2nd Jazz will be at Union Vale Community Day.

Other Business (Dave Kamen)

Question on the floor from Dave Kamen: What is the dollar figure in the school budget from the district? Mr. Keech suggested looking at the district page. Janine Gwinn found it on the district page. The amount is \$116,250.

Composer Consortium- Mr. Guillen is looking for us to contribute funds for an artist to write a piece of music composition. He is looking to invest in Michael Markowski because we have used him before. The contribution or participation amount is \$450.00.

Dave Kamen approved Mr. Guillen's request.

The June meeting needs to be changed because Dave Kamen is away.

Janine to the Directors: we need dates and information for the newsletter. Shooting for a June release.

Vice President and Winter Guard: (Eileen Eckert)

- Clothing drive report: we were down from last year because we had less weight.
- Do we want to do a kickoff meeting folder again? Mr. Keech was on board. Do we want to do a QR code instead of paper to save on cost? Dave suggests we move forward with the folder. This is good for parents, and we can do both QR and paper.
- Eileen has reached out to Jess to blast out information about the vote. Janine will send the information in email format. Do we want to make yard signs for the cost of \$150.00? Send voting information out through Next Door to get people to the polls. Dave was in favor of the yard signs.
- Jenn Nesbitt will no longer be the sponsorship chair. It is a vital role that needs to be filled. She was able to get \$10,000 in sponsorships. We also need to fulfill our obligations to our sponsors.
- We need people to step up for next year. Parent participation is down.
- Karen asked where we could find the sponsorship information. It is located on the ABBI page, under the menu tab in the middle of the page.

Jazz Cab (Karen MacNish)

Jazz Cab will be held two weeks from our meeting on May 18th. We are at capacity for servers for the evening, we are looking for adults to help with the night and have plenty to do the prep work. We currently have commitments from Rob Atkins, Jaime, Lou Blume, and Brian Laferriere. We may need clean-up help for the evening. We are looking to go in and load in the night before.

VIP tables: We have sold 11 out of the 13 tables so far. We are setting aside one table for Barton Orchards for the night. Barton has not confirmed if he is attending the event at the time of the meeting. Does anyone have a contact to speak with them? Mr. R will send an email to the family that has contact with the Barton family. Mr. R and Mr. G have the checks for the VIP tables, and they will be deposited by Mr. R. Nicole will check the mailbox for other checks.

Karen will get information for Dave on food and tables. Ticket Sales will need to be in by May 5th. Historically, tickets were all sold by students. Each kid had to sell 5.

Karen needs a shed key. Andrea will give Nicole's shed key to Karen. Key status: Dave and Eileen both have keys.

Jazz Merch status and Money: Karen asked Nicole if she needed help the night of the event. Money is needed for the boxes. Nicole needs a week and a half's notice to get money for them.

Sponsors banners in the shed? Yes, 4 banners. Eileen will put up the Jazz Cab sign by the road on Sunday.

Mr. Rzodkiewicz will take care of the lighting.

Sponsorship Recap: Anchor Sponsors: Reserved ½ table (seats 4) and 4 free tickets to get in. Gold Sponsors: 2 Reserve seats. Question on the floor: Do we send them tickets or call them? Mr. R suggested we leave them at Will Call. We need confirmation of table #'s. We need to send confirmation emails out.

Communication: (Janine Gwinn)

The newsletter is coming out at the beginning of June. We need pictures and information. The budget vote test email was sent out during the meeting and will be sent out again on the day of the vote.

Marching Band uniform fundraising we need to supplement in a way to continue fundraising.

Dave asked the group to provide photos of the winter ensembles and Jazz Cab into the newsletter.

561 people opened the last newsletter we sent out. That is about 25% of our current and alumni contacts.

Eileen asked when the deadline for the newsletter was. It will be ready for the June events. She would like the information by the week before the June events.

Band Camp: (Beverly Embry)

- We need to order at least two tents and water coolers for the upcoming season.
- Janine will touch base with the Gatorade contact.

ASOA: (Paula Wraftner)

- NYSMMA is complete and Music in the Parks is next week.

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

- Scholarship applications are due by May 8th.
- Adams Gift Cards are due 5/31
- Car Washes are available.

Tag Sale: (Rob Atkins)

The dates for the Tag sale will be over the Labor Day weekend. September 2nd and a rain date of September 3rd. Rob would like access to the parking lot after the conference day on that Friday before the sale. Rob needs to prepare an email to Mr. Guillen to reserve the space needed. Rob is asking to use both trailers for storing furniture for the event. It was suggested to leave the furniture on trailers for people to shop from on the site. Janine will add the tag sale to the newsletter. We need Jess to post on our social media outlets.

Old Business:

Eileen asked if we could put sponsorships on the school trailers. Mr. Keech will follow up with the district office.

Adjournment

A motion to adjourn the ABBI general meeting at 8:28 p.m. by Dave Kamen. It was accepted by Eileen Eckert and second by Karen MacNish. All board members were in favor.

Minutes submitted by: Beverly Embry