

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

June 14, 2023

**Opening**

The General Membership meeting of the Arlington Band Boosters was called to order at 7:03 p.m. on June 14, 2023 via Zoom call by Dave Kamen.

**Present**

Dave Kamen, Eileen Eckert, Beverly Embry, Evan R zodkiewicz, Nicole Raskopf, Karen MacNish, Melissa Palestro, Rob Atkins, Carlos Velez, Andrea Hagan, Darrell Keech, Lisa Sassi, Eric Gilman, Rich Guillen, and Dan Jacobs.

**Approval of Minutes**

The minutes from May 4, 2023, ABBI General Meeting were distributed to the board members via email by Beverly Embry.

A motion was made to accept and approve May 4, 2023, meeting minutes. All members present approved the motion for the minutes. Motion accepted and carried.

**Treasurer Report (Nicole Raskopf)**

Treasurer Report and Budget Report were sent out via email to the ABBI Board on June 12, 2023.

Key items discussed:

- Negative bottom line for this year (\$11,842.44)
- There are outstanding winter guard tour fees for last year that are not paid.
- Question on the floor from Eric Gillman: How much cash is on hand?
  - \$91,993.52 including the restricted funds (instrument and uniform.)

Jazz Cab breakdown:

**\*\*jotted down from call\*\***

**Income:**

- **Concessions- \$2477.00**
- **Raffles- \$575.00 (extra \$1 in the envelope)**
- **Tickets- \$3,441.00**
- **VIP- \$2,588.25**
- **Jazz Merch sales- \$152.00 (leave at merch, sell extra glasses as merch)**

**Total Income: \$9,232.25**

**Expenses:**

- **Concessions- \$1742.50**
- **(The program is kitchen help through the school)**
- **Placemats- \$194.00**
- **Tickets (paid out)- \$3,441.00.**
- **Wine Glass- \$705.26 (shipping tripled)**
- **Miscellaneous- \$318.50 (VIP flatware and plates and basket)**

**Total Expenses: \$6796.58**

**Net profit of \$2,435.67**

**Karen will scan the receipts for Nicole before June, so Nicole can send Karen a check.**

Motion to accept and approve the Treasurer Report. All members present accepted and approved, motion carried.

**Budget (Nicole Raskopf)**

Finance committee: Nicole Raskopf, Eric Gillman, Dan Jacobs, Colin Purcells, Carlos Velez, and the Directors.

The operating budget was written with a net Income of \$10.00 for the 2023-2024 fiscal year. We are a not-for-profit and need to run as close to zero at the end of the year. Total expenses budgeted: \$266,560.00. Total Income budgeted: \$266,570.00.

We are cash basis and there are questions about where we are at. We cannot look at an accurate profit and loss statement.

Are Quick Books updated?

Does NYS require accrual action? NYS is kicking back filings that are not accrual basis, ask Scout B if he is aware of this happening, he has not heard of this happening. Dave would hope that he hopes that NYS should have communicated this information. We need to set up a meeting with Scott Beyer and the finance committee to get this information cleared up. We stay the course with a cash basis accounting for now until we get told otherwise.

Voiced concern on the floor from Karen MacNish: looking at the current year, we seem to be consistently in the negative for Marching Band. Are our projections accurate? Looking at numbers and the number that are enrolled? Mr. Keech responded: that they adjusted the costs this year to match what is currently happening. Our budget does not have a one-to-one income expense on the budget. Things like uniform accessories come in but do not go out. Individual fundraising comes in but does not go out. There are lower expectations in the budget for this year.

Dave highlighted sections in the budget to give us a better understanding. Nicole brought up that items like sponsorships are not given to any one group in the fall and the car wash money goes to everyone. The budget balances out at the bottom and not by the section.

A motion on the floor by Dave Kamen to accept the 2023-2024 budget was accepted by Karen MacNish and approved by Eileen Eckert. All members that were present were in favor. 10- Yes and 0- No.

### **Internal Audit:**

Internal Audit with Carlos, Dave, and Nicole. Let's do it in September. We will do a spot check and pick 5 dates at random and check invoices to the bank statement. Carlos and a witness to sign off that it is completed.

Carlos mentioned he will not be on the present board at the time of the audit. We will need to vote for Carlos and Andrea to be on the board so they can help with ABBI. Add this to the July agenda.

**Director's Report: (Mr. R zodkiewicz)**

The concert bands finished strong. Auditions have been completed for next year. Congratulations to the graduating seniors. Students will be performing at Tymor Park rain or shine. Thank you to ABBI for their support. Marching Band is starting, the first full band is Wednesday, July 5<sup>th</sup>. We need a piano/synth player. Thank you for setting up a table at the 8th-grade concert. We are currently working on instruments for the band. New uniforms are being worked on. Thank you to Lynn Sardarrell and Don Solimene for making this happen. Square invoices have been successful. We used Square for Music in the Parks for payment. Numbers management did not go well. Alan and the music teachers are having a meeting about this.

**Director's Report (Mr. Keech)**

Reiterated what Mr. R zodkiewicz said and thanked ABBI for their support.

**Director's Report (Rich Guillen)**

Also thanked ABBI for their support. Thank Nicole for the checks that need to be written. Lynn and Don have been very helpful with helping the music program. We will do a better job at managing the numbers for Music in the Parks next year. The band season will be awesome and congratulations to Karen on a wonderful Jazz Cab event.

Dave took the time to thank the directors for the live streaming of the concerts when parents cannot be there to attend. He would like to see this continue for the upcoming seasons and school years.

ABBI will be holding its upcoming planning meeting. We need the music calendar to book the upcoming meetings. Mr. Guillen will send it to Dave as soon as it is complete.

**President's Report: (Dave Kamen)**

- We need to take advantage of these things to reach out to former members and parents.

**Vice President: (Eileen Eckert)**

- The new parent meeting went well.

**Jazz Cab: (Karen MacNish)**

- Karen asked Eileen – What do we do with the leftover beverages from Jazz Cab? Eileen suggested Staff Lunch, Invitational, Band Camp Parent Night?
- Thank Rich and Evan for helping her with Jazz Cab.

**Tag Sale: (Rob Atkins)**

- We will not be selling furniture from the trailers due to liability issues. No one is allowed on the trailers.
- We will utilize band camp to talk to members about volunteering.

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

- We have two music scholarship winners. \$500 to Dylan Raffaele and \$500 to Will MacDonald.
- We need someone to take over scholarships and Adams gift cards.

**Uniforms and Chaperones: (Andrea Hagan)**

- Uniform fittings from Saturday are done. Two guard girls need to be done yet.
- We are not ready for chaperones yet. We have some interest in the new parent meeting.

**ASOA Liaison: (Paula Wraftner)**

**Attached email as follow:**

Short ASOA report for me.

Our last meeting was Monday night. All our spring concerts are complete. We discussed what worked well this year and what changes we should make to events for next year. We also voted in our officers for next year.

**Band Camp: (Beverly Embry)**

Dave asked about the sign-ups for band camp volunteers. We are in the process of working out the numbers with Mr. Keech by section. Once the numbers are verified the information will go out to the families. Beverly shared the condition of the pop-up tents. We agreed to buy new tents and coolers before July 1<sup>st</sup>. Dave suggested 3 tents. Beverly will do research and get with Nicole. We currently have two used pop-ups with no working bags. There are additional tents in the shed that do not belong to ABBI. Beverly is working on contacting Barbara Gillman and Jess Schleicher to see if they are donated or if they were left behind from the Invitational. Janine is working with Gatorade on coolers. Nicole will use the ABBI credit card to purchase the tents.

Mr. Keech shared the final approved Arlington Marching Band calendar.

**Election of the new Board:**

Nominated Board:

President: Dave Kamen

Vice President: Eileen Eckert

Secretary: Beverly Embry

Director's Seats: 3,4, & 5:

Rob Atkins\*, Eric Gillman, Lisa Sassi.

\*We forgot to mention Rob Atkins when we live-streamed the call

Beverly Embry cast 1 vote to accept the board for the 2023-2024 year.

**Final meeting information:**

**The Executive Board will host an executive session in July for a planning meeting.**

Tentative dates are as follows: Tuesday, July 11<sup>th</sup>. Thursday, July 13<sup>th</sup> dates are not good. Board agreed to Thursday, July 20<sup>th</sup> as the final meeting at 6:00 at Dave Kamen's house. (This meeting has since been moved to Thursday, July 27<sup>th</sup> at 7 p.m.)

**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