

Arlington Band Boosters

Executive Session Minutes

July 27, 2023,

Opening

The General Membership meeting of the Arlington Band Boosters was called to order at 7:03 p.m. on July 27, 2023, via Zoom call by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Rob Atkins, Lisa Sassi, Alan Labouseur, Eric Gillman, Evan Rzodkiewicz, and Darrell Keech.

Premeeting discussion: American Music Abroad: both Dave and Alan expressed positive feedback about the trip and how the kids had an awesome time.

First Order of Business: we welcomed our new board members: Lissa Sassi, Rob Atkins, and Eric Gillman. Dave reminded everyone of what our three duties are as a board.

As a board, we have three duties to our organization. *The Duty of Care*, *The Duty of Loyalty*, and *The Duty of Obedience*.

Duty of Care — Directors should demonstrate competence in performing their directorial functions. The duty of care includes acting in good faith; reading agenda materials and being prepared for meetings; participating in meetings and asking questions; and exercising independent judgment as opposed to blindly following the lead of colleagues.

Duty of Loyalty — Directors must faithfully pursue the interests of the organization. The interests should be prioritized above all personal interests. Directors may not use their service on the board, including information that is made available to them, to secure personal interests. Full disclosure is required, as is abstinence from conflicting discussions and decisions. This duty also calls for directors to maintain the confidentiality of all board discussions.

Duty of Obedience — Directors should faithfully pursue the organization's mission and decisions within the bounds of the law. Directors must adhere to the organization's

policies and procedures. Even if a Director disagrees, they must support and help implement decisions made by the board as a whole.

At this time Dave Kamen swore in directors: Rob Atkins, Lisa Sassi, and Eric Gillman.

Approval of Minutes

The minutes from June 14, 2023, ABBI General Meeting were distributed to the board members via email by Beverly Embry.

A motion was made to accept and approve June 14, 2023, meeting minutes. Minutes were accepted by Eileen Eckert and second by Alan Labouseur. All members were in favor.

Treasurer Report:

*Financials were tabled for this meeting. Reports will be sent out later. *

**** Meeting now switched over to Reorganizational Meeting****

Bank Information:

TEGFCU is our main bank. We have an IRA account at Rhinebeck Savings Bank.

See if Nicole can research other banks

Lawyer:

We need a lawyer named for the organization. At this present time, we do not have one for ABBI.

Calendar:

Dates were emailed to the board. All meetings have been moved to a date later in the month. This will provide the treasurer with time to process the financial reports. During the AHSMB season, we can meet at the school for meetings.

August 24, September 21, October 26

November 16 (early because of Thanksgiving)

December 21, January 25, February 22, March 21

April 25, May 23, June 20

****Board needs to review the calendar to see if there are any conflicts****

****Calendar needs to be published on the website****

Director's Report: (Mr. Keech)

The marching band is going, and design and costuming are on order. Band Camp is coming up and the parent night will be the last night of band camp.

Director's Report (Mr. Rzodkiewicz)

\$15,000 of the money from the approved school budget will be used to purchase new instruments. We compared prices with Cadet Bugle Corp and a Music and Arts dealer. We were able to purchase 4 new mellophones and 4 baritones for the upcoming marching band and school year.

A discussion was had about helping the music department with Music in the Parks and Square. We may be looking for ABBI to purchase JotForm. This application will be useful for filling out forms in the future for different events. It was advised to purchase a yearlong subscription because it is cheaper. We can use this for ASOA, ABBI, and the summer band program. This program is used for creating and sending forms. Plus, it can be integrated with Square. There is less bookkeeping with this solution. This application is less than Square and our email server.

Question on the floor from Eileen: Are we going away from Family ID? This will not replace Family ID which is used for marching band and winter activities.

Dave has made a couple of suggestions; one is for us to research the cost on JotForm. Plus, can we ask ASOA and Admiral Players to share the cost with us? Can we share the costs of this app in 3 ways?

Mr. Rzodkiewicz is looking to do a test run with it for Music in the Parks this upcoming school year. We are looking to send them out by December 1st. Or we can do it with Jazz Cab for their trip. Mr. Rzodkiewicz believes ASOA will be willing to chip in and he will need to confirm this information.

Alan Labouseur suggested that this application can be used as a self-serve sponsorship instead of interviewing prospective sponsors. We can automate it, so it does not sit in the P.O. Box.

Thank you to all the board members who have stepped up to take on roles.

Two questions on the floor from Dave Kamen: Dave asked about the Hicksville competition. Mr. Keech's response is we are not doing Sachem this year and we are going out to support a new program and school.

Is Ramapo before the Invitational? Yes

Band Camp: (Beverly Embry)

We have purchased one new tent for the upcoming season for band camp. Brian Arnold, a guard dad, has generously donated the powder Gatorade and we are waiting for 4 new coolers from him too.

Webmaster: (Alan Labouseur)

The accessibility check is complete. We are all compliant and up to date. Alan placed a video showing we are up to date in our folder. Dave asked Beverly to make sure this information was added to the minutes for recorded-keeping purposes.

Vice President: (Eileen Eckert)

Eileen took the time to thank Brian Arnold for the donations and for the electric cooler he donated to ABBI.

Eileen discussed the need for volunteers. We are in serious need of help this season.

Matt Somma- possible Sponsorship and may be willing to take on the President seat.

Cookie Dough will be headed by Regina Godfrey.

Eileen recapped what Melissa Palestro is currently holding for positions, which are Good and Welfare, Adams Gift Cards, Foam and Wash car washes, dome videos, and scholarships. We need to find some volunteers to take all these over.

We have needs for an MB yearbook and a photo chair. Jess Schleicher is no longer doing social media.

We need to communicate this to the people. We are losing a lot on the Executive Board at the end of this year. We need to ask and beg people to fill the spots.

Question on the floor from Eric Gillman: Do we have a master list of parents? Andrea shared one with Eileen. Eileen knows a lot about older parents, but we need to get to know the younger-grade parents.

Eileen mentioned we should send something to Nicole's family for the loss of her mother-in-law.

We will have the Cluck Truck at the parent show to serve dinner. From 4 p.m. to 7 p.m. She will be set up by concessions.

Question on the floor to Mr. Keech: Do we need to ask for permission from the district for the food truck? Mr. Keech said no.

The board asked Mr. Keech if he could provide a list of parents with kids in the band. We would use the list to help us strike up conversations with families. We need to look for opportunities at band camp. We need to put a list of open slots at the table during camp.

We need to set up tables at 8th-grade concerts to reach incoming families.

Everyone needs to keep notes from the things they chair to pass on to future chairs. All documents need to go to Alan.

We currently have Jazz Cab, Pit Crew, IRS ruling, 2019 Treasurer manual, and organizational documents.

Dan Jacobs will be the chair for photo and needs a co-chair.

Katrina Kwong was the yearbook person last year.

We have a new dad who joined the pit crew.

Eileen feels face-to-face interaction is more effective than email to get people to help.

IBM volunteer hours for reimbursement. Rob Atkins and Stan Eckert submitted theirs. Is there a way to check into this and track it? Dave will check with Brian and Rob will check the tool kit at work.

Pit Crew: (Rob Atkins)

The scaffolding is up and ready for the season. Stages are being looked at. Rob will add Brian Gillman to Pit Crew communications.

Adjournment

A motion to adjourn the ABBI general meeting at 7:46 p.m. by Dave Kamen. It was accepted by Eileen Eckert and second by Alan Labouseur. All board members were in favor.

The next meeting will be on August 24th via ZOOM after band camp.

Minutes submitted by: Beverly Embry