

Arlington Band Boosters
General Membership Meeting Minutes

January 25, 2024

The General Membership meeting of the Arlington Band Boosters was called to order at 7:01 p.m. on January 25, 2024 via Zoom by Dave Kamen.

Present

Dave Kamen, Eileen Eckert, Beverly Embry, Karen MacNish, Eric Gillman, Lisa Sassi, Paula Wrafter, Andrea Hagan, Barabara Desilets, Matt Somma, Nicole Raskopf, Evan Rzodkiewicz, Darrell Keech, and Rob Atkins, Alan Labouseur.

Approval of Minutes

Beverly Embry distributed the minutes from the December 21, 2023, ABBI General Membership Meeting to the board members via email.

A motion was made to accept and approve the December 21, 2023, meeting minutes. The motion was accepted by Paula Wrafter and a second by Eileen Eckert. All members present approved the motion for the minutes. Motion accepted and carried.

Treasurer Report: (Nicole Raskopf)

Treasurer Report emailed out to the board at the meeting. Dave did not have in his email. P and L attached in email.

Items reported by Nicole:

- Currently at a loss of \$10,000 because we are currently spending on the Cadet and Admiral winter guards. For costumes and things. No tour fees are showing yet.
- We have spent roughly \$9,000 for the Admirals and \$4,000 for the Cadets. We are running close to even if we calculate tour fees.
- We have the roughly \$97,000 in assets, roughly \$50,000 in checking, \$14,00 in the uniform fund, \$12,000 in instrument fund, and \$4,000 in the student assistance fund.

A motion on the floor by Dave Kamen to accept and approve the December Treasurer Report. The motion was accepted by Eileen Eckert and seconded by Eric Gillman. Many of the board members were in favor of this motion.

Directors Report: (Mr. Rzodkiewicz)

Jazz Mid Atlantic Festival is less than a month away. Mr. Rzodkiewicz will be travelling with the Jazz Machine to the festival.

9th Grade Band has been split into two bands. Concert Band, 9th Grade band and UVMS band will perform on the same night for the Spring Concert.

March 7th will be the annual Guest Conductor concert.

6 Arlington High School students will be attending the Junior High All County.

Is currently working on JotForm with his colleagues for the upcoming Music in the Parks trip.

Melissa Palestro has offered to help assist with the Adams Gift Card sales for the middle schools. Information went out last week.

Guest Conductor Concert: Paid position for 5 to 6 days. We would bring in conductors from other states to conduct and ABBI would subsidize and get 40% of the money back through Arts and Education.

- Dave approved \$400.00 for the guest conductor.

Director's Report: (Darrell Keech)

Admiral Guard is moving along. Cadets are up and running.

Winter Percussion: no name for show but will be geared toward Saturday Morning Cartoons. We are down a staff member for Winter Percussion this season.

2024 Marching Band is up and running, 80-85% of the schedule is on the site. Leadership times are up on the calendar. Summer vacations can be planned around the calendar now. The staff for design team are back in full for the upcoming season. We will need some staff in some areas of the program.

Uniform purchase is coming along. We are using Stanbury Company for the purchase of uniforms. The cost of uniforms has gone up considerably and are going to cost about \$25,000 over budget. The school budget will take care of it.

Instrument purchase: We need snare drum replacement within the next 6-18 months. The current snare drums are 10 years old and have been used for 16 seasons with in and outdoor use. It is a necessity they get replaced. The cost of replacement is @ \$15,000. Suggested we use money from the uniform fund to be able to make the purchase. Just want to put this on ABBI's radar now.

President's Report (Dave Kamen)

Dave shared his experience of his first winter guard show. He found it to be very exciting and can't wait to see what the season brings. The Cadets currently have members that range in age from 11-18.

**Do we (ABBI) have to contribute to the uniform cost? Mr. Keech said we will not know until May. A request has been sent to the district to cover the cost. Our options are all uniforms with alternating parts or all uniforms and wait on the parts.

**Uniform fund is a directive fund which has to be used for uniforms. Can we vote to move money? What do we need for the percussion purchase? We need to include in the 2024-2025 budget. Incoming board needs to be a part of.

Jazz Cab (Karen MacNish)

- Needs a cochair.
- Parent meeting February 26th and February 27th at 7:00 or 7:30. Evan can make the February 26 meeting. Maybe do a meeting on a jazz night as parents drop off. Evan asked if we could go to the week after or do the 26th and one the next week? Line it up with rehearsals. Dave will be out of town from February 27th – March 8th.
- Karen needs a rook reserved for the meeting.
- Sign up Genius access is needed from Rich.
- In need of parent volunteer and a cochair.

- Food component- premade appetizer platters and dessert platters. Premade and ready to go. Keep the servers for this. Use the same selection of appetizers as last year. This will help with the flow of the evening.
- VIP tables will have their platters on the tables. Lower the price of the tables?
- Planning committee will need to brainstorm food. Dave will try to be there.
- We do not have to use the school cafeteria. We may be able to use Chef Losee kitchen across the hall. Last year we only had one lunch staff person for the café. Karen and Dave will talk about the café at a later date.
- Ticket prices \$8.00 in advance and \$10.00 at the door.
- Looking to do a Google document for communication.
- Are we doing ads or placemats or glasses at Jazz Cab? Jess has the template of the placemats. Karen needs the sponsorship form to make sure we have our sponsors covered. The cost of glasses has tripled over the previous year. We need to make sure we make money on the glasses for it to work. It is not worth it for the little bit of money in return. Karen is going to reach out to the vendor to check cost. Do we do VIP only with a few extra glasses. Nicole can make glasses for \$2-\$3 dollars a glass. She is willing to show Karen how to do it. Karen will need a volunteer to take this on. We can order a few samples and have families to preorder and pay for shipping. Eileen recommended to keep track of your numbers.

Vice President & Winter Guard Report: (Eileen Eckert)

- Clothing Drive March 3, 2024, from 9-3 p.m. Donations can be dropped off at the main entrance of the school.
- Winter Guard home show will be March 10, 2024. We are repeating the model from last year. 4 o'clock the doors open, 5 o'clock the gym will open. Show starts at 6 p.m. Facilities have been reserved. We need to market in the district. The cost is \$10.00 per ticket. We will also be holding a silent auction prior to the event. Selling baked goods at the event that are being donated.

ASOA Report (Paula Wrafter)

Pops concert will be held on March 14, 2024. Nominating committee together for May election. Alumni outreaches discuss in April and send out a Google form to email to current members. Alumni event at LaGrange Community Event. Phils concert did not have a lot of Alumni because kids were still at school.

Alan created an Alumni email address to start collecting. Need to reach out to alumni who are now college graduates.

Open Discussion:

Beverly asked the directors and board how we account for unpaid tour fees. Are they part of each ensemble budget? Do we account for it as ABBI overall or each ensemble when they write their budget?

Dave: Unpaid Tour Fees get absorbed into to the program. Scholarship fund is used to help fund anonymously. At the end of the year, we eat the fees.

Mr. Keech: Disproportional impacts the small groups. Can not budget for because we do not know the need beforehand. Try to recoup even after the season.

Nicole: We need to make a journal entry for bookkeeping purposes. This is needs show on the profit and loss statement. We have not moved any money from the assistance fund. In the past year and a half.

Keech: traditionally, if there was a short fall for the ensemble, we would use the scholarship to fund recoup the loss. Winter groups use roll over budgeting. If they can self-fund, we won't roll funds over to the ensemble from ABBI.

Evan: Square overdue is \$15,745. Right now, with the current winter season. \$4273.00 is the actual number of outstanding that falls back to 2022. This is all ensembles over two years.

Dave: We need to do good accounting practice. We need to show in the records for unpaid fees. Close the invoices and write out for bad debt. How do we do this from a good accounting standpoint.

Darrell and Evan make every effort to collect outstanding funds.

Nicole and Evan: Do we alter the invoice to reflect student assistance? Yes, we do this. Do we void the invoice? Ask for help ahead of time to help with invoicing.

Eric: We need to have this discussion with the finance committee and part of the budget and put it on the agenda.

Dave: Think about a budget for assistance for the next year. Get with Scott Beyer to find out how to handle this.

Eric: is the executive board allowed to know the specifics of who is outstanding?

Mr. Keech: No, ABBI can only let the board know we are allowed to know the number of students and the amount of money. All other specifications cannot be revealed.

Nicole: Close invoice out at the end of the season so we don't have to worry about it.

Mr. Rzodkiewicz: When do we decide to do this? Mr. Keech: By June 30th?

Mr. Rzodkiewicz: asked for documentation for how to handle this from Nicole. She is going to make a document.

Nicole: close outstanding invoices from 2022 and mark as other.

Dave: Eric, Nicole, Mr. Keech and Mr. Rzodkiewicz get together to figure out an SOP on outstanding tour fees.

Chaperones: (Andrea Hagan)

Chaperone backpacks are cleaned and ready to go.

Andrea has an invoice for Nicole for Cadet Warm Up jackets.

Balletomania takes care of the guards and does not charge tax for shoes.

Nominating Slate: (Dave Kamen)

Current nominating slate for the March election:

President: Matt Somma

Vice President: Eileen Eckert.

Treasurer: Eric Gillman (leaving Director seat 4)

Nicole Raskopf will finish out the remaining of Director #4 seat that is currently being held by Eric Gillman.

Barbara Gillman is taking Alan Labouseur Director 2 seat for a two-year term.

Karen will take another term in Director 1 seat but will need to be replaced after a year.

Secretary seat will be vacated in June, need to find a replacement ASAP.

Next meeting will be Thursday February 22, 2024, via ZOOM.

Adjournment:

A motion was made by Dave Kamen to adjourn the ABBI general meeting at 8:00 p.m.

Accepted by Beverly Embry and approved by Eileen Eckert. All members were in favor.

Minutes submitted by: Beverly Embry