

# 8/20/19 STMAA Board Meeting

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## Attendees:

### STMAA Board Members:

- Karen DeFrisco - President
- Wendy Valdez - Secretary
- Tracy Hemmeter - Treasurer
- Ria Bradbury - Director of Volunteers
- Gennie Baldi - Director of Communications
- Roy Murphy - Member at Large / Food
- Jose Valdez - Member at Large / Equipment
- Cary Connolly - Member at Large / Dine-outs
- Trudy Konzem - Member at Large / Pledge Parties

### Reps:

- Student Rep TBD
- Ramiro Sanchez - Director of Bands

### Committee Chairs/Members:

- Annette Jackson - Historian Committee - Absent
- Victoria Blackmon - Historian Committee
- Alka Poddar - Uniform Committee
- Patti Henkhaus - Color Guard Rep - Absent
- Bevelee Doran - Mentorship Committee - Absent

### Visiting:

- Michelle Schabilion - parent
- Tyson Fluss - parent
- Gia Ariento - student
- Jerry Taylor - parent
- Emmanuela Luna - parent

1. Call to Order : 7:05pm
2. Approval of August Agenda
  1. Motion to approve: Tracy
  2. 2nd Motion: Jose
  3. 7 in favor, none against , 1 abstain (Roy).
3. Approval of May 2019 Meeting Minutes - Next Meeting
4. Board Calendar – Review: August, September, October
  1. Karen went over calendar for the three months.
5. Financial Report- *Tracy Hemmeter*, Treasurer
  1. Budget on both websites
    1. \$158k budget - July no income, spent \$231.98
    2. Money left over from last year
    3. August - MB staff payments, instrument lease payments, and several other items
    4. Due to August payments have lower funds, but enough to cover current items Spirit Books, lease payments, MB staff payments
    5. MB Berets - may need to buy small and medium. At least need to purchase 2 berets. Nadine said Robin would usually order. Karen will contact Robin.
    6. Question from Emmanuela - Jazz 2 - \$200 on sheet that went home. How are the fees determined? Answer - it is supposed to be \$125 for Jazz 2. Prices determined by performances, travel, additional instructors, etc.
      1. Question from Emmanuela - Instrument and Instrument Care - can we do a fundraiser for instrument care as some members have their own instruments. Answer: Lease payment of \$17k, and \$5k in spring will be final payment. This is something that can be looked at in the future.
6. Board Reports:
  1. Music Director: *Mr. Sanchez*
    1. *MB should be able to finish drill for part 1 next practice. Received music for part 3.*
    2. *WE already started learning concert music*
    3. *CB and SB working on Pep band tunes*
    4. *Goal next week is to work on concert music for CB and SB.*
    5. *Jazz Band - working on new music*
  2. President- *Karen DeFrisco*
    1. *Change this year - Need to take all fundraisers and run them through ASB and the bank so clubs and boosters will not be doing the same fundraisers at the same time.*
    2. *Open positions - Financial Secretary, Director of Fundraising, MM committee, Travel Coordinator*
    3. *Blitz - Parent meeting and potluck - Ria put up on ivolunteer.*
      1. *Question - same band shirt as last year.... Yes. Working on ordering (Mr. Sanchez will work with Robin)*
  3. Secretary- *Wendy Valdez*
    1. *Nothing*
  4. Financial Secretary- *TBD*
    1. *Tracy - need to start thinking about taxes. Need to file FY 19 taxes. Usually ask for extension. (IRS) Fahmida worked with Tracy on all the old financial services*
  5. Director of Fundraising - *TBD*
    1. Fundraising Status:
      1. Fan Cloth - Tracy - 6 students participate so far, 13 items sold. Distributed items yesterday. Requested extension to 9/2 or 3.
        - 1) Question from Gennie - Can we get the blue windbreaker in XL? Answer - Call customer service.
        - 2) Jose can put it up on both websites and Gennie to send it out in weekly news letter.
        - 3) We can make exception on ordering online since some may not have online access. Can order on band debit card and pay back.
      2. Spirit Books / Blitz -
        - 1) Proofs ready. Was able to stop printing in order to change the MM dates
        - 2) Did not meet goal, short \$400 (\$1600 from sponsors)
          - a) Blitz usually pays for the amount back to general fund. After Blitz, goes to kid accounts.
          - b) If we get this approved tonight, it can be printed within a week.
          - c) Need more volunteers for Blitz. - Sept 7th
          - d) Hotdogs will be provided by STMAA - also consider something for vegetarian. Rest of food via potluck.
      3. Applebee's breakfast
        - 1) September 14th - 7-10am - signed contract.
        - 2) Week before we confirm number of tickets. Can have up to 300.
          - a) Question from Mr. Sanchez - do volunteers get a free meal? Jose answered yes.
        - 3) Selling tickets before and after MB on Saturdays, and after MB on week days. Ria to set up ivolunteer
      4. Football Tickets - Karen working to get approval
        - 1) Discount tickets. Principle and athletic director approval needed.
    2. *Suggestion for new fund raiser: Yankee Candle*
      1. *Free candle for every 10 sold by kids.*
      2. *40% of proceeds go to the program*
      3. *Delivered pre-packaged per student*
      4. *Also do online sales.*
      5. *Thinking of replacing the Poinsettias*
      6. *Two week turn around. Possibly start in October.*
      7. *Mr. Sanchez can start this and we will look for a helper for collecting.*
      8. *Discuss more for next meeting in September.*
    3. *See's - continue with Guitar - possibly push through bank for only guitar*
    4. *Fundraisers - General Fund vs. Student Accounts - Issues?*
      1. *Discussion over email are any rules being broken? Tracy reviewed and could not see where this is an issue.*
      2. *As we have fund raisers we will need to let the parents know if going to general fund or student account.*
    5. *Dine Outs -*
      1. *Pure Tea Wednesday Aug 21st.*
      2. *Plan for Tuesdays - Possibly 3rd Tuesday of every month*
      3. *Cary will work on scheduling these.*
        - 1) *Maybe do twice a month closer to the holidays*
  6. Director of Communications - *Gennie Baldi*
    1. *New band website [www.santateresamusic.com](http://www.santateresamusic.com) status. (Jose)*
      1. *Richard Borne helping with website.*
      2. *Done but need formatting and content.*
    2. *Able to get the newsletter out this week.*
      1. *Trouble trying to send the communication only to MB*
  7. Director of Volunteers-*Ria Bradbury*
    1. *Talked to Alka about volunteers for uniform fitting this Saturday*
    2. *Blitz, football games, Applebees ticket sales have all been created*
      1. Two competitions on calendar with TBD. Question to Mr. Sanchez, will there be comps those days?
        - 1) Response: these are being changed to rehearsal days.
    3. AppleBees
      1. 19 people for sign ups, 6:30 am
      2. Ivolunteer not set up for Applebees yet, because need parent volunteers for blitz.
    4. Blitz - need help
      1. Food - need 5 people
        - 1) Need non-MB students to help tear down.
    5. Working on all the competitions - need the times to be added.
      1. Need volunteers for props - so far Penny's dad has volunteered.
        - 1) Jose will need to coordinate with him to be able to determine transportation and volunteers for building and pit crew required for competitions.
  8. Student Representative - TBD
  9. Committee Chairs and/or Members at large
    1. *Food Committee - Roy Murphy - Nothing to add*
    2. *Equipment Committee - Jose Valdez -*
      1. *Transportation - tried to get the debit card on file for the truck company, who has one now? Need for Gilroy Oct 12th.*
      2. *Jose will be at the school this weekend to work on equipment. May need volunteers will contact Ria*
    3. *Pledge Parties - Trudi Konzem and Ria Bradbury - nothing additional*
    4. *Historian Committee - Annette Jackson and Victoria Blackmon*
      1. *Social media - hoping to get some student reps from each grade that can help with updating social media (with adult supervision)*
    5. *Uniform Committee - Alka Poddar*
    6. *Guard Representative - Patti Henkhaus*
    7. *Travel Coordinator - TBD*
    8. *Music Marathon Committee - TBD*
      1. *Date scheduled has been changed to March 6th.*
    9. *Mentorship Committee - Bevelee Doran - absent*
  7. New Business
    - Increase to Color Guard Budget for costumes - The budget is \$2500, looks like we will not need to increase.
    - September 7th Parent Meeting (after Blitz) - ivolunteer has been sent out.
    - October Jr. saints night - need to start planning - more next meeting

Future Board Meeting Dates: Board Meetings: 2<sup>nd</sup> Tuesday of Every Month (typically)

September 10, October 8, November. 12, December 3, January 14, February 11, March 10, April 7, May 12