

10/7/19 STMAA Board Meeting

Monday, October 7, 2019 7:00 PM

Attendees:

STMAA Board Members:

- Karen DeFrisco - President
- Wendy Valdez - Secretary
- Tracy Hemmeter - Treasurer
- Ria Bradbury - Director of Volunteers - Absent
- Gennie Baldi - Director of Communications - Absent
- Roy Murphy - Member at Large / Food
- Jose Valdez - Member at Large / Equipment
- Cary Connolly - Member at Large / Dine-outs - Absent
- 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 - Absent
- Patti Henkhaus - Color Guard Rep - Absent

Visiting:

- Robin DeJarnett

- I. Call to Order - 7:10ppm
- II. Approval of the Agenda - 1st Wendy, 2nd Trudi, no oppose, no abstain - Passed
- III. Approval of September's Minutes - 1st Wendy, 2nd Karen, no oppose, no abstain, - Passed
- IV. Special Speakers:
 - a. Robin DeJarnett - Charms 2
 - a. Switching over on Admin side on October 31st.
 - b. Parent/student side switches over the summer
 - c. Can take webinars - helpers will find this on the front page.
 - 1) If you sign up for a webinar and don't show, you will get a link to a video after.
 - d. All menus are on the side, no longer on top, but still the same options.
 - 1) Ignore the email button - that is to email Charms.
 - 2) Click on communicate for group email.
 - 3) Use the groups for emails, can select multiple when pressing control
 - 4) Same reports should be available.
 - 5) Documents will now have subfolders.
 - 6) Guide button will have videos at some point.
 - 7) Charms legacy is a button, can go to old system.

- a) Must use new version for the documents.
- e. Robin will be doing new videos for the new system, will take some time.

V. Reports

- a. Band Director
 - a. Yankee Candles handed out today
 - 1) For free candles, need to fill out the bottom of the form
 - 2) Turn in on 10/21
 - b. Show Shirt ready in 2 weeks.
 - c. Jr. Saints on Friday - Haylee coordinated, extended registration on Wednesday
 - d. Only get 10 passes for helpers for WBA MB Competitions
 - e. Homecoming on October 25th
 - 1) Alumni BBQ - October 26th - May need Booster help
- b. Board Members
 - a. President
 - 1) Still looking for help with MM
 - a) Possible meeting in the next couple weeks.
 - b. Secretary - Nothing to add
 - c. Treasurer
 - 1) Tracy to give Roy donut coupons for Fleet Week
 - 2) Over all picture - not in too bad yet, but need more Marching Band donations
 - a) Half way through season, only have 35% of donations.
 - b) Staff checks coming up soon, which will bring lower
 - c) Taxes done, paid.
 - d) Spirit books, Tracy would like to revisit how \$ distributed. Would like all to go to students. Will bring up in future meetings.
 - 3) Need a trip coordinator to discuss how to pay for Reno trip for the Jazz students.
 - 4) Questions:
 - a) Jose - Where are we actual vs. expenses? Worried about transportation as this will double this year. - Answer - we are okay for now, but need Marching Band Contribution.
 - b) Roy - concerned about budget as there is additional competitions and additional meals at WBA Champs (5 vs. 3 last year).
 - c) Tracy - need to bring contributions up in a communication.
 - i) Karen and Tracy to work on communication on Thursday (this week).
 - 5) Annual filing with school district has been completed.
 - a) Haylee did an audit.
 - i) Her findings were - missing signature on one check, missing receipt. Need to Post budget, monthly report and copies of reimbursement and deposit forms on site.
 - d. Financial Secretary (TBD) - covered above.
 - e. Communications Director - Absent
 - 1) Jose - Renewal needed for old site. May have small fee so we can point to new site. After props, will migrate to Gmail. Want to go away from 600building.com.
 - a) Looks like mostly spam coming through the emails from 600building.com.
 - b) Tracy - the company matching is going through 600building.com - she will change the email address to the 1stmaatreasurer@gmail.com.
 - c) Need to set up all new emails @santateresamusic.com

- f. Volunteer Director - Absent
- g. Fundraising Director (TBD)
 - 1) Current
 - a) Yankee Candle - 10/7 - 10/21, paperwork is due 10/24
 - i) Checks made out to STMAA and one check will be sent to Yankee Candle
 - ii) Can be ordered on-line. - Need to send it out via social media.
 - b) Spirit Books - on-going - Revisit where money goes in future meeting.
 - i) Need to set up sales outside of stores.
 - 2) Upcoming
 - a) Dine-out - Chipotle - 10/29
 - i) Victoria to send Jose flyer for website.
 - b) Need to set up another Pure Tea (would like to do monthly).
 - c) Karen will ask Cary to set up Pure Tea
 - 3) Ended
 - a) Applebees - approx \$1,200.00 profit.
 - i) Next year let volunteers know they do not need to purchase a ticket.
 - b) Fall Concert and Bake sale - total \$749.75
- c. Members At Large & Committee's
 - a. Equipment
 - 1) Fixing items - laundry list of items to fix
 - 2) Budget will go over for equipment for transportation
 - 3) Stage is pretty much done, on budget. - \$1500 budget, only left is skirt and curtain - so far \$800.00. Need to repaint the plinths and screens.
 - a) Parent concerned with stage - Jose told Mr. Sanchez to forward the parent to him.
 - b. Food
 - 1) Buying food for Saturday - meatballs and pasta and salad with ranch and roll and butter.
 - a) Gennie making cookies for both events - Saturday and Monday
 - b) Buying pasta at Cash and Carry so can cover two events. Will be using leftover pasta for alfredo later in season.
 - 2) Monday - doing grilled hamburgers and hotdogs, and vegetarians will have portabella mushrooms
 - a) Go-gurts, donuts, bananas, chips from storage.
 - 3) Future meal will be pulled pork, also alfredo.
 - a) Can buy pork shoulder for cheap at Cash and Carry - large box, can be used for a couple events.
 - 4) Need to find the shelf for the Kambros - Roy would like to use it as a template to make new better shelf.
 - 5) Also missing is a cart for the Kambros. - May have something set on top of it in one of the containers.
 - 6) Will try and make coffee for Monday Morning for the parents.
 - c. Dine-Outs - discussed above.
 - d. Pledge Parties - Nothing happening for now. Discuss in future.
 - e. Uniforms (absent)
 - f. Historian - Need someone to video on Friday Night. - Will talk to Annette. - Need someone to also video pep band.
 - g. Music Marathon - working on a committee
 - h. Mentors - nothing new.
- d. Upcoming Events

- a. Football Games:
 - 1) 10/11 - Junior Saints Night - Football game
 - 2) 10/25 - Homecoming Game (Alumni) - Football game
 - 3) 11/1 - Football game
 - a) Volunteers
 - i) Uniforms
 - ii) Pit/Props
- b. Marching Band Competitions
 - 1) 10/12 - Gilroy Garlic Classic - MB Competition
 - 2) 10/14 - Fleet Week - Golden Gate Park
 - 3) 10/19 - MB Irish Guard Invitational
 - 4) 11/2 - Independence Band Tournament
 - 5) 11/16 - James Logan Invitational
 - 6) 11/23 - WBA Championships
 - a) Volunteers
 - i) Food
 - ii) Equipment
 - iii) Uniforms
 - iv) Pit/Props

VI. Comments and Announcements

VII. Adjournment - 8:40pm

Future Board Meeting Dates: Board Meetings: 2nd Tuesday of Every Month (typically)
November 12, December 3, January 14, February 11, March 10, April 7, May 12