

STMAA Board Meeting Agenda 11/19/19

Tuesday, November 19, 2019 7:00 PM

Attendees:

STMAA Board Members:

- Karen DeFrisco - President
- Wendy Valdez - Secretary
- Tracy Hemmeter - Treasurer
- Ria Bradbury - Director of Volunteers
- 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 - Absent

Committee Chairs/Members:

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

Visiting:

I. Call to Order - 7:04pm

- I. Approval of the Agenda - Motion to approve - Tracy , 2nd Jose, all approve
- II. Approval of October's Minutes - Motion to approve - Tracy, 2nd Roy, all approve
- III. Reports

a. Band Director

- a. All in attendance reviewed copied report
 - 1) Tracy moved to postpone proposals to next meeting.

b. Board Members

a. President

- 1) Concerned about MM and other chairs, need more volunteers.
 - a) Maybe talk to parents at Holiday concert - maybe hand out descriptions of what needed with the programs.

b. Secretary

c. Treasurer

- 1) Okay through October, but November - invoices and staff payments have come through. As of this morning we have \$14,500 cash. Have about \$27,000 left in Marching Band Expenses.
 - a) Need a draft letter to let everyone know the budget issues. Could affect marching bands next year.
 - b) Still have spirit books and Yankee candle opportunities - bring this up in the letter.
 - c) May do Holiday Blitz with selling spirit books.
 - d) Need to find out which kids have sold books and turned in money.
 - e) Need to find out when the additional music being requested by the Director will be required. Maybe we can look at this in January/February.
 - f) Need to discuss possibly cutting competitions if we can't get donations.
 - g) Hopefully better news at next meeting.
 - h) Taxes done and annual filing completed.

- d. Financial Secretary (TBD) - covered by Treasurer above

- e. Communications Director - absent
 - 1) Jose - thinks we can solicit local business to advertise on site.
 - a) Jose will put the current sponsors from Spirit Books on the website.
 - 2) Victoria - updates social media
 - f. Volunteer Director
 - 1) Working on Jazz Café
 - 2) Working on Champs
 - a) Updated food, still looking for male chaperones
 - b) Need more pit, props
 - 3) Working on Holiday Concert sign ups for ushers
 - 4) Need to start working on Holiday Blitz signups
 - g. Fundraising Director (TBD)
 - 1) Current
 - a) Spirit Books - on-going
 - i) Hoping to get a better tally soon.
 - b) Yankee Candle - initial orders submitted - still available till January
 - i) Initial Orders should arrive 11/25 (pending confirmation due 11/15-16)
 - 2) Upcoming
 - a) Jazz Café - Thursday 12/12 - Ria working this event
 - b) Mattress Fundraiser - 1/18/2020
 - c) DiBrito Apples 1/13-1/27 - Orders pick up in Hollister 2/10-2/12 - Tracy will head this.
 - 3) Ended
 - a) Chipotle - made \$194.00
 - b) Dine-out - Pure Tea - Wednesday 11/13 - Made \$150.00
- c. Members At Large & Committee's
- a. Equipment - Jose
 - 1) Next year there will be lots of repairs (fixed sound cart 3 times). Been hard on equipment.
 - 2) Need more anti-slip tape on ramps.
 - 3) Within budget for props. Jose was able to manage this budget - at approximately \$200 savings
 - 4) Trucks - giving better deal since renting two, won't be double the budget, but will be more than anticipated.
 - b. Food
 - 1) Will stay within budget.
 - 2) A lot more items purchased through Cash and Carry
 - 3) Bought Chaffing Dishes to keep food warm.
 - a) Can be used for MM and Jazz Café.
 - 4) Need coupons for donuts for Champs
 - c. Dine-Outs
 - 1) Cary working on December and January - already met budget goal! Budget was \$300 - So far received \$600
 - d. Pledge Parties
 - 1) Doing Holiday Blitz - much like Blitz from September.
 - a) Would like December 7th - need to put on news letter
 - b) Could do hot coco and cookies for the kids.
 - e. Uniforms
 - 1) Need to fix one Shako
 - 2) Coming tomorrow to check all uniforms to make sure have everything for Champs.
 - 3) Uniforms will go for dry cleaning starting in March or so.
 - f. Historian
 - 1) Victoria would like to do Marching Band photo books.
 - a) Mock-up and do a pre-order.
 - b) Any money over the amount the books sold for Victoria would like to use for staff gifts
 - g. Music Marathon - Planning meetings 11/18 and 12/17
 - 1) Working on Banners design & Printing - Estimate before 12/10/19
 - a) 3x15 feet - \$79 each ordering 3
 - 2) Annette working on updating flyer for social media & local posting
 - a) Ria actually helped with this
- d. Upcoming Events
- a. Marching Band Competitions
 - 1) 11/23 - WBA Championships
 - a) Volunteers - still looking for volunteers. Need 41 (including Sunday's)- Need 30 more for Saturday
 - i) Food
 - ii) Equipment
 - iii) Uniforms

iv) Pit/Props

- b. Marching Band / Color Guard Banquet - Need Chair - 1/18/2020 (after Mattress Sale)

IV. New Business

- a. Proposition to increase 2 budgets that were cut last year - Postponing discussion until next meeting.
- a. Concert Band Sheet Music - decreased from \$2500 to \$500 last year
 - b. Concert Band Section Coaches - decreased from \$4000 to \$2000 last year
- b. Staff Contracts - Trudi - Mr. Sanchez provided these contracts in agenda packet
- a. Trudi asking about if STMAA Board liable to be sued if someone gets hurt? - Trudi would like something added to
 - b. Combos raising money and spending money not going through STMAA. Should we be tracking? Is this a liability.
 - 1) Combos are busking, the kids are giving the money to Ethan.
 - 2) Ethan is a contractor for STMAA. Planning a winter jazz camp that is not going through STMAA. This is questionable. Need more discussion on this subject.
 - c. Insurance added this year was the Fidelity Bond for \$50k. \$250 deductible.
 - d. Kids that volunteered to play during the Holiday Boutique did not get profit sharing like the other organizations. Need to look into this for next year.
- c. At homecoming when drums fell down the stands, it damaged two flutes that we will need to pay for.
- a. Is this something that can be an insurance claim.
 - 1) One estimate is between \$250 and \$350
 - 2) 2nd flute we do not know dollar amount.

V. Comments and Announcements

VI. Adjournment 8:43pm

Future Board Meeting Dates: Board Meetings: 2nd Tuesday of Every Month (typically)

December 3, January 14, February 11, March 10, April 7, May 12