

Salinas High Music Association
Minutes August 12, 2019

Members present: Kathryn Albers, Brienne Barrows, Debi Conway, Kim Eads, Teresa Johnson, Sue Martinus, Kevin McDonnell, Gilberto Oros, Cecilia Rotharmel, Claudia Rogel, Diane Walker, Michelle Wells

Member absent: Araceli Meskus

Also present: Marilyn Dorman, Michelle Boulware, Micah Cabaccang, Jeff Lind, Ester Ibarra, Emily Rotharmel, Sophia Rotharmel, Jacqueline Aguilar-Madrigal, Mary Helen Cabaccang, Mario Cabaccang, Genesis Cabaccang, Ona McDonough, Alan Stark

Teresa Johnson called the meeting to order at 6:36 PM. The meeting was held in the SHS choir room. The minutes from the July meeting were read. Cecilia Rotharmel asked whether the SHMA music scholarship qualifying GPA is 3.5 or GPA of 3.0. Marilyn Dorman said the GPA is 3.0. Marilyn said in the fourth paragraph about a “written financial policy” it should be a written financial statement, not a financial policy and it's made public. Claudia Rogel made motion to approve the minutes as corrected. Debi Conway seconded. All approved.

Marilyn Dorman gave the Financial Report. There is little activity in July. The only expenses were for the drum major podiums and band speakers and head sets. The balance sheet shows some of the investment funds moved into cash checking account as per last Board meeting vote. The Washington Middle School funds are separate out so it's easier to see. Claudia made motion to accept the Financial Report. Kim Eads seconded. All approved.

Kathryn Albers invited Alan Stark, CPA, to talk to Board. Alan Stark said he's giving free consultation at the meeting to answer questions but not legal questions. Alan said to use software like Quick-books to help keep track of money coming and going. The Board would want a monthly report with all income tied into the balance sheet. It should be a running balance sheet of what goes out and what goes in. Teresa asked to keep things like Disneyland trip separate, would that need to be another spreadsheet to show where funds come from and where it goes. Alan said make one column for just Disneyland trip with income and where it goes. Kathryn asked if we use the Motown fund raised funds and some goes to Disneyland trip and some for uniforms, do we need separate accounting? Alan said yes, if one fund raised money goes to three different things then want to have the total and how much divided to each item and how much actually was spent. Kathryn asked how much restricted funds can be used before that would make us no longer a non-profit. Alan said usually not get below one year's operating expenses and according to the by-laws and follow it. You can't use restricted funds unless as outlined by the by-laws. Kevin McDonnell said so the Endowment is part of the by-laws as framed by the original people that started SHMA. Alan said use internal controls – you have honest people and you want them to remain honest. So there needs segregation of duties of what people do, so not the same person to receive the money and count the money and different person to make deposits to bank. Marilyn said that we do have two people count the money at the same time and then one of them re-count it with her before she accepts money and deposits it.

Cecilia Rotharmel gave the report for the Audit Committee. She and Kim Eads went through the financial books line by line on August 5, 2019 for the period July 1, 2018 to June 30, 2019. The records are found to be in good order.

Michelle Boulware, choir teacher, asked why choir has financial hole? Marilyn said on the balance sheet choir has positive \$6,893.89 carry over. It will be corrected.

Micah Cabaccang gave band teacher report. The band clinic with Frank went well. The new speaker and head sets are working well. The two drum major podiums came in. Micah said to have enough staff, he wants to hire a brass coach for \$2,000 and a woodwind coach for \$1,000. There's already Alex helping Rudy on drums, which was voted on at the previous Board meeting. Micah said Jeff's pay should be increased since besides coaching color guard, he is also writing drills.

Michelle Boulware gave the choir teacher's report. She has 110 students. One of choir's two speakers is not working and they sound off-balanced. So choir will need new speakers. Michelle would like to take kids to different sectionals at festivals so kids can see and hear other groups perform and compare. Unfortunately, they all cost money and buses cost even more money. Buses cost \$700 for short trips. Michelle is looking at having parents drive rental vans or cars which are cheaper than buses but festivals are usually on weekdays and parents work. Micah said to go to Gilroy, within 75 miles, school buses cost \$1,200 per day and \$700 for half day. Brienne Barrows asked could each student go on their own if it's not mandatory, so we won't have to provide transportation. Michelle said it would work only on weekends and if not mandatory but not for festivals.

Jeff Lind gave the color guard report. The color guards are working hard. Jeff said he and Micah are doing some outreach between the high school and middle schools. Color guard is still looking for an indoor space to practice. They can't be on campus unless a certificated teacher is here since Jeff is not a SHS coach. Micah said the only solution the school district had was back one and half years ago where the school district does the hiring and firing and SHMA gives the district money to pay coaches but has no say on who to hire or fire. Jeff showed a design for color guard outfit in purple and gold at cost \$104 each. He has ordered them and they should come in by September. September 13 is the tour date for band and color guard. Micah and Jeff are going to feeder middle schools and hype up the band and color guard.

Teresa said nothing happening in Scrip this past month. Maybe more activity after the parent meeting. Kathryn said no updates on website. She could use volunteers, maybe students can get community service hours for helping.

The By-laws committee has not met yet. Teresa want committee to get going by end of August.

Kathryn gave the Mixed Bags fund raiser report. The brochures are going out on Wednesday night at the band mandatory parent meeting on August 14. This fundraiser is to help replenish the funds as voted at last meeting. Deadline for Mixed Bags is August 31, 2019.

Cecilia gave the caramel apple fundraiser report. It is from September 30, 2019 to October 30, 2019. Every packet must sell five apples or forfeit money. New rule by the company is we can not post on any social media or website any pictures or links, and no mention of company's name.

The band sound equipment are in and in use. The two drum major podiums have arrived. Micah said the podiums are six feet tall each. The trailer won't fit the new podiums, uniforms, hats, shoes and instruments. The trailer needs to be painted or wrapped. Marilyn asked how long does paint versus wrap last? What's cost difference? Kevin McDonnell said he's working on it still and not sure what kids want on it. Wrap is faster to do; it can be done in a day.

Marilyn has put together new Board member orientation packets. She emailed out the packet documents to existing board members.

Teresa said there's changes to the fund raising policy and procedures. Instead of the fundraiser project being brought to the entire Board, to narrow down the process and make approval process faster, it just has to go to the Executive Committee. And change to two people instead of three people.

Kathryn is putting together a communication policy . She is putting together branding and logos.

Teresa said Jeff came up with idea of “Parent Posse”. Kathryn modeled the purple t-shirt with the gold star. It is sort of like the athletic boosters card as a way to support the music program and get gifts and free admission into football games. There can be bumper stickers. For example, \$25 of the \$100 total amount goes to the music group of donor's choice and donor gets a t-shirt. As the donor level goes up, then donor get more gifts. If donor has business and donates, then get business card on our website and concert programs We can ask everyone to join, including alumni.

The band parent mandatory meeting is on August14; August 20 is choir meeting. There will be sign-ups

Teresa said the band showcase need people to work it and be on committee to plan it.

Future fundraisers are poinsettias and Butter Braids. Poinsettias need a chair person. Teresa said due to increased cost of the plants, the price for poinsettias need to be raised. It had been \$10 for last few years. Discussion whether increase to \$12 or \$15 per plant. We have to order the number amount of poinsettias soon; they only grow certain amount depending on orders. If we don't sell as many poinsettias as we put orders in, we still have to pay for them. Marilyn will find out how many we ordered last year. Discussion. It was decided (no motion) to increase cost to \$15 per plant. Butter Braids, those sweet breads, will be in the spring. Another fundraiser idea is Hype Socks – socks in wild or school colors.

Kathryn made motion to cap at \$4,000 for attorney to proceed to re-do the By-laws. Kathryn knows the attorney Hansen Reed of Walker-Reed firm. Kevin seconded motion. It passed.

Teresa said there's idea to take the coaches' and choir accompanist's pays out of Administration and put them into the groups' budgets and let the groups pay for their own. Michelle Boulware said that concerns her since there's no way the kids can fund raise \$10,000 for the choir accompanist when they're having hard time fundraising for trips. It was in the groups' budgets many years ago and did not work out well. Teresa said it won't change the money, only where it's being put. Administration would only pay for Administration stuff like Marilyn's salary and insurance so Administration budget would be really small. And so the rodeo and airshow fundraisers money would go to the groups depending on number of kids that volunteer and do them in each group.

It was 9:10 PM; people got up to leave. Kathryn said the meeting is not adjourn and she made motion that Jeff, Michelle and Micah get a \$2,000 discretionary fund to be used for the kids which must be used this year or loose it and not roll over to next year: \$600 for choir, \$600 for band, \$600 for color guard and \$200 for strings orchestra. Sue Martinus seconded. Some people had left. Vote: ayes seven (7), Nay: one, votes unknown: four (4).

No official adjournment. Next Board meeting September 9, 2019 in SHS music room.

Respectfully submitted,