

ABB Board Minutes
May 5, 2009

Members Present: Doug Cheney, Carol Matthews, Rebecca Steinebrey, Russ Furry, Christine Flaum, Laura Churchill, Yara Fedde, Ellen Strom, Paul Howald, Linda Haley, Tania Kaiser, Tom Haller, Beth Kosse and Pam Tetley (did I miss anyone—sorry!))
Band Staff Present: Dr. Cannava, Kenny Bailey

In the absence of the secretary, Pam Tetley recorded the minutes. Not everyone had sufficient time to review the minutes of last month's meeting. It was agreed that the minutes of the previous meeting would be approved by email after the members had a chance to review them.

Tonight's agenda:

1. Spring Concert
2. Current year budget and outstanding issues
3. Next year's budget, which is still a work-in-progress
4. By-laws and changes to the structure of the board

Concert Planning

- Beth Kosse volunteered to meet Mary Gottlieb at noon to learn how to run the AV equipment. No other school administration is available.
- A "ringmaster" is needed for the afternoon.
- Linda Haley reported that Lynn Brown indicated that food/catering is lined up to be served at 4:00 p.m.
- Decorating: Linda Haley reported that decorating can start at noon, Mary Manley and Kim Mcauliffe will help with scrapbooks and memorabilia, the Grasio's will be helping, Judy Kelly will help check in and Heather Davis will warm up the kids. Also, Linda committed to the administration that ABB will pay for the required custodians. There was discussion of this requirement and what the custodians would be doing for us.
- Beth Kosse will be helping at Farro at 10:00 p.m. Help will be needed at the end of the party to move tables. It was suggested that we have nametags.
- Dr. Cannava reports that he has a work crew available, the kids will practice from 2:30-4:00, that pre-concert ensembles may start early, students will be handing out programs, and that it would be a good idea to have hall monitors starting at 2:30, that we need to do a sweep of the building and be out by 10 p.m., and that he's arranged clean-up from 5-7pm on Sunday.
- Mr. Booth will make his appearance at 6:30 and then leave. Doug will confirm and determine the appropriate introduction.
- Doug also wants to make comments on behalf of ABB and mention the Martin Walworth Memorial Fund. He and Dr. Cannava will determine when this fits into the program—maybe before the alumni band plays.
- We are expecting 53 alumni in the band and 500 attendees. The theatre holds 650.
- We could probably use another informational email.

Current Year Budget—Carol Matthew's Report

- Our deficit to-date is \$14,300, but not all our expenses have been paid. The final estimate is \$15,000 or as high as \$20,000.
- 2007-08 books are closed and taxes filed. 2006-07 books are closed.
- Tax form 990 is filed but our books are not set up properly to feed the tax return. Carol is working with the bookkeeper to streamline our information so taxes will be easier.
- Handling scholarships has been very muddy. In the future, scholarship money will go into an actual account and money in that account will be physically transferred to the accounts of scholarship recipients. We will refrain from waiving fees and the like, in the future.
- We need to make sure that scholarship recipients and their families volunteer their time in support of the band to offset scholarships that are received.
- A Martin Walworth Scholarship Fund has been set up, seeded with his parents' donation of his share account money. Friends of the family continue to buy scrip/certificates to add to the fund. Their request is that this money be used as financial aid for fees.
- Discussion of the deficit and the need to pull money out of our reserves. The deficit is estimated at \$15,000-\$20,000. We need a reserve at a level of about \$25,000 for our float for scrip and other up front payments and a safety net for cancellations of festivals. We may actually have about \$20,000 in the account right now and the treasurers are watching the accounts very carefully.
- Our remaining expenses for the year ending May 31, 2009 include Section Instructor salaries, Transportation and Awards (Alpine Trophies at about \$1,000).
- The carryover used on the trip was \$20,000. Scholarship money included \$33,000-\$34,000 in ABB funds.
- A question was where the Invitational Prepays were showing up in the budget. That is not recorded yet.
- Paul Howald made a motion to recognize that we are dipping into our reserve to cover our excess budget expenses. Seconded by Doug Cheney. The motion was approved

Bingo Summary—Rebecca Steinebrey's Report

- Rebecca provided a Bingo summary through March, 2009, and the last three months' spreadsheets.
- We have net income budgeted at \$55,000 and are at \$53,000 net of expenses with several more sessions to be included in this year's budget.
- Rebecca's point with the monthly spreadsheets is that we can't always count on making money every month. Our monthly income can fluctuate wildly. We commonly estimate that we average \$1000 per week. A losing week might be a loss of \$2000.
- The budget estimate of \$55,000 is considered conservative. It was discussed whether we should continue with the current 2010 budget estimate of \$60,000 or reduce it to \$55,000 in light of the economy.

England Trip Recap—Rebecca Steinebrey's Report

- ABB loaned \$39,495.13 to start the trip account. It came to be used for scholarships and only \$6,145.13 ended up being returned to ABB. That means \$33,350 of ABB money was used for trip scholarships.
- There was discussion of how expensive the trip was and how so much ABB money was used that didn't benefit the entire band—just trip participants.
- It was questioned where the trip refund money went. It went to the line item “Cost of add'l instrumental instruction”. There was a question of who the money belonged to and if there was a problem with taking people's refunds and putting it to instruction.
- The line item of \$383.90 for Madison Munn's clarinet replacement was questioned. We were told that the administration insisted ABB funds be used to replace the clarinet that disappeared at the conclusion of the England Trip (most likely from the band room??) The family would not file an insurance claim. It was suggested that anyone who has something stolen and wants to be reimbursed should make a stink to the administration.
- The Administration is dictating that there will be no trips for at least 3 years and that there will be no international trips.
- It was suggested that we need to build up the scholarship fund for trips and more for fees.

Summary of 2009-2010 Budget—Doug Cheney's Report

- The budget presented is a working draft.
- The budget reflects allocation of income and expenses by band. This is an effort for the various subsets of band to have an appreciation of and responsibility for their piece of the pie.
- It is being suggested that some fundraisers will go directly to individual band programs: Winter Guard Festival to WG, Marching Band Qualifying Festival to MB, Car Wash to MB. It was noted that Winter Percussion has the heaviest expense load and no fundraisers.
- It was questioned if that is a beneficial philosophy to adopt.
- If a fundraiser goes bust, where does that leave the group that was supposed to benefit? It was suggested they have to respond by cutting expenses at that point or raise fees.
- District has dictated that fees can cover consumable expenses but not extra expenses.
- The administration has told us they have to approve every fundraiser. Dr. Cannava has already submitted a list that Doug needs a copy of.
- The administration is saying they won't approve the Guard competition at this point. Where does that leave guard fundraising?
- The possibility of families who don't want to volunteer their time paying money instead was discussed (a "buy-out" option). Pros are more money, cons are that the same disadvantaged families would be doing all the work. Expectations of time vs. money would need to be clarified.
- There was further discussion of adjusting the number we are estimating for bingo income, including the state of the economy, whether people would continue gambling, whether the number of participants might stay the same but the amount

they gamble would decline. We are leaning toward the more conservative side of our estimates. If we lower our bingo estimates for the next couple of years, we will have to decrease expenses or raise fees.

- There was a discussion of how to raise income and solicitation/discussion of fundraising ideas. We do not want to increase fees.
- Fees will be lumped together for one program fee. Families may want to make payments.
- Mr. Hackett is a fan of selling Christmas trees as a fundraiser and we are planning for this. It is usually very successful because buying a tree is already a planned expense for many and people are more generous around Christmas. We have budgeted \$8,000 for this fundraiser, but Mr. Hackett's experience is that it makes more in the \$20,000 range (??)
- A spaghetti dinner was suggested. If we are not allowed to do it at Arapahoe, Christine Flaum is willing to pursue other LPS locations.
- It was suggested that we look for opportunities to combine fundraising with charitable/community service endeavors. This would help college-bound students or students who have community service requirements and a charitable organization. An example was having a group play at a charitable event and split donations.
- Tom Haller suggested that our budgeted income for the Arapahoe Invitational could be increased as the timing is better and bigger bands might be coming. (I didn't write down an amount??)
- This year, our deficit, because of excessive expenses for London and general items, is a big issue. Next year, we want to stay on top of this more effectively by changing our budget structure to show ongoing budget vs. actual and adjust that throughout the year.
- Our number projections for band membership are up a little from this year.
- Bob, Fred, Kenny and Doug are working together on the budget. The treasurer's need to be copied on their budget. Anyone interested is invited to participate.
- Doug suggested/asked if the deficit we have agreed to repay could be repaid over two years instead of one. Carol responded later in the meeting that it might be a good idea.

Dr. Cannava's Report:

- The instrument rental fee will be going up to \$100.
- Instrument budget is \$20,000. We are paying for more things. We had \$4000 given to us by the district but Dr. C is spending that already. (I don't have good notes from this discussion. If anyone grasped more than I did, please help me with this section.)
- We are not doing the Friendship Cup this year. It conflicts with a home football game and the administration has told us that home football games will take precedence over our schedule or events. There was no answer to the question about what would happen if football conflicted with State. Payment of our fee for the Friendship Cup has been cancelled.
- The marching band will not do Pike's Peak in Colorado Springs this year.
- Status of the summer section party meeting was discussed. Invitations need to be prepared. There was discussion of having one big meeting with breakouts by section rather than individual meetings. Linda Haley said the section meetings have not been

well attended the last few years. A group meeting seemed to be well-received idea. The thought is that it should happen during the first June band camp—nothing definite was planned.

- Rather than leadership parents signing up for meals during the season, Lynn Brown will be assigning the meals.
- Will there be a meeting for the leadership parents?
- Someone needs to take on the DCI—Drums Along The Rockies. We have 100 seats for \$20 rather than \$25. We need the money up front and are behind on making plans for this. Rebecca Steinebrey agreed to take this on.
- Leadership Camp in Greeley is from 7/20-7/21 for leadership and it continues from 7/21-7/25 for the Drum Majors. ABB typically pays for half. In the past, Dr. Cannava has gone up to get kids registered and has arranged carpools, etc. Russ Furry has volunteered to take this on. Budget savings opportunities were discussed, such as ABB not paying for this at all, only sending/paying for drum majors and section leaders (not squad leaders), not paying for repeat attendees, or paying a smaller percentage. The camp was perceived as valuable by some parents.

More General Discussion Items:

- We need to find \$18,000 in savings. Anyone with ideas for budget cuts can email Doug and/or Mr. Hackett. Some of us don't have enough information about what we spend money on to make suggestions, but there should be plenty of opportunity to find places to reduce expenses.
- It was suggested that we should have a list of budget cuts, prioritize them and then be prepared and know what will be cut if fundraisers don't meet the budget.
- We could be tapping alumni for donations or to participate in scrip and grocery certificates.
- The Walworth fund could also be billed as an instrument repair fund to alumni. Our treasurer's could provide receipts so that donations could be deducted from people's taxes.
- Open Board Positions include: Alumni Coordinator, Program VP (Linda Haley?), Fundraising (Tom Haller?), Secretary, June Car Wash, WG Festival, Student Leadership (Russ Furry?), Transportation, Bingo, Bookkeeper, Hospitality, Uniform Coordinator.
- We need to publish a slate of officers at least two weeks prior to the June board meeting. With this deadline, it is probably necessary to publish what we have, even if it is incomplete.
- Registration Packet. Fees need to be simplified. Fees are non-refundable. The secretary does the packet. Online vs. mailing—we need to mail to new families, at least. We are behind but we have more time with the delay in June camp.

We will defer until next meeting the discussion of the by-laws and proposed organizational changes.