

## **ABB Board Minutes June 1, 2009**

Members Present: Doug Cheney, Carol Matthews, Rebecca Steinebrey, Russ Furry, Linda Haley, Tom Haller and Pam Tetley

Band Staff Present: Kenny Bailey

In the absence of a secretary, Pam Tetley recorded the minutes. A couple blanks from the May 5, 2009 minutes were filled in. It was moved, seconded and approved to accept the May 5, 2009 board minutes with those additions.

### **Board Positions and Jobs**

- We are still lacking volunteers for some of our board positions and jobs.
- Russ Furry is working on the Dr. Tim Workshop and has sent out information to about 1/3 of the band directors list.
- Bingo Scheduler—Scheduling has been completed for the first 6 months. Should we pencil in Linda Haley or leave that job blank?
- Hospitality—Lynn Brown has identified two people who might be willing to be co-chairs. Doug Cheney will follow-up.
- Doug Cheney will finalize the ABB Board job list and get it to Pam Tetley to email to everyone so we can see if anyone is interested in current openings or being trained for any of our jobs. We are hopeful an incoming member might be interested in the Secretary position.

### **Registration Packet/Registration:**

- We need to let parents know that instrument rentals will take place June 18<sup>th</sup> and 19<sup>th</sup> from 8am-3pm during leadership camp. We will leave the allocation of instruments to Mr. Hackett.
- Registration volunteers should be at school at 7am on the first day of band camp. We have a sufficient number of volunteers for that morning. Our goal is to be better organized than in the past.
- The packets will be made available on our website instead of being mailed out. We need to send at least two email reminders that forms need to be printed out and brought to the first day of band camp. Completed forms can be mailed in prior to camp.
- We are now billing for all fees at the start of band camp rather than billing for marching camp in June and for the school year in August.
- Concert only students may register Thursday, August 13<sup>th</sup> at 6:30 or mail in their forms to be received prior to the first day of school.
- Our policy is that students still unsure about joining the marching band may participate in the first day of band camp for free.
- Our refund policy is that: (Please verify that this was our decision)
  - After the 1<sup>st</sup> day free for band camp, there will be no band camp refunds.
  - A student dropping from marching band up to August 3<sup>rd</sup> will receive a refund of \$160.
  - A student dropping from marching band after August 3<sup>rd</sup> will not receive a refund.
  - It is understood that Concert/Jazz Only students may drop their band class and their band fees will be refunded up to August 25<sup>th</sup>.
- Mary Gottlieb will be checking on how we will handle the school Activity Fee. We thought this would not be collected through the band any longer, but there is no Activity Fee on the AHS Fee form.
- The entire packet was reviewed and suggested additions, deletions and modifications were made.
- We will have some uniform items available for trying on at registration to help new members with their uniform order. Ellen Strom was suggested as someone who might be available to help with this.

### **Budget and Spending Items**

- Instrument Rental—the rental fee is now our repair budget as we are no longer receiving money from the district. Fred pre-purchased some percussion maintenance items this school year in anticipation of this budget cut.
- Section Instructors:

- All salaries will be paid through the district unless total payments for the entire school year will be less than \$600 or there will be only a one-time payment, as for clinicians.
- As salaries will now be paid through the district, Section Instructors' "take home" pay will be reduced because our payment to them will be net of taxes, etc. Our budgeted outlays will be submitted to Mary Gottlieb, who will have calculations done to determine what each section instructor can expect to receive under the new system. We need to disclose all this to our instructors so they can decide if they want to continue to work for us.
- We will have much stronger controls on Section Instructor expenses. We need to clarify the payment process amongst ABB, the director and the school/district to make sure maximum payouts can not be exceeded.
- Fred Bowlus and Kenny Bailey need to submit information for their assistants.
- Color Guard:
  - Tania Kaiser is will be doing bookkeeping for guard as a subset of the band budget.
  - Tania Kaiser and Kenny Bailey will have a debit/credit card to handle guard expenses.
  - Kenny Bailey needs up-front money within the next couple weeks to start ordering costumes, rifles, etc. Carol Matthews stated that \$700 should be available soon.
  - Kenny Bailey requested that the Winter Guard Festival be removed as an income item and that guard fees be returned to \$300. If the festival does happen, any income will go to the general band, not specifically to color guard. Doug accepted this and will make the budget change.
- Carol Matthews was asked if we needed a separate instrument and memorial fund. Her answer was "no".
- Final budget revisions will be made and the budget will be sent via email to band membership by June 15<sup>th</sup>. We will have our July board meeting when Mr. Hackett is available. The budget and ABB leadership will be voted on at that time.

#### Fundraising Report by Tom Haller

- Fall Dates: October 10—Arapahoe Invitational  
October 12—MB performance at Qualifying Festival  
October 15—Arapahoe Hosts Qualifying Festival
- Car Wash—June 27<sup>th</sup> from 9am to 2pm
  - Todd Salthouse and Tom Haller are working with ABB alumni Paul Howald and Susan James on equipment, etc.
  - Locations: On Arapahoe Rd. by the bank, Provence Car Wash, Spa and Lube place by AHS. 1st Bank location was discussed. We may just work there for ½ day.
  - We will not be soliciting pledges this year. Instead, flyers will be provided to band students to distribute in their neighborhoods. The flyers will inform of the free car wash and that donations will be accepted. An email version of the flyer will be provided for extended distribution.
  - There are still car wash related jobs to fill such as snack distributor, money runner, etc.
- The wine tasting event will move to September and a venue is being investigated. This will result in the income from that event coming later than had been anticipated.
- The Arapahoe Invitational Festival:
  - We have 14 schools signed up but have not yet received money from everyone because of their fiscal year.
  - The judges are signed up.
  - Tom asked for input on naming an award at our festival for Martin Walworth. Those present expressed their support. Mrs. Gottlieb informed us that (some???) Committee voted that you couldn't have a memorial for someone who died after they would have been out of school. Since all money comes in written to ABB (and it is very complicated if we receive donations written to Martin's fund) this shouldn't be an issue.

Rebecca Steinebrey has completed a new version of our by-laws. They have been submitted to a small group for review and input. A final version will be distributed in time for review and a vote by ABB at the next meeting.

Mr. Hackett will be available for our band orientation meeting, the date still to be determined. We will have one all-inclusive meeting followed by section break-outs.

The continued existence of The Dry Creek Dixie Dawgs was questioned. Mr. Hackett will make that decision at some point.

#### Communications and Website

- Communications will now do one email on Fridays (exceptions made for unavailability of communications person or time-critical communications) that will consolidate the information received for the week. Format will be a compilation into the body of the email and attachments only as necessary.
- Clarification was requested from Pam Tetley about sending out emails. No approval is required to send out anything received from anyone who holds an ABB job or board position. (What about staff? What is the process/procedure if I get something from someone else??) She does have an obligation to insure accuracy of communications where there are questions.
- Kenny asked permission to contact section leaders. Doug suggested that a parent should be copied on any communication to a student.
- Mike Matthews and Russ Furry will investigate opportunities to improve communications and use of programs via the website. An online calendar, online share account information and a link from the AHS website were discussed. Doug Cheney is in favor of purchasing a program that allows us to do more to communicate via the website.
- Mr. Hackett's input will be solicited about communications for the coming school year—how we will configure the directory, if he wants a newsletter and what it will look like, etc. In the meantime, Pam Tetley will merge the current directory, 8<sup>th</sup> grade and color guard lists and get that distributed to give us something to work from.
- Unlike the directory, which is an excel spreadsheet, the email address book has no criteria for sorting, so emailing to subsets of the address book is not an option. New address books can be created based on a subset, but the iterations could be endless and very difficult to manage and maintain accuracy. (Added by Pam Tetley: I didn't mention this in the meeting, but my goal going forward will be to use one of the ABB email addresses and email—like the treasurer has. Hopefully, some of the limitations of Comcast will go away and I assume that makes the address book available to more than just me.)

There was clarification of the board's position on students working Bingo. A past vote of the Board was reviewed and we reconfirmed the decision that students would be allowed to work bingo only with their parents or with another parent with the permission of their parents. We also reconfirmed our position that students should not drive themselves to bingo and reiterated the board's goal of reducing the requirements of working bingo to obtain a band letter. Safety issues and concerns were discussed and our commitment to security was affirmed.

#### Summary of Current Year Budget through May by Carol Matthews

- There are still issues with students who have not paid. We need a policy as to how we will handle these situations. The fee waiver request is on the website but maybe we need a new form for financial aid. The treasurers will be tightening up the accounting for financial aid and scholarships and we have stronger expectations of volunteering by aid recipients and their families.
- Bingo profit is under budget. (Carol/Rebecca--is the correct number \$11000 or \$8000??) The discrepancy between our bookkeeper and treasurer numbers was discussed. Any significant discrepancy is an indication of a problem that needs to be resolved. Linda Haley and the treasurers will continue to investigate.
- Referencing pg. 4 of the *ABB Profit and Loss Budget vs. Actual*, Carol clarified that the instruction number does not include Kenny and Fred and that we went way over budget again for Instruction in April and May. These numbers do not include the overage we already experienced for the England Trip.
- We were short on receipts to pay Luigi's for Dr. Cannava's banquet by \$600. The Farro expense was a pass-through.

- ABB payment for the composition for Dr. Cannava is listed as “Other costs” under “Miscellaneous program expenses”.
- We may not have all our current year transportation costs identified.
- We closed Dr. Cannava’s credit/debit card accounts
- Taxes are due October 15<sup>th</sup> and we are okay on that.
- Accounting will be streamlined to feed Tax Form 990.

Doug Cheney shared that business would have him travelling for the next 7 weeks. Necessary meetings will proceed without him, but he will be available via email.