

Music Parents  
Special Board Meeting  
October 4, 2010

Present: Bill Lockwood, Deb Bock, Paula Casey, Kerri Mosinski, Theresa Bloom, Cara Weaver, MaryAnne Hoffman, Christina Cornelius, Jane Nelms, Isacc Lavadie, Kathleen Hedlund

MaryAnne passed out letter sent to the IRS regarding the 2008 tax penalties. 2008 taxes were sent late and Schedule A was sent even later.

Shannon Gass sent a request for abatement. We need to have the board sign off on the letter. Deb Bock made a correction regarding the number of years that she was treasurer. Changed from four years to two years.

We are trying for abatement. If this doesn't work, we can pay it out of Bingo funds, and we will continue to try and get the money back. Bill asked about a contract with the previous preparer. There is not a contract, and he does not have liability in that he is not a CPA. The tax preparers are not legally bound to pay the penalty.

Christina moves to accept the letter with the correction regarding Deb's tenure as treasurer and sign off. The motion was moved and seconded.

Theresa resolved that we want to recognize the extra work that MaryAnne has done the last few months to straighten out the financial records.

Christina asked if we now have procedures to make sure we are squeaky clean in terms of money. MaryAnne has set up a book with all the receipts and documentation that can be tied to the bank statements. Once Marching Band calms down, MaryAnne will learn about Bingo.

We can go ahead and add MaryAnne to the Bingo account, so she can sign the check if needed to pay the tax penalty, but she will not be doing the full job at this time. Theresa will also be added, so when the time comes, Deb and Janice can drop off.

Kerri brought up that Dalby Wendland are tough as tax preparers and asked how we are doing the books. MaryAnne has talked to them and is changing over to QuickBooks. Dan at Dalby Wendland wants to change our accounting year to match the school year. We will file for a full year in January, and then a short year in July.

Once MaryAnne takes Bingo over, she needs to start transferring those records into QuickBooks. We may have some parents who can help with the process.

Meeting was closed at 6:30.

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Board Members in Attendance: Bill Lockwood, Deb Bock, Paula Casey, Kerri Mosinski, Theresa Bloom, Cara Weaver, MaryAnne Hoffman, Christina Cornelius, Jane Nelm, Isacc Lavadie

Parents Present: Janice Lange, Tami Nickolson, Christy Lone, Helen Gebhard

Meeting was called to order at 6:43.

Reading of the Minutes:

Minutes from the previous meeting were read and approved with the following corrections: Kathleen Hedlund is a board member, and the date should be 2010.

Treasurers Reports:

MaryAnne presented information as of 9/30/10.

The Accessories account is through September. MaryAnne is waiting for t-shirt bills to finish this off. It will come from B & H and will be sent to Isaac.

Band Camp Profit and Loss: Funds are still trickling in. Any money left should be moved for state expenses.

Meal/Food and Band Equipment are two other reports that have been requested.

Bingo Report:

Deb gave a report on Bingo. We made 410.75 profit. We have an additional \$450 in bad checks. Other sessions also have bad checks from the same person. We will be filing as a group. Christina runs the Bad Check restitution program with the DA. She will e-mail the information to Deb. Bill asked how many people write checks. Deb explained that while there are not a lot, there are regulars who write checks every week and will not play if they can't write checks. Several checks came out of that account this month.

Photo Directories:

Christy Lone presented a mockup. We can do it through the school district print shop for \$3.00 per book. The school would pay, and then we would reimburse them. We have two pages blank. Christy can add some of events. Theresa suggested that we put in board member contact information. It is also requested that the back page contain a list of our sponsors. There was some more discussion in regards to adding pictures of events and space for students to sign.

Jane moved to let Christy decide what to put in the last two pages. Christina seconded. The motion was amended by MaryAnne to allow Christy to choose what to do with the last two pages and give her permission to spend up to \$400 for printing. Motion seconded. Approved.

Christy asked about charging for the book. We want all parents to have one. We can give one per family. If they want a second book, we will charge \$3.00.

#### Stip Report:

Paula Casey gave an update which includes March-a-Thon. There is some more money to be turned in. We still don't have the Rock-Jam amounts. But we need parents to start paying for state. The payment of \$75.00 is due by the 12<sup>th</sup>. The updated STIP is on the website by student by ID number. Paula and Isaac discussed making it all electronic. We only have five students who are not on Parent Bridge. Deb asked how we will know when and where to apply the STIP. Paula will print MaryAnne a copy of the STIP account so she can record how much is paid at the same time be able to tell parents or students how much is currently in the STIP.

#### Old Business:

Recap of Colorado West. Isaac thought it went well. We scored a 55. Central scored a 58, Fruita had a 63. Two judges commented that they liked the effect of the silence (not planned).

During the performance, a student was injured. Theresa will be sending a thank you note to the Central moms for helping with injury. Central mom commented on how well Lissie handled the situation. It was determined that we need to assign a first aider for all events. We have enough band parents in health care that we should be able to cover this. Theresa will contact people and organize for the rest of this year. Jane suggested that the medical person has some kind of special t-shirt. MaryAnne said that the Central parents are down on the field with the kids. Janice wants to know who the medical people will be for out of town trips. Kathleen moved that she and Theresa work together to facilitate medical team. Jane seconded motion. Approved.

Theresa said we need another tackle box for the first aid kit. Deb said that we have the blue one, but we took the wrong one to the event. Theresa wants something on wheels. It was also noted that we need more water. We had water, but it was not portable to go with the kids.

Isaac doesn't need any help to prepare for regionals. The event starts at 12:30, but Isaac doesn't know what time the kids play.

#### Jazz Band Dinner Dance:

Helen Gebhard presented a request for help with the Jazz Band Dinner Dance to be held on February 5<sup>th</sup>. She would like to find a new venue because there is no kitchen at the barn, and we don't have all the cooking supplies that Mimi had. Christina asked about the anticipated number of people. 340 was the plate count last year, and we ran out of food. We estimate about 500 to attend. The possibility of using a church was discussed. The Vineyards was discussed as a possibility. Cara will check with Clarion because she has a connection there.

Helen also needs people for about six different committees.

Tickets: Deb Bock  
Venue:  
Decorations:  
Food:  
Publicity:  
Silent Auction:

Paula suggested Isaac get her the list of Jazz parent names. Deb said she thought Michelle would do the Silent Auction. MaryAnne said that her Michelle's husband's upcoming surgery might be an issue. Christina gave Michelle Williams' number as someone who would be willing to help. Isaac will do a call for volunteers for Swingin' Sweets and Jazz Dinner Dance. He will have people contact her directly. Christina has some names of people who may have items to donate.

Las Vegas:

Deb made a recap of last year's expenses. Theresa wanted to know which Holiday Inn we would stay in. Deb asked if we asked Boosters for any money yet. We need 10 chaperones total. People who are preparing food are not considered chaperones. The question was raised as to whether pit parents are chaperones. Janice Lange will be the head chaperone. Deb and Sterling will be going. Janice hasn't confirmed with anyone as she just got the list today. She will save one spot for a first aider. Paula mentioned that we are charging chaperones \$50 per trip.

If we have 90 kids the cost should be \$150. We should be able to ledger over money left from band camp and apply it to the Vegas trip. This opened a discussion on how STIP can and cannot be used.

Deb reminded us that we cannot use trip money for equipment. Christy stated that she felt money for March a Thon should all go to the students who bring it in. Deb said that 100% of our money can't go into STIP because we have equipment and other expenses. MaryAnne brought up the fact that not all of the kids went to Band Camp. If we divide the left over money evenly, students who did not go will be subsidized by students who did go to band camp. It was suggested that kids who did not go to band camp should pay an additional \$40.00 for Vegas. MaryAnne stated that makes sense, but questioned how we go back and undue everything now. Paula moved to ask parents who didn't pay for band camp to pay a different amount for Vegas. The motion died for lack of a second. MaryAnne moved to leave the accounts as they are now for this year and handle it differently for next year. The motion was seconded and approved.

Vegas will be \$150.00. Will be due by November 2<sup>nd</sup>. We will wait until we know if qualify for State. It was determined that all March-a-Thon money will go directly into STIP.

STIP Rules

There is some confusion as to what STIP can be used for. Currently, it can only be used for travel. In the past, all accessories went through SBA. MaryAnne remembers accessories coming out of STIP last year. Some parents have just written large checks without noting how the money is to be applied. MaryAnne has been applying extra money from these checks into the STIP. Paula brought up a philosophical problem with the fact that parents who helped with March-a-Thon were not paid equally. She expressed that the students whose parents helped with the yard sale were awarded STIP funds, but parents who helped with the meal did not earn any STIP funds even though they were also giving their time at essentially the same event.

Jane moved to appoint a special committee to rework STIP for next year and report back to the board. The motion was seconded and approved. The following people volunteered. Paula – Chair / Members - Jane, Kerri, Deb, Christy, Isaac, Tami.

#### Volunteer Coordinators Report

There has been some concern regarding how volunteers are being organized and tracked. Christina clarified that her volunteer coordinator job is not to be in charge of all events. We need to find people to chair events. Deb and Janice will cover State Qualifiers. MaryAnne volunteered to be in charge of night before; however, Isaac doesn't think MaryAnne will need to be here. He will have the kids do the loading. We just need to make sure they have enough water. State will be handled by the chaperones.

Deb volunteered to coordinate the food for Vegas. .

Christina wants to make sure we are capturing all the hours for volunteers. The event chair needs to make sure all hours are recorded and reported back to Christina.

#### Spirit Shirts

We have sold out. We have another order of 50 coming in. They will be here by the 14<sup>th</sup>. Hoodies are also on order will be in before the 14<sup>th</sup> as well. Theresa will call Christy about extra copies of pictures for the photo buttons. A group of parents can get together to put the buttons together. Theresa will get the materials.

#### Communication

Theresa asked us to consider what we did well. One accomplishment was to add the board members to the web page. A last minute e-mail to parents generated a lot of help from parents. Christina is trying to use new people and not the same ones each time. It is the impression that more parents are helping at events, as well as a broader group of parents.

## Review of Bylaws

Bill Lockwood reported on his evaluation of the bylaws. After reviewing the current bylaws, he reported that as they are now written there is a lot of confusion in that terms are not consistent in meaning. It is unclear in some sections if member refers to a member of band parents at large, or specifically a member of the board.

In general, the big group of music parents can be anyone who is interested. The Board of Directors is limited to ten people, all of whom must be parents who have a student currently in a music class. At least six of these members must have a student in band. Bill suggested that this needs some adjustment due to students who may only be in a class one term.

In addition, there is nothing to say what constitutes “good standing.” He feels that as a whole, the bylaws need to be clarified and shored up to make more sense. We can do this at any meeting as long as we have the majority of the board.

By consensus the board agreed to let Bill and Theresa dissect the current bylaws and bring suggested changes back to the board for approval.

## Butter Braids:

Cara is still waiting for order forms. Once the items get here, each student picks up his/her orders. One issue will be that it will be the same day they leave for Vegas. Cara would like to do something to boost sales by offering incentive to top sellers. It was suggested that if the band as a whole sells a certain number of Butter Braids, Mr. Lavadie will wear a dress for a day. It was decided that Isaac will come up with three or four things he is willing to do and the top sellers get to pick.

The profit per Butter Braid, is \$6.00. \$4.00 goes into the STIP account.

Next Meeting – Nov 1 6:30

Jane moved to adjourn

Deb seconded

Approved.