

*Title: September Booster Board Meeting*

*Date: 9/21/2023*

*Starting : 7:05 pm ( Julio motion to start, Sharon 2nd)*

*Ending: 9:38 pm ( Julio motion to adjourn, Mike 2nd )*

Agenda:

1. Julio

- Julio - Mike Motion to approve the August 2023 Minutes.
- Seconded- Alicia
- Vote- Aye (all)

2. Evan

- Calendar of Events
- 10/6 Football game (senior night pre game)
- 10/20 Football game (Arroyo Seco night, alumni night)
  - Q: Alicia can seniors wear shakos at senior night
  - A: Evan yes we can do that
  - A: Alicia then plume group can figure out how to do it
  - A: Stephanie kids could use more practice
- 9/23 SOC
- 10/7 Royal
- 10/21 Simi
- 10/28 Pierce College/Cleveland
- 11/4 Hart Rampage
- 11/11 Savanna
- 11/18 SCSBOA/Riverside Poly Tech HS
- 10/12 Sounds of Stadium
  - Students Will be wearing shakos (marching and wind ensemble)
- 10/15 Gilchrist Farms (marching centurions)
- 10/27 Highlands carnival (marching centurions)
  - Q: Antoinette- are these mandatory?
  - A: Evan- yes, but if there is a conflict let me know.
  - Q: Jackie- when will you have times?
  - A: Evan- I will let you know as soon as I know
  - Q: Jackie- how many 3A bands are there?

- A: Evan- I believe 21, but will check that tonight before we leave. I'll let you know if that is not correct.
- 11/30 Vincenzo's Pizza- jazz or jazz combo
- 12/5 Winter Concert (all bands)
  - Q: Jeanne- In scouts, we talk to students about "leave no trace" and lots of trash left after the football game.. Can you please talk to them about that? Parents are cleaning up after the game, and I am sure COC does not like all the trash left by students and parents.
  - A: Evan- I will talk to them.
  - Q: Jeanne- Can you let new parents know what to send and expect in competition?
  - A: Evan- Yes
  - Q: Jeanne- On nights we have Thursday night games, is it possible to not to have Thursday morning practice?
  - Q: Jeanne- At football games can we put color guard in the front? I think they would look good in the front and less obstacles for band getting out.
  - A: Evan- Thank you and nodded
  - A: Antoinette- Guard is practicing during the game.
  - Q: Patsy- If we do not have a rehearsal, can we have a make-up rehearsal? Can we have extra rehearsals?
- Sounds of Conejo Saturday- Students are excited. Props out
  - Shakos
  - Call time 1 pm. Loading crew 12:30 pm

### 3. Andrew

- Fundraising Committee Update
- Dine-Out Nights:
  - Chronic raised \$280
  - Jersey Mike's raised \$136.64. Upped to 20%
  - Fliers in back for Del Taco and CA Creamery 9/27 20% and 10% respectively
  - Oct 26 Big Chicken 20% (will donate gift cards for raffle)
- Sounds of Stadium:
  - Last year had raffle
  - This year to at least sell drinks
  - One big raffle basket, donated by Alicia and Vernice

- Gilchrist Farms 10/15:
  - Open 9am - 6pm
  - Will be only vendor there.
  - Will do bake sale and figure out what else to sell.
  - Maybe bring in another vendor
  - Kids will play and can ask for donations.
- Highlands Carnival:
  - Q: Alicia- can we have a booth?
  - A: Andrew- will check into it.
  - A: Alicia- I would do it.
- Alicia flag fundraiser
  - has raised \$440 so far and sold to other sports and schools.
  - A: Alicia- Oct 7th is last day to place orders
- Jazz at Vincenzo's:
  - (will confirm if fundraiser)
- Winterguard Cornhole Tournament:
  - Dec 2nd at Lucky Luke's Brewery
  - Entry fee per player is \$35
  - Food trucks will ask to see if they are willing to donate money, but the money from the trucks does not go to us.
  - Raffles
- Clothes 4 Cash:
  - Donated approximately 15k pounds
  - Raised \$3857. They pay 30 cents a pound.
  - Last year had to rent a vehicle and drive clothes down there.
  - We netted \$100 less than last year, however we did not have to load vehicles and drive stuff down to the company.
  - Andrew would like to do it again in spring.
- SnapRaise:
  - Chloe brought a lot in for SnapRaise, and her prize is here for her tonight.
  - Q: Joel- Where do funds for Winter Guard Snap Raise go?
  - A: Julio- they go specifically to Winter Guard expenses
  - A: Joel- Just wanted to know if dedicated fundraisers go to dedicated places?
  - A: Mike- Yes they do
  - A: Joel- We should fundraise for new rifles and flooring.

- A: Claudia- People donated thinking they were paying for the rifles and flooring. You made a video at Arroyo saying we did.
- A: Mike- Winter Guard budget should be own, and was a byproduct of the debacle. Moving forward, we combined Marching Centurions. Winter Guard has its own budget.
- A: Joel- if we have something dedicated should go to that item
- A: Mike- Only goes until May 31st.
- A: Mike- Tell people the truth to say the money went to programs and money ran out before we could get those things. People giving money because they want to.
- A: Stphanie S.- People give money because they want to for a fundraiser.
- Q: Jeanne- Rifles are used in both seasons. Can rifles be a purchase through band budget because they are used in marching season?
- A: Mike- If you look up in the area where it says, "Comp Expenses." Needs to go to the Budget Committee.
- A: Rob- most booster parents pay or donate for the rifles. The rifles have staples coming out and are in really bad shape. Rob is asking for new rifles and it has been 8 years since purchased. Is normal to put in a budget every 3-4 years. Sabers too.

#### 4. Mike and Nancy

- Consortium

- Back in 2019, the band booster club committed to a contract for 6k to have a piece of music composed for Saugus Tragedy.
- Covid occurred. It got put on hold.
- We got moneys from other organizations to help defray costs of music.
- Some of the money is not ours.
- At end of day, the composer is asking for rest of his money and is done with piece.
- Wants to get paid and there is a contract.
- No expiration date, and we are beholden to contract due to receiving other monies.

- We do have an “emergency and transportation fund” with \$19k. That money was there prior to 2019. Was put together by previous booster clubs. Recommending use that money to pay for the funding shortfall.
- Q: Joel- Were any monies put towards it then?
- A: Mike- Yes, and we received money.
- A: Nancy- Mr. Whit was director and treasurer at the time.
- A: Mike- When this concludes, we will receive a composition made for us that allows us to solely perform for a 6 month period of time. After 6 months, the rest of the consortium gets to play the music.
- Q Jeanne- do parents of victims know about this?
- A: Mike we are planning in Spring and will let parents know.
- Mike motion: I motion that we expend 3k from the emergency and transportation fund to pay off the rest of the contract to get the music for our use.
- Patsy 2nd
- Discussion-
  - Q: Joel- When we pay in full, we will not have any debt?
  - A: Mike- Correct
  - Q: Jackie- 4 years later he says, “I am done?”
  - A: Mike- There were a number of hit and miss emails between Cory Whit and Bob Grigas. Bob was asked to pay in February of 2023. Evan got an email now and brought to the attention of treasurers and Mrs. Gore.
  - Q: Jeanne- If parents are invited maybe do at Central Park? Think about sensitivity.
  - Q: Henry- When is the spring concert?
  - A: Mike In spring (HAHA)- we do not have a date yet.
  - Q: Henry- Can we stretch 6 months?
  - A: Mike- We will pay and try to extend.
  - Q: Jeanne- Can we extend to get to anniversary
  - A: Mike- I am going to make a documentation trail.
  - A: Henry- If he is not flexible, then wait to pay.
  - A: Mike- we are committed to pay, but do not have to do it right away so we can meet 6 month timeline and spring concert.
  - A: Mike- Committing to pay 3k to fulfill the contract.

- A: Claudia- get it in writing.
  - A: Mike- to add the stuff in writing too.
  - All in favor say Aye...(All)
- Staff Contracts and Payroll
  - From auditor we should not be the contracting agent paying staff.
  - Need to have district pay
  - Treasurer came back to school, and in late August, found out staff not paid
  - District still working on paperwork, so Boosters paid for staff for August
  - District not paying in September, so Boosters will again.
  - District still working on paperwork to start paying staff.
  - Some clearance certifications are not completed
    - 3 staff coaches and cannot work with students
  - Hopefully in October we will pay the district and will need to pay 11% more due to taxes.
  - Q: Who are we paying: Rob, Xochi, Aubre, Michael, Kyle, Bob, Genevieve and other contractors
  - We know there are student staff, but do not know any contracts or arrangements made prior to them coming.
  - Trying to figure out contracts
    - Q: Alicia- For the contractors, are we going to figure out per salary or hours, how many times they come?
    - A: Nancy- there were no contracts and asked Bob. There was nothing in place. Trying to put in place now.
    - Q: Andrew P.- For Winter Guard techs, do we need to reclassify?
    - A: Claudia - You should look in the Google Drive Do you have access?
    - A: Sharon - I found a bunch of stuff, but it is incomplete and disorganized. Many things are missing.
    - Q: Karla- when will techs come back?
    - A: Nancy- they will come back
    - Q: Stephanie M- Do other band Boosters do it this way (pay)?

- A: Nancy- they are supposed to be doing it this way.
- Q: Joel for techs not certified are they getting paid?
- A: Nancy- no and also the ones with W-9
- Q: Karla- Can we take a picture of who these techs are?
- A: Jackie- It will be on website soon.
- Budget reflects what the board approved. The budget does not reflect 11%. When we approve, the budget will ask for an additional 11%. If we say no we will have to ask for approval everytime we do payroll..
  - A: Jeanne- It says we are at 54k right now. Will be an additional almost 6k thrown in.
  - A: Mike- We only spend it if, and only if, we need to spend it. When we go to the district paying payroll.
  - A: Ashley Gore- right now we are dependent upon contractors turning in their payroll packet, which is separate from clearance. Evan and I will have timesheets for them. It will be based on what boosters base their contracted time to be. I have reached out repeatedly. At last check, we have 2 of the 8 contractors' paperwork..
  - Q: Claudia- maybe say to contractors, "If you don't get it in, do you want to work here?"
  - A: Ashley- the packets are lengthy, and even if turned in won't get paid if not cleared.
  - A: Joel- I think we should set time limit
  - Q: Andrew P- can they ask for money past paid?
  - A: Mike- if they do not have the contract in right now, then we won't pay.
  - Q: Jeanne- if they do not have it in by next week can we say you are putting your contract in jeopardy?
- Q: Claudia- we pay them?
  - Q: Joel- is there a timeline to turn in papers per district?
  - A: Ashley - since I do not work in HR end, I do not know what it looks like.
  - Q: Jeanne- has the 7-10 days passed?

- A: Mike - This has gone back and forth between district and boosters.
- A: Ashley- not sure a time frame had occurred in past, but they got packets in June. When Bob Grigas left, it created a transition period. The AP secretary did not know who was on staff. In this transition period, things slipped through cracks. In moving forward, we need to have things in place at the end of semester set up for next year. This is a learning moment and opportunity. To be in compliance really needs to be through the district. We can pay the people who are cleared, but if they do not have volunteer stuff done cannot get paid.
- Q: Jeanne- can we make a decision if they do not have stuff turned in, can we tell them their contracts' are in jeopardy?
- A: Mike- we would be telling the district
- Q: Jeanne- we are the boss, or job, and funding the money. We are extending an offer, and at what point do we take away the option of their contracts?
- A: Julio- I am not sure we are not the boss
- A: Ashley- They are like a walk on coach. They get paid from the district, and they bill boosters. You guys are slightly different, and you can decide the contractors are not staying with the program.
- Q: Stephanie S.- they are still here if cleared teaching but not getting paid?
- Q: Jeanne- there are 3 who have not turned in paperwork?
- A: Julio- they cannot be on campus
- Q: Jeanne- how long do we wait until we get rid of them and hire someone else?
- A: Julio- we can say, "you have until this day or we find a replacement."
- Mike- motion: "I move that the Booster Club notify the 3 delinquent staff that if they do not have papers in by October 2, 2023, they do not work for us."
- Rob will let Color Guard staff know, and Mike will still send a letter to all for documentation.



- All in favor aye? ...AYE (all)
- Ashley to let Mike know of any changes.

- Instruments

- DC trip we had some instruments that got wet and damaged.
- When we came back we had 2k leftover from DC funds.
- \$700 went to clean wet uniforms, and \$1300 earmarked for instruments to be repaired and cleaned.
- Bob Grigas sent an email stating we need to get these instruments in to be repaired. Had an invoice for \$1300. Went to board and was approved.
- 3 weeks later I got an email from Bob asking for another \$100 to get a sax done. Invoice was attached. Asked the Board and was approved.
- Turns out Invoice was for \$7k. DC instruments were sent. Instruments from the U-building were cleaned out and sent in to get repaired.
- We had \$3500 earmarked in 22-23 for instrument repair and spent about 1k. In budget we have \$4k earmarked this year. That plus \$1300 DC money will cover \$7k.
- That is where the treasurer is recommending we get money.
  - Q: Alicia- will this pay for cleaning and repair?
  - A: Mike- it is not taking from general funds
  - Q: Jeanne- are they all done?
  - A: Andrew S- most
  - A: Nancy- there were about 30 instruments
  - Q: Karla- Are we using the instruments?
  - A: Evan- Right now there are some instruments in the U-building, but they do not function correctly. I am not sure if it is due to the heat. If we have the instruments, we will use them. We are OK with instruments currently. Every student has a playable instrument.
  - Q: Alicia- can we have kids stop renting instruments and use some of the ones that we get back and are paying for their repair?
  - A: Evan- yes

- A: Mike- We believe they have 3 tubas and a piccolo
- Q: Antoinette- are they going to be thrown back in the U- building
- A: Evan- I am not sure if the ones in the U-building are ones that were repaired.
- A: Nancy- students checked in the instruments.
- A: Mike- Nick Rail dropped off the instruments and no connecting of dots
- Q: Antoinette- can we do an inventory?
- A: Mike- yes, we talked about it at Board of Directors meeting
- Q: Antoinette- has every instrument been cleaned and fixed?
- A: Mike- We do not know. Invoice has serial number, and we can inventory.
- Q: Antoinette- can we do this quickly cause instruments in U-building are getting ruined again.
- A: Mike- if there are clean ones let's get them and send them home with kids or stay in class.
- A: Karla- the savings from rentals can be a donation.
- A: Mike- when he went back to invoice, I went to bottom line and saw \$1300. But then later went to the upper corner saw December, 2021.
- Q: Karla- when can we get the serial number stuff inventoried?
- A: Stephanie S.- if borrowing an instrument from school parents can ask their kids for serial numbers and say, "please let me know."
- A: Mike- let us know what serial numbers your kids have at home
- A: Andrew S- inventory is on top of the list
- Q: Andrew P- who do we owe? Are they charging late fees?
- A: Mike- No
- Q: Alicia- \$702 of the tour money was used for uniform cleaning? Anything in bylaws says \$500 or more, and we should have voted. This is unnecessary spending. Were Color Guard uniforms included?

- A: Mike- no because their uniforms were wash and wear
- A: Alicia- This is very disappointing that decisions like this are made. It feels like we are restarting an old habit.
- Q: Stephanie S- was this money already earmarked for DC?
- A: Mike- Yes. Yes we do need to vote on over \$500 spending, however it was in DC budget.
- Q: Claudia- if we have a surplus, we should notify parents
- A: Mike- it is now in the general fund. If we want to do that for surplus, we need to put money and designate where it goes.
- A: Alicia- this is serious and we cannot rush this.
- A: Mike- I agree and she is correct. Spending on uniforms was part of DC tour, and your point of being over 500 should have gone to boosters
- A: Antoinette- there should be no more instrument cleaning for a long time. If people need to clean instrument they need to deal with it
- Q: Henry- if you are renting you can get it cleaned through Nick Rail
- A: Mike- \$4k spending on this..
- A: Julio- I remember in the instrument contract from school it says when instruments need maintenance and repair it is up to the student.
- A: Karla- remind student to take care of instrument and parents remind them.
- A: Mike- if anything happens between now and May 31st, and kids need to pay, might need to come back to boosters.
- Q: Claudia- \$4k. We have to spend \$3600k?
- A: Mike- that is half the Nick Rail. Budget for 23-24 has not been approved yet so it is negative.
- Q: Claudia- I am confused for statement of activity. June 1- May 31. Has it been paid?
- A: Mike- yes.
- A: Joel- We need to have the budget completed by May 31st.

- A: Mike YES
- A: Mike- it is a situation, and we know there is other stuff
- That we need to be resolved, but this is how we do it.
- \$4k that is in budget plus potential for other 3k.
- It sounds like they may not know we owe some other money
- Not saying anything. Invoice was in June. Due payable upon receipt. Bob made these decisions
- Q: Andrew- are we collectively agreeing not to do the instruments they have?
- A: Karla- need to go through band director
- A: Andrew S- he came and asked to do the DC instruments, but then Bob Grigas threw in U-building instruments.
- A: Mike- you would be agreeing up to a \$3k adjustment to \$4k budget
- A: Joel- do not want to increase permanently because it sets precedent.

- Annual Budget

- Mike gave a summary- 2nd one budget 2023-2024 here is the line items- that is What we will vote on. The third item is the budget 23-24 ABC addendum.
- This is additional guidance how we will spend budget
- Reality is we do not get all the donations.
- ABC based on donations; if we get 50% , if we get 75%, if we get 100%
- This is only based on donations and not fundraising
  - Q: Andrew P- Are the limits based on donations?
  - A: Mike- yes that is all we can control.
  - A: Andrew P.- When do we draw line in sand for donations?
  - A: Mike- we can only operate on what we physically have to use. We cannot spend what we think we might.
  - Q: Andrew- When do we know where we are at
  - A: Nancy- temp gauge in Blast. We are at 36%

- A: Joel- A 50%, B 75%, c FULL; We are at A until we hit B.
- A: Mike- most of money is to fund staff and we prioritize their pay. The ABC makes priorities of what we fund. We fund labor first. In past 1 budget and gets updated.
- Q: Claudia- The budget is a best guess of what we will spend for year and an educated guess?
- A: Mike- correct and looked at previous budget
- Q: Claudia- fundraising expenses line?
- A: Mike \$375 based on fundraising number of \$9000, but usually we intake about 30k in fundraising. If we budget 30k we overspend.
- Q: Claudia- what have we spent so far?
- A: Mike- expenses so far: trash bags, taco truck, decals
- \$1900 for the taco truck, and made \$1300. Provided meals for students.
  - Q: (missed who asked) Why did we not get approval of taco truck?
  - Q: Claudia- Merchandise is polos. It is over \$500, so why not approved?
  - Q: Henry- should we really vote for everything over 500?
  - A: Mike- yes she is right
  - A: Mike- the taco truck would not have been at a deficit, ,but we paid for kids.
  - Q: Claudia- that should have been presented to group and approved first?
  - Q: Joel- should we get approvals from different vendors?
  - Q: Andrew P- is it more conservative to put a price instead of \$0?
  - A: Antoinette- taco truck was not stated as a fundraiser, and it should have been communicated.
  - A: Mike- Doing the budget by May, will offset issues like this and alleviate expenses. Keeping the money at 0 drives us to have to ask permission
  - A: Claudia- no one asked about polos either and it is very concerning
  - A: Mike- you are bringing up good points

- A: Julio- you should join the Budget Committee.
- A: Mike- we need to make a commitment of more than \$500 to bring to Boosters. Need to be careful for merchandising. Need to communicate purpose of the merchandise
- A: Claudia- I am just asking for transparency.
- A: Mike- want to make sure there is an understanding that if we do it incorrectly we need to fix it.

A: Andrew S- these are conversations for the final budget for next year, but much earlier.

- A: Mike- I broke out the awards banquet cause money raised is money spent and its own thing.
- A: Mike- Pulled out the Winter Guard budget cause we talked about it last year. Good news is, math showed \$718 to fund Winter Guard 2nd semester. Also, in my opinion band camp can come down \$50 bucks too.
- Q: Alcia- why are we spending \$3k on awards at the banquet?
- A: Mike- that number is there because it was what was budgeted last year. Awards are funded items.
- A: Joel- Venue, food, and decorations come from the cost of the ticket.
- A: Mike- if you want to say no to budget because of \$3k due to awards, then please say vote no.
- Q: Claudia- Can we put the language to read Marching Centurion/Winter Guard techs?
- A: Mike- Winter guard expenses is an individual cost and techs are 2nd semester. Any expenses for flooring costumes and own budget. That is why we can come to \$718. That line will be changed.
- Q: Rob Color Guard staff is year round. Director for Color Guard not Winter Guard. Will we not be able to have a Winter Guard because we cannot afford it? Is Winter Guard going to be penalized because we are cutting the cost to \$718 donation?
- A: Mike - Winter Guard Director position is fully funded. It is techs that is the question. Color Guard Director funded in fall and Winter Guard Director In

winter fully funded. Might not have enough to pay techs

- A: Stephanie S. - we need to fundraise to meet labor funding
- Q: Antoinette- only Winter Guard donations will fund the Winter Guard?
- A: Mike- yes and fundraising for Winter Guard
- Q: Andrew P- we never have spent money for transportation.?
- A: Mike- we have been lucky because we are subsidized by ASB and spent \$1900. Normally we should pay for busses
- There is another line for trailer and gas.
- A: Mike- I hate to say this, but if we do not have transport they will not be able to go.
- A: Mike- we need to vote on the Budget- This is the Budget in place. ABC is 2nd vote
- A: Mike- I move we approve the budget for 23-24 as written for 130,250.
- A: Antoinette 2nd.
- A: Discussion-
- A: Nick Miller- Most the instruments not in U-Building. They are in the room
- A: People (nodding) "good"
- A: Mike- All in favor say AYE...3 Nays, rest AYES- motion carries
- A: Mike ABC Budget- Motion is to approve ABC 23-24 Budget
- A: Andrew- second
- A: Mike- All in favor say AYE... 2 Nays, rest AYES..motion carries
- A: Mike- Motion to approve up to 11% to be spent on the labor of the budget if necessary to cover district expenses for payroll
- Claudia- can we wait to do it?
- A: Mike- Yes.

## 5. Moira

- Comp. Volunteer Opportunities -
  - Volunteer Committees
    - For SOC needs a first aid person who is, district cleared and very vital.
    - Talk to [Lbunde@hartdistrict.org](mailto:Lbunde@hartdistrict.org) to get cleared. Need to do TB test and fingerprinting. Then 2nd year just watch videos.
    - Would love to have color guard support person; this person would know where everyone does
    - Q: Alica- what does first aid person do?
    - A: Moira- they can be a nurse or scout leader. First aid person stays with band and guard. But it's difficult because groups get separated. Need to have phone on to be reached. Need to ride bus with students. Cannot give out meds
  - Tow Chair
    - If you have a vehicle that can tow, we need people desperately. For Winter Guard as well.
    - If we do not have someone to tow, will have to rent a box truck
  - Prop Chair
    - A: Stephanie S.- there are 18 positions to fill. 15 props on field plus pit (2 people). There are 4 people signed up. 2 of the people doing props are doing transportation. I will show you what to do.
    - A: Julio - I will talk to the freshman parents
    - A: Antoinette- last year, there was meeting to go over the props. There was a whole week how to do it. This year have not heard of a meeting.
    - A: Stephanie S- no dry run because props are big and heavy. Did not want to ask people to take off of work.
    - A: Antoinette- I have a question from my child who sees her teammates struggling: We do we not have evening practices? Why do we not do a Saturday? (practice with props)
    - A: Stephanie S- we do not have a field.



- A: Claudia- this may be why we are not getting volunteers
  - A: Alicia- parents do not know where to go.
  - A: Stephanie- there is heavy lifting and dressing props with vines; something for everyone.
  - A: Mike- plus you get great seating for performance
  - A: Rob-Nick and students know exactly where they go. Support students
  - A: Stephanie- it is very different from last year. No way I can get 18 parents every weekend and for them to know where the spots are. I got the kids to do it. We need parents moving from trailers to the field. Need min 7 parents to push faster.
  - Q: Antoinette- no experience necessary? Just need muscle?
  - A: Steph- yes. We do not have transportation for every show. Pulling out, putting things together
  - Q: Antoinete- do you need to be cleared to do props and child labor?
  - A: Andrew S- buses leave at 3. We will get out there early. Getting stuff out early and ready.
- Need committee for volunteer coordinator so if interested please see Moira, email her at: [saugusbandboostercoordinator@gmail.com](mailto:saugusbandboostercoordinator@gmail.com) or call her at: 661-313-5959