

**Souderton Area High School
Big Red Band Boosters
General Membership Meeting Minutes
December 4, 2018**

The meeting commenced at 7:02 pm.

President's Report

Disney was a successful trip and everyone seemed to have fun. We had a lot of positive feedback from parents, complete strangers, and even the TSA.

Mr. Tucker resigned as Marching Band Director as of December 2, 2017. He stepped down in order to spend more time with his children. Ms. Tink Fazekas has been named the Interim Acting Marching Band Director. The district is advertising the position in-house at this time. If this isn't successful in finding a replacement, they will post publicly. The district hopes to hire someone by March 2018. Mr. Tucker will have input into who is hired.

An anonymous donation of \$1,000 was made to the BRBB to purchase a non-budgeted need. Ms. Tink asked for the Indoor Guard sabres and rifles to be replaced due to them falling apart. The cost for 5 sabres (\$750) and 5 rifles (\$300) totals \$1,050. The monies over and above the donation amount will come out of the Indoor Guard budget. A motion was made to approve this purchase using the donation monies. Frank Falbo and Becky Steffy approved the motion.

1st Vice President's Report

The Band collected 128 lbs of food for the Camp Out for Hunger food drive. The Miller family delivered the food. Many students wanted to go but couldn't for various reasons. Jenn indicated that she will plan earlier for next year so our students can take part in the delivery.

2nd Vice President's Report

Denise, via Anne Marie, requested assistance from Mr. Wilson to enlist help from Encore in moving the Concession Stand inventory and equipment up to the Band Closet for the Indoor Season. Thank you!!

Secretary's Report

The minutes were approved from the 11/06/17 general membership meeting.

Treasurer's Report

1. Our sponsorship total increased another \$500 with a newly received donation.
2. Our Margarita's Fundraiser brought in \$749!
3. Concession Stand profit was \$948.
4. A reminder that even though our bank account looks really good, we're at the high point of our year. We have many expenditures coming up in the near future that will reduce this figure.
5. The Disney account balance is \$70, down from \$730. We still need to pay the truck expenses and those figures won't come in for a few months.

Director-at-Large Report

Nothing to report at this time.

Acting Marching Band Director's Report

Nothing at this time from Ms. Tink or Mr. Tucker.

Mr. Wilson brought everyone up-to-date on the Indoor Show. The Region 2 Organizers still do not have a location for Chapter Champs. They would like Souderton to host, so Ms. Tink suggested looking into **Sunday, 04/29/18** for the show. Jenn Miller is working on the high school building availability with Mr. Stuart Marjoram. If we host Chapter Champs, we would like to eliminate the Home Show currently scheduled for 03/10/18. Deanna Wimmenauer is the Chair for the Indoor Show and asked to be copied on future correspondence so she is kept informed.

Committee Reports

Fundraising Committee

Band Store--Jenn Miller reports that the new garment bags will be delivered tomorrow and delivery will take place this week. Also, an order for sweatshirts will be placed for Christmas delivery.

5K Committee--Jenn has submitted the date of 11/10/18 for next year's race. However, Julie Zettlemoyer pointed out that it conflicts with the high school's I'm That Girl Symposium. It was decided that Jenn should instead ask for approval for 11/3/18 as the race date.

Restaurant Nights--Amy McCouch and Deanna Wimmenauer reported that there will be another Margarita's Night in the Spring on Wed, 03/14/18 which is a day off for SASD. In addition, Amy was approached by Lauren Steffy and Michaela Miller about a Chik-Fil-A fundraiser. Chik-Fil-A employs quite a few band members and the new management is willing to work with us to make this happen. The fundraiser will take place on Wed, 01/24/18 (a day off for SASD) and it will be an ALL-DAY event. Any students who want to help, please get in touch with Deanna or Amy.

Wreath Sale--The final number of wreaths sold is 606! This is our best sale ever. Pollie Rodrique would like feedback about why everyone feels it was such a success this year. Is it due to new members, 2 day pick up, advertising on social media? A suggestion was made to take pictures of the wreaths to use in advertising next year. Pollie thanked Kelly for all of her hard work.

Financial Review

The committee members are: Wendy Markey, Michele Martin and Kelly Mowery. This review is performed once a year and the BRBB President assembles the 3 person committee. Kelly Mowery, with input from Michele Martin, presented an overview of the process and the findings of the annual review.

Overview: The committee spent approximately 6 hours working on the financial review. It covered the fiscal year of 07/01/16 through 06/30/17. They used a random number generating program to choose 20% of written checks to be reviewed. Each check was then traced back to an invoice to verify. These checks represented more than \$32K and there were no discrepancies noted. The next area to be verified was in deposits. Deposits totalling over \$23K were investigated and traced back to how they were received. No discrepancies were noted. The third portion involved a purchase of \$84.30 made on 03/03/17, 4.5 months before the vendor billed us. We were not able to track down the invoice or verify that in fact it was ordered by us.

Findings/Suggestions:

1. When a cash box is counted out, it should be done by 2 people at the same time. Both counters should sign the cash sheet before giving it to the Treasurer.
2. The Treasurer, or whomever is writing checks and making deposits, should not be the person to reconcile the bank statement. This is not in our By-Laws but it has been adopted throughout the Souderton's Home and School Associations. Currently, Kelly Mowery writes the checks and makes deposits and Georgia Myers handles the reconciliations of the accounts.
3. Directors should put more effort into planning their budgets. There are too many unbudgeted expenditures.
4. Write off the Hometown Collectibles. The listed value is \$1,135 and is overstated.

5. Band Store sales should be tracked more effectively and reported to the Treasurer. A detailed reporting system showing inventory ins and outs is necessary for transparency. There needs to be accountability.

6. Make sure that all vendor invoices have a reference back to who placed the order, whether it be concessions or band store, etc. Let the Treasurer know that same month that an order was placed.

Anne Marie made a motion to write off the Hometown Collectibles with the value of \$1,135. Tracey Bean and Pollie Rodrique approved the motion. It then went to a general membership vote where it passed unanimously.

Uniforms

Uniform returns will take place in the Spring. All uniforms need to be dry-cleaned and raincoats washed. There are 5 families who have new pants that cannot be dry-cleaned. They have been contacted and informed that their pants are machine washable. There is also one pair of white drum major pants with tape that are machine washable.

One of the old garment racks has fallen apart and Tracey needs to know how to dispose of them. Ms. Tink mentioned that it should be thrown into the dumpster. Also noted by Tracey is a collection of items in the closet that need to be gone through to evaluate worth.

Quartermaster Report

George Priller was not in attendance.

Trailer Purchase

Anne Marie will schedule a meeting in January.

Indoor Show

Nothing else to report.

Jazz Show

Souderton is hosting the Jazz Championships this year on Fri, 04/13/18 and Sat, 04/14/18 from 6pm to 11pm both evenings. Christine Brush is the Chair for the shows.

Flower Sale

Nothing to report at this time.

Website

Did you notice the new and improved look of the Souderton Marching Band Facebook page?? Thank you to Ms. Tink for taking over our page and making the changes. It looks great!

Band Banquet

The banquet takes place in May. More information to follow.

Publicity

We're still looking for a few people to head up this committee. Let Anne Marie know if you're interesting in helping!

General Business

A question was raised about the DropBox account that was set up by George Priller for Disney videos and pictures. Anne Marie will get in touch with George to get more information. Ms. Tink also told us that Disney gave us a DVD of the parade for us to keep.

With no further business, we adjourned this meeting at 7:52 pm.

Respectfully submitted,

Denise Nase