

Ridge Point Band Booster Club

Board Meeting

July 13, 2013

12:30-2:00

I. Agenda

- Call to order by president David Dern
- Approval of minutes from June 4, 2013 (minutes approved)
- Members in attendance: David Dern, Linn Miller, Jenneane Cardenas, Jennifer Vega, Wellie Harris, Anne Osterhold, Milissa Spade, Simi Shulz, Christy Carroll

II. Board Reports

A. Treasurers Report (Jennifer Vega)

- Band fees are 61% collected
- Jennifer is waiting for all checks to clear in order to reconcile books
- All debit cards have been returned and destroyed
- There are now 3 check signers: Wellie Harris, Jennifer Vega and David Dern
- Two credit cards have been obtained for band use (\$20,000 limit)
- David Dern asked for clarification of treasurer/asst treasurer duties. Treasurer Jennifer Vega will be in charge of recording and book keeping. Assistant treasurer, Wellie Harris, will handle deposits, checks, and the PO Box.

B. Sponsorship (David Dern for Daniel Zuniga)

- **Question about who will collect sponsorship checks. Answer: Wellie Harris**

C. Fundraising Report (Linn Miller)

- See attached Fundraising report
- Motion made by Linn Miller to pay a \$500 deposit to Eventspectacular for 2013 Rock In. Motion Seconded by Anne Osterhold. Motion passed.
- Motion made by Milissa Spayde to pay balance of 2013 Rock In in the amount of \$1750 to Evenspectacular on August 16, 2013. Motion seconded by Anne Osterhold. Motion passed.

- Motion made by Anne Osterhold to pay Officer Martin Tavaréz an amount NTE \$400 for security at 2013 Rock In. Motion seconded by Milissa Spayde. Motion passed.
- Motion made by Anne Osterhold to participate in “Mr. Car Wash” fundraiser in order to fund the WDW trip. Motion was seconded by Milissa Spayde. Motion passed.
- Motion made by Anne Osterhold to submit Ridge Point Band Booster organization as possible host for TCGC spring competition. Motion seconded by Milissa Spayde. Motion passed.
- Discussion of parade through Sienna was tabled.

D. Communication Report (Milissa Spayde)

- Milissa Spayde requested that all newsletter submissions be made by Friday at 5:00 pm for the following week.

III. Committee Reports

A. Uniforms (David Dern for Camille Garcia)

- David reported that Drum major jackets have arrived.

B. Scholarships (David Dern for Lisa Spring)

- David reported that there is a qualified candidate for the Holly Dern Scholarship.
- Motion made by Anne Osterhold to name 4 people to the scholarship committee (David Dern, Lisa Spring, Dr. Barnes, and Jennifer Vega). Motion seconded by Wellie Harris. Motion passed.

C. Guard

- No information to report

D. WDW Trip (Christy Carroll)

- The hotel contract is currently being negotiated. Two flights on Southwest out of Hobby Airport have been confirmed.
- 91 participants are currently signed up for the trip including 6 chaperones and 3 directors.
- Total cost of trip is \$50,225 Balance due is \$13,910

E. Pit&Props

- No information to report

F. Chaperones (Milissa Spayde)

- Marianne and Simi will meet regarding chaperoning needs for upcoming season.

G. Band Directory (Linn Miller/Milissa Spayde)

- Milissa will give information to Linn for band directory.

H. Band Banquet 2014 (David Dern for Colette Michalis)

- A date for the 2014 band banquet has not been set.

I. Homecoming/Mums (Ann Osterhold)

- The order for mum supplies has been sent to ACI.
- An order for custom ribbon has been submitted.
- Motion made by Milissa Spayde to approve mum supply orders to ACI in an amount NTE \$700 per order. Motion seconded by David Dern. Motion passed.

IV. Old business

A. Band booster closet

- Jenneane Cardenas will handle cleaning out the booster closet.

V. New Business/Other Business

- Motion made by Milissa Spayde to appoint David Dern, Jennifer Vega, Christy Carroll and Jenny pepper as audit committee members for the 2012-2013 audit to be held on August 17th. Motion seconded by Linn Miller. Motion passed.
- Motion made by Simi Shulz to approve the hiring of a CPA with non-profit organization experience to assist in filing and assisting with various bookkeeping on a temporary basis. Motion seconded by Wellie Harris. Motion passed.
- A maximum expenditure limit that would not require board approval was established.
- Motion made by Anne Osterhold to establish a maximum expenditure policy that any amount over \$500 will require board approval. Motion seconded by Jennifer Vega. Motion passed.
- Motion made by Linn Miller to authorize chairman of pregame meal committee (Jenneane Cardenas) to spend amount NTE \$1300 for pre-game meals without prior board approval. Motion seconded by Anne Osterhold. Motion passed.
- Wellie Harris discussed the progress of the donation by Chase Bank. \$25,000 is being requested to go toward the purchase of an equipment truck.
- Milissa Spayde and David Dern met to discuss the need to upgrade the RPHS Marching Band website. Milissa will research companies to upgrade/design a new website.

- Motion made by Linn Miller to maintain a separate bank account for marching band trips. Motion was seconded by Simi Shulz. Motion passed.

VI. Adjournment

- Meeting was adjourned by David Dern. Next meeting will be August 6, 2013 at 6:30 pm.

Minutes Taken By:

Minutes Approved By:

Fundraising Update - July, 2013

Rock In Update: All forms have been posted to website and emailed out. Volunteer schedule, time line, chaperone guidelines all update. Entertainment finalized. Budget from Carmel. Will

Have printouts available at band camp also. Motions - Need motions:

1. Move to pay a \$500 deposit payable to Eventspectacular for 2013 Rock In.
2. Move to pay Eventspectacular the balance of 2013 Rock In invoice of \$1750.00 to be paid on day of event, August 16th.

3. Move to pay Officer Martin Tavaréz an amount NTE \$400 for security at Rock In.

Mums Update: District paperwork filed, Ann will purchase supplies and have ready for band camp. Motions - (See Ann's update.)

Mistletoe Music Festival: District paperwork filed, have started gathering silent & live auction items

New Fundraisers:

- **Flamingo Flocking**-Have SPRAI approval, SPRAI is working up a set of guidelines for us to use

(utilize only during school year, etc.) The district paperwork is filed, awaiting approval before purchasing flamingos.

- **Scrip.com**-All set to start, need to set up on website, also could really use a chairperson. Will

have flyer to hand out at band camp. We can process orders w/paper forms and electronically

through www.shopwithscrip.com. Will encourage online use. Need to pick days of week we

want to process orders for deadlines. Our first order may be held for 3-5 days due to setup for

new organizations. We can phone, fax or order online.

- **Amazon.com**-Need to set up on website with page link & wish list.

- **Kroger Community Rewards**-Enrollment completed (had to provide cancelled ck & Form 990),

Kroger approved, we need to post to website and have a flyer ready to hand out at band camp.

Enrollment will begin on August 1st.

- **Dinner Nights:** (Need to add to website)

! Pepperoni's-20% back, need to provide dates

! Russo's-281-431-6637, Yes, not sure of % yet, Allyson will email.

! Hoggs & Chicks-10% back, need to provide dates

- **Season Ticket Package Orders**-Axing this one due to difficulty with obtaining season tickets.

They do offer passes to the Fine Arts Dept for silent auctions, so we need to keep an eye out for

their email. Linn will also follow up.

- **Craft/Sewing Workshops**-Dates for July are 7/9 (cancelled) and 7/23, will also have dates in

August and hope to have better attendance once band camp starts.

- **Car Wash**-Mister Car Wash:

- They have a fundraising program already in place, have locations all over Houston and local area.

- There are no upfront costs and no minimum to meet. Options to get more passes if needed.

- We ARE required to return any unsold passes or will be responsible for payment but that can

be easily tracked by student. Linn w/track by database.

- Will ask all students to try to sell 20 tickets total, 10 @ \$7 and 10 @ \$13. Estimate selling

2000 tickets @ \$10K, we keep \$5000. Christy and I would like to designate this fundraiser

as a coop fundraiser and allow each student to earn 50% of the income earned which can be

used toward their Disney trip expenses. Would be no limit on on how many tickets a student

can sell. We will review the coop fundraising at the August meeting when we have more time.

- Tickets are good throughout Houston and local area and do not expire. Any student that

does not turn back in unsold passes w/be responsible for payment.

- Flyers will be posted in band hall and have info on website also as event draws closer.

- Paperwork will be filed w/district next week, will sign agreement and turn in to Mister Car

Wash upon district approval. Will start sales on 9/3, hand out at practice. Sales will continue

through 9/30. Money will be due to Mister Car Wash by 10/15. W/also have a flyer for each

student to use as a selling aid.

- **Raffle Tickets Sales**

- Will turn in approval forms next week

- Have banner samples (approx cost \$30, poles \$20), tickets (2500 tics \$87, 5000-\$135 plus

we can get a 10% non-profit discount. Shipping UPS \$13)

- Need security plan for raffle ticket storage.

- **Kona Ice**-Found out from Kona that cheerleader's already do this, do we want to still utilize?

- **Holiday Gift Wrapping Day**-Haven't filed paperwork yet

- **Host TCGC Competitions**-No info yet

- **Other:**

- Fundraising Volunteer Info Packets will be put together in time for band camp and w/include:

- Expense Reimbursement form
- Event budget template
- 501c3 copy
- Sales Tax Exemption form
- Timeline for Events
- Instructions for using copier in Dr. B's office
- Volunteer Contact List
- Contact list for school, secretaries, maintenance, etc.
- SquareUp - Store is set up w/Square, right now we're set up to be able to pay for sponsorships & order spirit wear online. Need to finish adding sizes for shirts. We can also add the option to

pay for Band/Guard Fees. Page is not published yet.

- Parade - Met with S.P.R.A.I. and they were very receptive. Since we are not technically in city limits, there are no formal street closures. They suggested using Club Sienna as a staging area

to begin. Discusses routes, most likely will use Scanlan Trace from Club Sienna to Ridge Point.

S.P.R.A.I. would like for us to consider the fall for this event to coordinate with their Nutcracker

event but not sure if the timing will work for the band. S.P.R.A.I. may be able to give us a

donation also. Need to coordinate with other groups at the high school and have Mr. Lee check

with administration for viability.