

**Northwood High School Band Boosters
EC Meeting Minutes**

November 2, 2020

Opened at 7:10pm

In Attendance: Ingram McCall, Christie Atkins, Mindy Jacobs, Felicia Gilmore, Ann McDowell, Lisa Holder, Jamie Palmer, Carolina Vix, Carrie Rimolt

Review Fruit Sale: Felicia

20 students participated

\$470 from prepaid online sales

\$2,715 owed

\$3,185 total

No delivery date yet

A few notes before budget presentation:

- An approved budget can be changed and adjusted as needed
- Monies from fundraisers will no longer be applied to member accounts
- Expense for instrument replacement and repair, \$20K, taken out of Fair Share budget and moved to general fund. Fundraising money to be applied to this expense
- Meeting is being recorded, to be sent to Nicole for write up.

Budget: Budget Model for Fair Share prepared by Ann McDowell, documents in email

- Add \$300 to transportation to cover trailer maintenance. Trailer /Transportation expenses, \$3000, to include new colors and logos
 - Suggest solicit businesses to pay for graphics, advertisement placard
- Current Fair Share Model based on estimated 130 students
- If Seaforth opens, numbers likely to decline
- Expenses for music, drill, instructors, color guard instruction, Band Camp will be incurred regardless of number of students.
- Uniforms, transportation costs would decrease based on number of students
- Property inventory to be completed prior to adding appropriate \$ for insurance
- Uniform inventory complete, need replacement value
- Suggested 2021 Budget to be valid for the first quarter, revisit when fiscal year changed
- Current Financial Position document in email

Motion to approve Budget for 2021, Jamie moves to approve, Mindy seconds motion, all in favor
2021 Budget passed unanimously

Fiscal year: Budgets should reflect fiscal year rather than calendar year

- Current tax year filed end of April, Fiscal year beginning in May

Taking into account the following:

- EC officers elected in May, take office in June
- Students complete class schedules in February
- Intent forms turned in at the end of Spring practices in May

EC approved Fiscal year to be changed to July 1st to June 30th

Charms: Is it worth keeping if accounting not needed if fundraising monies are not applied to student accounts?

- If discontinued, will need a new process to track Fair Share payments
- Suggest Quick Books invoicing
- Many Charms options not currently used, not user friendly
- Suggest attending webinars for training on proper, effective use
- Charms is more than invoicing, could use more features for communication to band families
- Ann and Ingram to review Charms, Lisa to assist
- Access to Charms granted to Lisa, remove Carrie and Julie and thrift store coordinator

Fundraising:

Problems expected with fundraising participation if money will not be going to individuals.

Emphasize that using fundraising monies for individuals jeopardizes BB tax exempt status.

Thrift Store hours not to be applied to cost of participation, but can be used to fund instruments, trips, scholarships.

Considerations: Offer an award for Thrift Store hours worked, possibly award with band sweatshirt.

Offer incentives for fundraising participation, consider participation by section.

Start incentives/awards in the spring of 2021

Apple Sale: Ingram

Begin selling November 9, 2020

Sale runs for 2 weeks, orders turned in Nov 23

Expected delivery Dec. 2-3

Mindy to add link for more information on new fundraising guidelines

Open Action:

- Prepare Parent Presentation
- Accountant to be informed of fiscal year closing June 30th
- Revisit and finalize budget after intent forms turned in. Publish Fair Share in May, adjust if any changes made in June.
- Marketing campaign to Middle School
- Look for sponsors, Lowes Home Improvement, local businesses, Rotary Clubs
- New fundraising ideas, need to decrease the number of item sales. Changes to be made to bylaws to address how many retail fundraisers per year

Final Words:

- Announce Mann Scholarship: \$50 to Makayla, approval from Shane Mann then sent in an email
- Jamie: Car Show 2020 officially cancelled, will prepare proposal for 2021 Car Show to be presented at next meeting
- NPT most likely not happening this year

Meeting closed at 8:30pm

Next meeting January 11, 2021 7pm, Mindy to send Zoom invite