

## Northwood High School Band Boosters EC Meeting Minutes

October 12, 2020

In attendance: Christie Atkins, Mindy Jacobs, Ann McDowell, Carolina Vix, Lisa Holder, Felicia Gilmore, Jamie Palmer

Opened at 7:00pm

Old Business:

Fair Share balances may be carried over to next school year

Fruit Sale profits will go into the general fund, not individuals' accounts

New Business:

**Insurance:** Complete summary of insurance in document compiled by Ann McDowell

- Clarified by Mr. Blice who and what is covered under the district policy
- Add \$5/year rider to cover the drivers pulling the trailers,
  - Required to have copies of drivers licenses on file
- Add \$5/year rider to cover accusations of sexual molestation
- District insurance covers school employees and students
- Add to the Statement of Work for 1099's: they are not covered by BB or district insurance, must have own liability insurance
- Bus drivers not approved by the county are not covered.
- Students who willfully damage property are not covered
- Equipment is currently not covered. Need to complete inventory of equipment and description of trailers to add property coverage
- Eighth grade helpers covered under district policy
- Parent volunteers covered under band policy, general liability coverage
- Property insurance will cover Band Booster owned equipment, not personal instruments

**Finance:** Ann McDowell presented slide show, documents in email

Northwood Band Boosters Finance Update and Proposed Budget for 2021

- Financial Position Highlights
  - Statement of Financial Position
  - Open Fair Share Accounts from 2019
    - Share with parents how unpaid Fair Share effects budget and increases costs to other members
    - Unpaid Fair Shares to be left as open accounts, but will eventually be written off as bad debt
  - 2020 YTD Statement of Activity by Quarter
    - ❖ Excel document: Quarterly Statement of Activity
      - This is what will be shared at each EC meeting

- Budget History and Proposed Budget for 2021
  - Revenue and Expenses by year 2010-2019
  - Expenses by Category 2010-2019
    - Proposed adding this report to Financial Page on Website
    - Ideally there should be no uncategorized items. It is difficult to reconcile past monies, going forward all items should be placed in a category, about \$1000 OK to leave in miscellaneous category
    - Concession expense question: Money that was paid out to Boy Scout and Girl Scout Troops. They worked UNC concession stands when the band families were unable to do so
    - Presently NPT and Winter Guard are not separated out, in future they will be
- Proposed 2021 Budget and Categories
  - ❖ Excel: Budget Model details

### **Open Action Items**

- Edit and finalize 2021 budget
  - Prepare for approval at next EC meeting
- Intent forms need to be updated, this is a contract with the parents. Fair Share is categorized as membership dues on our tax return. Parents become voting members of the Band Boosters
- Prepare presentation for band families to share the budget and an explanation of expenses
- 1099 Contractors to sign contracts, Statement of Work. Include advising them of the need for their own liability insurance, they are not covered by BB or district policies

Additional input concerning line items, how monies are distributed:

- would like to see a line added for monies for props
- Consider asking Lowes HI to be a sponsor
- Jamie has shop for prop construction
- money to improve Color Guard, more instructors, increase visual scores

Meeting closed at 7:55pm

Next meeting October 26, 2020 at 7pm, Mindy to email Zoom invite

Addendum: Meeting recorded and submitted to Nicole Reed. Viewed and transcribed at a later date. Next EC meeting rescheduled for November 2, 2020