



Music Booster Meeting Minutes

July 31, 2024

Meeting Attendees:

Sarah Boone	Geralyn Aellis	
Tony DiOrrio	Kelly Busovsky	
Ross Forney	Pam R.	
Craig Sparacino		
Tina Few		
Kimberly Duus		
Jennifer Connolly		

- 1. **Opening- Meeting began at 7:05 pm.**
 - a. Jennifer opened up the meeting.
 - b. Jennifer welcomed the new board.

- 2. **Booster Data Locations-**
 - a. Jennifer asked where data for the music boosters is stored.
 - i. Ross verified that it is located in the Music Boosters Google Drive.
 - b. Who owns and manages the drive?
 - i. Caravel Music Boosters.

- 3. **Budget Update**
 - a. How many bank accounts do the Boosters own, who is listed on each account and how many debit cards are active?
 - i. Craig explained his proposal for the bylaws. There are two accounts (checking and money market). At the moment, only Craig and Tony have access. There is also a PayPal account (deposit) with Craig as the sole accessor. There is a link between the two accounts, but it is not automatic.
 - ii. Jennifer and Kimberly proposed getting together in a week with a plan for the organization and formalization of the budget. Meeting has been scheduled for Next Wednesday, August 7, 2024.
 - iii. Ross proposed the idea of a financial committee and those interested motioned in favor of it.



- b. What is the process to request funds from the Music Boosters?
 - i. Through PayPal. Craig explained how as of 6-7 months ago, the transaction fees are the same as they were a few years ago. The only difference now is that they are visible.
 - c. POS Device
 - i. Paypal Zettle is currently used. An admin account has been created for it rather than a cashier account so that there is easier access to it. Craig had it connected to his cellphone at a few events. It can be connected to other devices.
4. Bylaw Revisions
- a. Identify Bylaws to be reviewed
 - i. Craig will send out a new copy of the proposed bylaw provisions to be commented on by the board. It will be discussed at the next board meeting. The document will be saved to the Drive folder.
 - 1. Does the method of revision need to be revised? (Ross)
 - ii. Ross proposed having 3 specific bylaws to cover at the next meeting.
 - iii. Geralyn proposed that the bylaw revision is completed in smaller sections at a time rather than as a whole.
5. 2024/2025 Roadmap
- a. Kimberly and Jennifer will put together a roadmap document for the next meeting.
6. Fundraising
- a. What is the current process to request Fundraising events? What are the requirements and approval process to hold Fundraisers?
 - i. Any fundraiser has to be approved through the administration. A formal request is filled out and taken to the board. Anything that requires selling things for 2 weeks or more, there is no desire to overlap events. All the fundraisers are taken into consideration when planning. (Kelly)
 - 1. The "Projected Dates" calendar shows which fundraisers are booked.
 - 2. What is needed is a leader for each fundraiser. Also, a review of the fundraisers is needed due to the lack of people able to help or lead a fundraiser or popularity/success of a fundraiser.
 - ii. Geralyn suggested looking on the sports calendar for possible dates and opportunities for fundraisers.
 - b. Have post event analysis been conducted?



- i. Yes. However, the process needs to be revamped.

7. Back to School 2024/2025 Events

a. Booster Membership Drive

- i. It is not ready to be put together at this moment. There are some key elements that need to be discussed and possibly changed.
- ii. This event can still be done in partnership with the PTC. Pam will reach out to the PTC president about the event partnership and brainstorming ideas for the event.

b. Back to School Day

i. Food truck—was this successful in 2023?

1. The food truck was there for the teachers, it was not a fundraiser. Kelly booked the food truck for in-service so that teachers did not have to leave campus on that day. It was also open to anyone attending. The food truck was Flavor Dish.
2. Kelly will try to book the food truck for homecoming (October 18).

ii. Uniform Resale

1. August 29th—Meet the Teacher

iii. Discussed—Cheryl should be a part of the meetings and WebMaster has been proposed to be a board position.

- a. Action items can be included in the meeting notes for Cheryl.
- b. Have Cheryl at the meetings and a discussion can be continued on whether or not the WebMaster should be a board position.

8. 501c3 Reactivation Discussion

- a. Some local organizations are only allowed one 501c3. Due to this, there are huge opportunities being missed.
- b. Ross will discuss this with Carol.
- c. Jennifer is proposing that we provide an application to the local organizations.
 - i. The school needs to give permission for what grants can be applied for.

9. Trip Approval Process

a. Craig asked when the Boosters will be involved in this process?

- i. A new format is being created for the trip so that it is not based in a festival. The curriculum portion of the trip is also being planned.
- ii. Dates are still in the process of being booked.



b. Kim and Pam will work together on the choir trip.

10. Meeting adjourned at 8:42 pm.

Action Items for Cheryl

Back to school resale event needs to be put on the website calendar.