



Music Booster Meeting Minutes

August 7, 2024

Meeting Attendees:

Sarah Boone		
Jennifer Connolly		
Ross Forney		
Craig Sparacino		
Tina Few		
Kimberly Duus		
Monika Rossi		

- 1. Opening- Meeting began at 7:05 pm.**
 - a. Jennifer opened the meeting.
 - b. Kimberly opened the meeting to attendees sharing their desires for the meeting.
 - i. Ross-the planning of fundraisers and what is the breakdown of the money that goes to each group.
 - ii. Sarah-having more clarity about the budget and how it works. Interested to see where everything is going in regards to the budget and clarity on how things are being run and how things would like to be run.
 - iii. Craig-wants to see where everyone’s level of commitment and expectations are.
 - iv. Kim-shares the passion for the program with her child. Desires to bring functionality and efficiency to the group as well as a mutual respect amongst each other and for each other’s functions in the group.
 - v. Jennifer-documenting the processes behind all the moving parts of the music program.
 - vi. Tina-desires to be a part of the music program and help it grow.
- 2. Budget**
 - a. Craig captured the budget from the previous year to analyze (located in Drive).
 - i. What needs to be discussed specifically for the individual events is where the funds will be allocated?
 - ii. Money was made and it was announced prior to the event where the money would be going/what it was going to be used for.
 - iii. Trip events–meant to be revenue neutral, small losses.
 - 1. Uncertain how many students will actually show up and that can affect pricing.



2. Suggestion–Shoot high on pricing and give a refund check if needed.
3. Craig and Kim will be getting together to discuss specificities behind the trip finances for the buses.
4. Sarah discussed how she is going about planning the trip and the curriculum for the trips.
5. Jennifer–when it comes time for deposits, are the Boosters the ones making the deposits (hotels, buses etc)?
 - a. Craig–Boosters are fronting when needed. The school is not involved.
 - i. Middle school is typically one payment for a trip.
 - ii. Bus cost is fronted and made back quickly. The invoice goes to Craig.

iv. Band expenses

1. Jennifer raised the concern that of the boosters, what other parents pay dues or fees in order to fund the program? Are the fees going to the specifics of that student's trip/music education. Is there something to show where the money is going.
2. Kim–there is a need to document the planning, preparation and execution of the funds for the different groups of the music program.
3. Monika–suggested using different tags on the paypal transactions.
4. Craig asked about the marching band's process for approving decisions and what is the difference between the marching band and other music groups.
 - a. Ross–because the money that comes into the marching band is dues money(directed toward certain things directly from parents) it was moved to where it was needed. Ross stated that he will have a conversation with the administration, Kelly and Sarah in order to ensure that it is being carried out the way Caravel would like for it to be.
5. The accounts are set up as non-profit accounts with very small amounts of interest. Transaction fees are paid through paypal, venmo or checks.
6. Bylaws currently state that the Booster's sole purpose is to fundraise money.
 - a. Sarah wants to discuss with the administration–when parents are directly paying for an event or ensemble, is that something that needs to be put into the budget next year or do processes remain the same and the bylaws be revised. Does the school want it to go through them since it is a part of the curriculum?



7. Monika asked if the marching band will get a separate account this year.
 - a. Ross answered that the Boosters account is currently a Caravel account that the Boosters run.
 - b. Kim—suggests to forecast and budget.
 - c. Jennifer—would it help prevent confusion or cross-contamination if there was a separate account for the marching band?
 - i. Craig-it would be easier from an admin perspective, however, there is only one Paypal account.
 1. Monika asked for a Paypal transaction extract to note what band payments are still missing.
8. Sound equipment expenses
 - a. Some goes through Caravel because it is in the budget (FAF and the musical);
 - b. There needs to be a full budget put together for the Cabaret.
9. Are all of the fundraisers and trips from last year needed/are there any ideas for a different one?
 - a. Ross-suggests that first we decide what we spend the money on. Next, we can allocate funds from the fundraisers to be split to the different trips/groups through percentages.
 - b. Craig—We can either pre-allocate it or we track the spendings after the trip and continue letting it go to the general funds.
- c. Fundraisers coming up
 - i. Pretzels
 1. Need for volunteers.
 2. Is there tracking on the reconciliation on the sales?
 - a. Craig-there was a disconnect between how many kids and how much money was brought in.
 - ii. Wawa
 1. Jennifer will check on the prices.
 2. Craig—thought they were being bought for \$3 and sold for \$4 each by students. Instead, bought for \$4 and sold for \$4 so no profit was made. The \$2,000 came out of the general fund.
 - iii. Kim—suggested that a worksheet is needed for each fundraiser as well as a reconciliation worksheet to show how money will be spent/used.



- d. Craig—separate ledgers is preferred over separate bank accounts.
 - i. Monika-asked if there was an expense form.
 - ii. Jennifer—is there a ledger already created for the marching band?
 - 1. Craig-has not received any checks yet but has received about \$8,000 for marching band. Only \$750 for DCI.
 - 2. Jennifer said she has received some band camp checks.

3. Meeting adjourned at 8:44 pm.

Action Items for Cheryl

Jotform for an expense form to be used when needing approval on purchases.