



## Music Booster Meeting Minutes

July 15, 2025

### Meeting Attendees:

Kim Duus	Michele Kazyski	Kajari Shah
Cheryl Morecraft	Jennifer Connolly	
Andrea Sweeney	Carole Lynch	
Craig Sparacino	Misha Sikka	
Kelly Busovsky	A 215 phone number dialed in	

- Welcome
  - Meeting started at 7:02PM
  - Kim thanked everyone for joining us
- Any updates from our previous meeting on June 17, 2025
  - Submitted the calendar for the year
    - Kim submitted the calendar for the year and received feedback on dates. Many of the administrators are aware of our calendar. We have not yet received confirmation if we have actually gotten our reservation. She asked Kelly if we should follow up with John Smith. She recommended that yes she should follow up because John was on vacation and it was a busy week for the administration.
  - Teachers must submit field trips using a Google form
    - Kelly submitted the form for the trips she knew about such as Music in the Parks, Chorale Festival and Sarah's scheduled trips for High School.
  - Gaggle is no longer a free service
    - Craig reached out to Gaggle's helpdesk but has not heard back.
      - Our options are to upgrade ourselves as pro users which is a few dollars a month.
      - Other option is to upgrade the group then the whole group would have it. It would be more expensive but it would be easier to have one invoice - \$200/year.



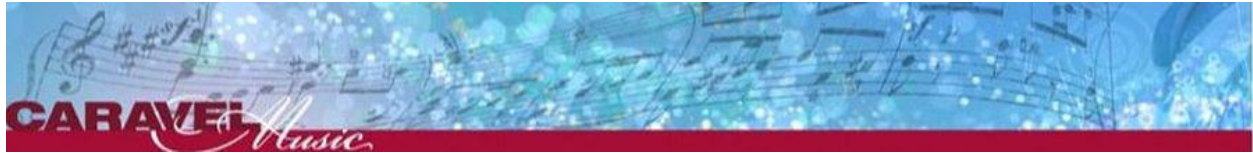
- We have two groups - the board members and the overall mailing list for the music boosters. Could have many families on it.
- People not on the list cannot email the list currently.
- We do have an option to log in with our Google Emails through Goggle's interface for free. This option is not ideal.
- Kim also brought up the option to use Google's List. However, as this is a proprietary email address we cannot set them up. Cheryl asked if Mrs. Tait could set up the list for us and Craig said that he spoke with her last year and their Google Suite does not include that.
  - Craig asked if we could lock down who could send to that list and Kim said yes.
  - Kim said she would like to test it but we would need to do it quickly as there is only a week to go.
    - We could potentially just email everyone individually like we used to if Goggle won't give us an extension or a month to try it out.
- Orientation session for new teachers
  - Kim wants to set up a new orientation for the new teachers and will get that coordinated. We also cleared up a misspelling with Ms. Gilroy's email address.
  - Jen updated everyone on Mr. A's marching band meet and greet and progress on the new season.
- Treasurer Report
  - Not much activity since the last time Craig shared.
    - Biggest updates are new payments from the finance office and Marching Band payments
      - Tuition Raffle winner's payment has been issued to the school.
      - Accounting Fees - there was an issue with the debit card so now the fees to Quickbooks should be working properly
      - All gifts have been accounted for for the end of year FAFs, etc.
      - Trailing transaction from the AYV trip that was recently paid
      - An old expense from Ross has been handled as well
      - Craig has a few extra payments from Marching Band that also need to be deposited



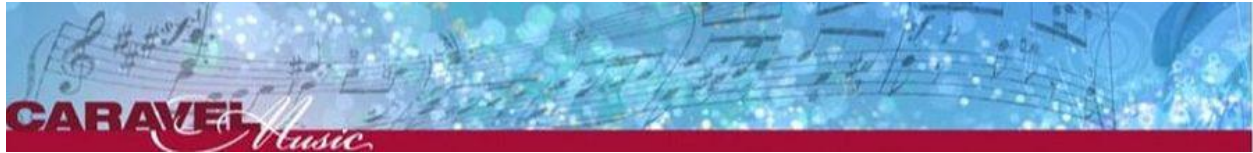
- Went over budgeting and zero'ed everything out since we are starting a new year. Some estimated budgets came in lower than expected so we have some left over.
- All trips came in under budget.
- Marching Band has around \$11,500 in the budget for this year.
  - We will have some money coming out of this budget for the sousaphone and the DCI trip, per Jen.
  - DCI trip (7/29) is built into the dues for the students but for the parents and siblings who wish to come so they will be purchasing separately.
  - With band competitions changing, there will be costs associated with registration.
  - Still have dues coming in and are due on the first day of band camp
- Music Boosters has about \$15,000 built in for this year's budget.
- Reports availability
  - Kim wanted to check in and see if there is a way to view reports from the treasurer's side.
    - Jen mentioned that Pam and Craig are working to reconcile some marching band stuff and it seems to be handled.
- PO system
  - Kim mentioned we've had this idea floating around for a while and we would like to make a decision. In the interest of time, we want to table this so we can review the bylaws.
- Bylaws
  - Overview of changes
    - Kim is going to review what the purpose of each section is and highlight changes. The last revision was in 2013. It has been an ongoing issue for the last 12-18 months. In the end, we will be open for questions.
      - There have been 4-6 people working on this to work on getting it updated
      - Article I - Name (no changes)
      - Article II - the purpose of the organization. This was updated to meet the purposes of a 501(c)(3).
      - Article III - the original version was for fundraising only and since we also handle volunteer coordination and champion the performing arts, we expanded our objectives.



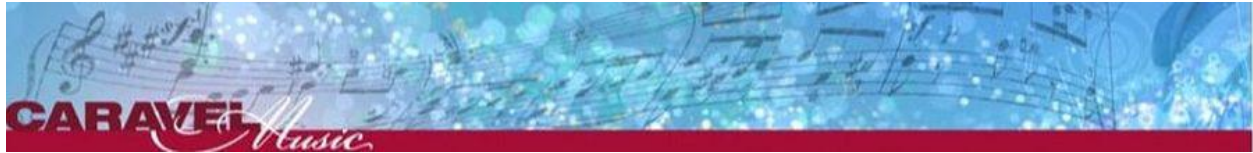
- Article IV - membership - this is available to anyone interested (family, alumni, teachers). We have removed the dues requirement. We will do a membership drive to offset that.
- Article V - Board Positions - legalese to say that we can operate as a board with elected officials. The duties are similar but we added the duty to prepare a fiscal budget by September 30th of each year to streamline decisions about spending money.
- Article VI - Board Members and Elections - significant changes were made. The biggest was to add positions for the vocal, band, and performing arts chair people. This expands the size of the board. Also expands the requirements to run for President. Candidates for President must have had another position on the board beforehand. We want to be sure that we have people to represent all aspects of our department as well.
  - Nominations also have timelines associated with them. Nominations in March, Candidates announced in April, elections in May.
- Article VII - clarified the board positions and duties for each position. Faculty Representatives were also fleshed out more.
- Article VIII - two types of meetings (board only and all boosters)
- Article IX - Committees
  - Must utilize committees to utilize the work of the boosters. A plan of work must be planned for each committee and brought to the board for approval.
- Article X - Budgeting and Priority Setting
  - Want to streamline how we make decisions
  - We want to avoid nickel and diming and make big choices to put our money where we feel our priorities are.
  - Revealed the type of payments we can and cannot make as a 501(c)(3) organization. This was pulled from guidelines to ensure we stay within our guidelines as a non-profit.



- Article XI - expanded on expenditures and how we handle voting on expenses (by email, meeting, etc.)
- Article XII - Conflict of Interest
- Article XIII - Self-Dealing and Private Benefit
  - Provisions in place to ensure reimbursements are fair for all students as board's children may benefit from Booster's reimbursements.
  - Additional provision for Continuing Education for Teachers
- Article XIV - Amendments can be voted on with a  $\frac{2}{3}$  majority of the board at any general Booster's meeting in this version.
- Craig wanted to highlight Article X - what we can and cannot spend money on. He wanted to review Section 4 as it is a change of how things were done the last ten years. Some of how we handled our funds with gifts and travel expenses can be a grey area and can be a red flag if audited. Our 501(c)(3) license could be revoked if the auditors feel we did not handle payments correctly. We also discussed adding scholarships and amending the bylaws in the future. This would not be limited to honor choir - anyone doing a music related trip can apply for some assistance through our scholarship.
  - We also need to get a better understanding of how we handle reimbursements from band camp expenses and accompanists at concerts. Will these people be considered contractors and receive tax documents? Should we ask the school to start paying for more items. Such as accompanists at graduation - a school event that the music department performs at.
- Michele has two questions
  - 1) How much money was collected by annual dues and will it be lost if it is voluntary?
    - The triple membership netted us about \$1100 last year.
  - 2) In terms of the chair people, do we have a Tri-M chair person?
    - Per Kelly, Barbara Fields was our Tri-M chair person and that was never replaced. Kelly also suggested this becoming a board position as well.



- Craig asked how this would differ from the current chair person and Kelly said this was different responsibilities, including keeping track of all service hours. It could be umbrella'ed to the current positions but it would need to be split up.
  - Seth likes the idea of the representatives taking this over and he will oversee this. Kim added this duty to the bylaws.
- Cheryl asked if the membership drive will be going away expanding on Michele's question.
  - Kim reviewed the fact that the bylaws had dues were required but we aren't requiring them anymore.
  - Craig suggested we add an extra option to allow people to want to be a member but not donate.
  - We also want to make an option for family members - select how you are related to the Music Boosters.
  - Remove the child's name and homeroom from the membership drive form as we are no longer offering prizes.
- Vote to accept
  - We have a motion to do the vote. This is a board member vote only. It was unanimously accepted!
- Return to POs
  - Seth discussed what we want to do - a system that would follow the rules in the bylaws, who needs to vote on what and when, and have logging as to what the reimbursement amount would be and a receipt.
  - Craig is suggesting this is more of a depot of people to put in their expenses because we would probably approve the request before it is purchased.
  - Kelly had also posted that with the school, they use Google Forms to fill out requests. The form goes to a committee and it is approved from there.
  - We would like to possibly do two forms or one form with an edit. Having one form with requests allows the requested expenses to be added to the meeting agendas for voting. We also want to potentially allow board members to purchase things and minimize the need for reimbursements. Cheryl will work on creating a jotform with edits. Cheryl, Seth, Craig, and Kelly will be a committee to work on this over the next month.
  - Seth asked if this would help with marching band. This is external because the amounts change every so often. However, Craig thinks this



would still work as we know it could fluctuate. If it will be over \$1000, Jen is concerned that we will need to vote. We will modify this process to allow for a range or exact amount to approve.

- Committees
  - Budget - Kim/Craig/faculty/chairs
    - Must be approved by September 30th.
    - Seth is also joining the budget committee.
    - Misha will work with Kelly
    - Andrea should work with Kylie
    - Jen will work with Katie and Stephen
    - Get a sense of what line items should be on this year's budget - see what was spent in the past and try to estimate if expenses will be the same. Look for areas that might need upgrades/replacements to properly fundraiser. Some of these might be multi-year upgrades.
    - Our goal is to fundraise in a targeted way.
    - Kim is hoping the various arts representatives can work on connecting with the teachers, hopefully before school but if not, the first week of school.
    - Misha asked if she should connect with Kelly in person during school or via email. Kim suggested that she, Misha, and Kelly can meet and talk through everything.
    - Kim asked if Craig can work on what is carried forward in the next month. He is already getting started.
  - Review and approve events in July/August, including expected budget/revenue
    - Band Camp - Jen/Pam/Monika
      - They have had limited interactions with Mr. A. They are working on immediate needs such as food for band camp, props, costumes, DCI, show shirts. Jen does not have the hard numbers. They have discussed high level stuff with Mr. A to get his vision. They are hoping to meet by mid-next week to really nail down the budget and vision.
      - Kim asked Jen if we can support in any way but they only know what is needed for food, not equipment, etc. Mr. A is writing the show as opposed to paying for someone else. We don't have support staff returning either so we don't know if we will have any expenses for that.



- Craig asked if Mr. A, Jen, Pam, and Monika are operating as their own sub-board. Jen said no, they are trying to bring him up to speed on what is happening now and in the past.
  - Craig wants to know how to improve upon what we have done in the past. He wants to know what is coming to him and why. Once the budget is solidified, he would like to see it and possibly help them if needed.
  - Kim said they should be considered a committee to oversee everything. Jen feels once Mr. A is up to speed and in, things will go very smoothly.
- Clothing Resale/Meet the Teacher - Pam/Jen/Misha/Renee
  - Jen has some inquiries in to a food truck and a water ice truck for this event. We lost Jen but she is back. We reviewed the date which is August 28th. She will also send out inquiries for student volunteers. The food truck will not cost us anything and they are asked to provide a donation. She is also going to ask for a shout out on the boosters page and the caravel page for donations as well. They will also set up a day to get everything sorted before the sale. Cheryl will create a flyer this week for board approval and get it out to Dana.
- Review and approve events in September, including expected budget/revenue
  - Welcome back membership drive - committee needed
    - Kim and Cheryl will be working on this
    - Craig asked if we will be including the PTC on this.
      - Cheryl mentioned that the PTC allows us to advertise in their group so we may not want to cut them out.
    - We are moving this to an awareness campaign and the PTC will need to have this communicated as they may not have as large of a check cut to them. Kim would like to reach out to the PTC president.
  - Pretzel orders - committee needed
    - Kim will reach out to Kelly regarding a committee for this and what is needed.
- New Business?
  - Michele does not recall seeing the winter ball but Craig said it is on the calendar with a date of January 24, 2026.



- Good night! - Next Meeting August 19, 2025
  - Hope to “close” some of our July events, such as band camp
  - Meeting closed at 8:52PM