

## Gulf Breeze High School Band Boosters Meeting

May 16, 2018

Meeting was called to order at 6:39 pm.

Present: Dan Hecht, Doug Scott, Barb Scott, Keith Whelan, Grace Hofius, Jay Constant, Tonya Duke, Amy Woodcock, Kelly Bleiler, Dave Bleiler, Scott Stonebraker, Zach Dykes, Aaron Sago, Jim Docherty, Lisa Buchanan, Wendy Hoeflich, Heather Cady-Bragg

Minutes: Wendy Hoeflich moved to accept the April 2018 minutes. Jim Docherty seconded. Motion passed.

President report: Scott Stonebraker reported that the Band awards night would be tomorrow (May 17) at 6:30pm in the gym of the high school. There is no food to be served. At 3pm the senior banners are to be hung and Scott needs volunteers. The seniors were getting their awards ready. Zach Dykes and Scott Stonebraker will work on the agenda for the evening. Seniors getting scholarships will also be recognized. Mr. Dykes sent a Remind text asking for that information. The senior dinner will be May 18 for the students only at 5pm at the Five Sisters restaurant.

Band Director report: Mr. Dykes reported that:

Next week will be auditions for next year. He reminds parents to tell students to practice!

The Spring Concert was awesome!

Co-Vice President report:

- A. By-law overview-Barb Scott reported that the Boosters needed to be approved as an OSO (outside school organization) in order to continue, so she modeled the bylaws after another school's document and it was approved. No changes need to be made at this time.
- B. "Everything You Need to Know" meeting-Dan Hecht ran this meeting and he reported that the meeting went well. He gave information updates. The online forms are being completed. Scott encourages having a CHARMs print out to have parents check over on awards night to get ready for next year.

Treasurer Report: Wendy Hoeflich reported on the financials, annual budget review, and the budget. See below:

- A. Financial Highlights: Wendy made the clarification that the budget is what we hope to achieve, not what we necessarily can write to. We brought in \$97,082.15 but spent \$103,355.50. There were several expenses that went over budget: uniforms=\$4,000; truck repairs=\$5,000. There were not as many members as previously expected. The MFSC were not as high as expected. Scott Stonebraker also acknowledged that many of the current seniors were not current on MFSC payments and apologized for not being more fiscally responsible this year.
- B. Annual Budget review: The outside accountant CPA reviewed the OSO financials. He looked at the Quickbooks data and did not notice anything out of the ordinary. He wrote a report on the audit. He will look at the books again when the year closes, update, and submit an updated report.
- C. MFSC-Wendy said she would print out a copy of the contribution sheet for this year and start fresh for next year. There are some MFSC contributions coming in for next year, but they will be deferred until next year begins and transfer them to the current year. That way the payments will be credited after CHARMs is wiped. That means that delinquent accounts will also be 'written off' after everything is wiped from the accounts. Lisa Buchanan asked about credit balances. Wendy said she would contact those who have one to see if they want a refund or to donate the balance.
- D. Proposed budget: The proposed budget was presented and discussed. Under income, the uniform contributions and senior banner contributions were added in order to track the money coming in because it is going out as

well. People need to be aware the it is money that is needed to come in. Mr. Dykes stated that some of the expenses are broken down more, to show specifically where the money is going. Show design is one of the expenses broken down more. Under Professional Dues, a new line item for All State Hotel costs was added. The expense amount labeled Students Uniforms, under the Uniforms heading, is to cover expenses in regard to the uniforms, such as repairs. To clarify instrument repairs, Mr. Dykes stated that he was going to try to get a repair rotation going for the various instruments. It was noted that the total Asset Costs should be \$25,050.00 instead of the \$13,325.00; music, uniforms, and instruments line items were not originally included in the total. Staffing-Mr. Dykes acknowledged that this is the largest part of the budget. He stated that these expenses are based on staff payroll, competitions, and the management of running a band this size. The administrative assistant is Tabitha. The Guard Director amount is for when a director is hired, and was not used much last year. The clinicians are brought in periodically to help evaluate the band. There was much discussion about the concern regarding the large increase in staffing expenses compared to last year. The bottom line was that all agree the county should contribute but that will not be fixed this coming year. Barb Scott asked about how the staff is being hired and vetted. Mr. Dykes stated that they must have a drug test, level 2 background check and interview, just like any other employee. Mr. Dykes defended the budget and the staffing expenses=stating that the staff puts in way more time than they are getting paid for. It was asked if we can look for ways to turn some of the staff pay over to the county or school. There was not a definitive answer given. Dan Hecht stated that the income amounts were rather conservative and wanted to keep it that way in the hopes of exceeding our budget, so we can build up some reserves for future years and he will look at ways to make more than what we have budgeted for.

*Keith Whelan moved to accept the budget as presented with the MFSC terms outlined and approved at the April meeting with the following amendment: On the income line 4.2, it should read Total Student Contributions (\$495 @ 125 students) \*550, to reflect the 10% discount of \$550. Kelly Bleiler seconded. Discussion occurred to recap how the MFS contributions would be collected and how the discount would be applied. Motion passed.*

#### Committee Reports:

A. Transportation:-(This was reported out of order from the agenda due to time constraints.) Truck expenses were incurred on the Dayton trip. The truck blew a tire and damaged the rim as well. The rim will need to be replaced. The yellow trailer has a wiring problem and the county will need to fix it since the county owns the trailer.

B. Program Ads-Jay Constant is taking over the program ads. Dan is making sure we have a new print company since the previous company backed out, this year. A question was asked about accepting more bids for a print company. Day stated that we can accept more bids but he must have the information very soon to make a decision. Dan handed out order forms for ads. Dan stated that if anyone wants to know who put an ad in last year, he will get them a list.

C. Communications-No report

D. Hospitality/Concessions-Heather Cady-Bragg stated that the coke lines were fixed; they froze when the fire occurred in the heater from a short in the system, and there was no heat to regulate the building. There is a new coke ordering procedure. Heather wanted to clarify that we order and maintain the coke items through coach Alt. She was told 'yes'. It was suggested to order more souvenir cups and lids to go with them. She reported that we received a \$300 refund earlier from Coke. For awards night, Heather asked about decorations; Mr. Dykes said she can decorate if she likes, but no extra decorations are needed because we are in the gym. He hoped there would be a podium. Heather asked about lunch, fruit, or water for the rookie camp; Mr. Dykes said lunch and fruit were not needed. The students are supposed to bring a water bottle and water will be available to fill the bottles. She will get with Mr. Dykes about needs for the July camp.

E. Grants-No report. Scott Stonebraker suggested we recruit a freshman parent.

F. Concessions-See Hospitality above.

G. March-a-Thon: No report

#### H. Fundraising-No report

I. Uniforms: It was reported that we sold \$500 worth of plumes; Scott thanked Tonya. Amy Woodcock is taking over uniforms. Shoes and gloves were ordered for use in sizing. The shoes have arrived. 20 small and 10 medium wraps and shakos have been ordered. It was suggested that billing statements be sent out to those ordering uniform parts. If anyone wants to sell back uniform items, please contact Amy with an official request. Feathers and the uniform room (mentioned on the agenda) were not brought up.

J. Volunteers-Kelly Bleiler is taking over the position. She has the football schedule and will load the info into CHARMS. August 17<sup>th</sup> is the first game at home. We will have concessions but no program yet.

K. Nominating Committee-The committee was made up of people asked by the president. They were to collect voluntary officer nominations, collect bios, and make ranked recommendations if necessary, then present the slate to the board. Scott Stonebraker specially thanked the nominating committee of Jim Docherty, Lisa Buchanan, and Mike Hoeflich. The slate is as follows: President-Dan Hecht, Co-Vice Presidents-Theresa Moore and Doug Scott, Secretary-Grace Hofius, Treasurer-Wendy Hoeflich. No other nominations were presented.

*Barb Scott moved to accept the slate of officers as presented. Amy Woodcock seconded. No discussion. Motion passed unanimously.*

Old Business: None

New Business/Announcements:

- a. Vote on Budget-See Treasurer report above.
- b. Vote on Bylaws-Not necessary; No changes were made.
- c. Elections-See Nominating Committee report above.
- d. Instrument needs-not discussed further.

Adjournment: Meeting adjourned at 7:55 pm.

Respectfully submitted by Grace Hofius.