

GULF BREEZE BAND BOOSTERS ASSOCIATION, INC.

Board of Directors' Meeting

December 13th, 2022

Time: 7 PM

Location: Choir Room (Next to Band Room)

Present: Josh Jenkins, Alex Singletary, Bethany Van Horn, Tracey Henning, Jef DeVasConCellos, Gwenyth Jackson

AGENDA

- I. Call to Order by Josh Jenkins at 7:03pm
- II. Proof of Notice/Quorum – Noticed via the Band App and emailed to parents on record/Majority BOD
- III. Secretary's Report – Review and Approve Nov 7th, 2022 Minutes, with no requested changes: Motion by Bethany Van Horn, seconded by Jeff DeVasConCellos. Unanimous approval.
- IV. President's Report
 - a. Need to perform Annual Audit required by Bylaws and SRC
- V. Vice President's Report no updates
- VI. Treasurer's Report Current balance as of Dec 12 is \$49,355.02. Expected credit from Coca-Cola to be utilized next concession season. There needs to be available access to paper bank statements to Booster, currently routed through school bookkeeper. Mr. Singletary to f/u.
- VII. Director's Report After a very successful Winter Concert, preparations now underway for Concert MPA in March.
- VIII. Committee Reports

- a. Concessions – Booth cleanup now scheduled for January 28th. Service hours are available.
- b. Flag in the Breeze – no updates
- c. Program – no updates
- d. Communication – Band website needs to be linked to the Gulf Breeze High School webpage
- e. Uniform – next cleaning tentatively scheduled for third week of January. It is important to re-snap pant cuffs before returning to students.
- f. Volunteer – no updates
- g. Transportation – Band Truck maintenance scheduled between Marching and Indoor Percussion seasons
- h. Grant Writing – no update

IX. New Business

a. Audit committee

Requirement from OSO Manual -

“Annual Financial Oversight

As with any business enterprise, an annual oversight of the financial condition of the organization should be done by a person **or committee selected according to the rules established by the OSO manual or policy**. The OSO manual and school board policy require this person **or committee** to be a third party person **or committee**. The persons delegated this important task should conduct the following basic financial oversight tasks.

1. Compare the actual expenses and revenues for the year to the budget established at the beginning of the year.
2. Review a sufficient number of the disbursement and revenue transactions to determine accounts were properly used and entries to the ledgers were correct.
3. Review receipts and other support documents to ensure disbursements were proper.
4. Conduct an analysis of the expenditures to verify fairness and equality exist in the support of all teams falling under the mission of the OSO.
5. Attain from the treasurer a compilation of any unpaid bills, uncollected revenue, and inventory items unsold to report to the membership the complete financial condition of the organization.”

From Boosters' Bylaws

Audit Committee. It is the responsibility of the Audit Committee to verify the accuracy of the information provided by the treasurer in the Gulf Breeze Band Booster financial reports and corporate records. The auditors must be unbiased and impartial regarding the material of which is the subject of their audit. The committee will consist of a minimum of five members, including the two Trustees as chairs.

Motion to elect Audit Committee of Josh Jenkins, Alex Singletary, Tracy Henning, Jeff DeVasConCellos, and Bethany Van Horn, proposed by Josh Jenkins, 2nd by Bethany Van Horn. Unanimous approval.

b. Senior Banners will be available to purchase for \$40 (band cost)

X. Old Business no updates

XI. Adjournment – Meeting Adjourned at 7:49pm. Next meeting is January 17th, 6:30pm

GULF BREEZE BAND BOOSTERS ASSOCIATION, INC.

Board of Directors' Meeting Minutes

November 7th, 2022

Time: 7 PM

Location: Choir Room (Next to Band Room)

Present: Josh Jenkins, Alex Singletary, Bethany Van Horn, Grace Hofius, Tom Hofius, Tracey Henning, Tonya Duke, Patrick Barnett, Keith Whelan

AGENDA

- I. Call to Order by Josh Jenkins at 7:09pm
- II. Proof of Notice/Quorum – Noticed via the Band App and emailed to parents on record/Majority BOD
- III. Secretary's Report – Review and Approve Sept 13th, 2022, Minutes with applied changes by Grace Hofius, seconded by Josh Jenkins. Unanimous approval.
- IV. President's Report
 - a. Marching season is winding down. We need to switch to planning Winter Concert (December 6th) and other future events and fundraising. The Gulf Breeze Christmas parade will be held at 4pm on December 3rd.
- V. Vice President's Report no updates

- VI. Treasurer's Report Budget updated with current totals, see attached. Current cash reserve at \$6,867.57.
- VII. Director's Report New instruments purchased, and successful instrument Try-On event held! Discussion re: 5-year plan for new uniforms, as well as need for new band tower before next marching season. Will f/u with Principal Brothers.
- VIII. Committee Reports
- a. Concessions – Fantastic season with over \$30,000 in sales-credit given to the concession's volunteers, signage, and new streamlined process for drinks/ordering. Requests for next season include a chest freezer and new cheese dispenser. Stand-cleaning tentatively scheduled for January 21 at 9:30am. Plan to support the Winter Concert by supplementing parent provided refreshments.
 - b. Flag in the Breeze – no updates
 - c. Program – a replacement committee head still needed for next year
 - d. Communication – no updates
 - e. Uniform – Next scheduled uniform laundering to take place after the December 3rd parade. Concert Black attire will be utilized for Winter Concert.
 - f. Volunteer – no updates

g. Transportation – Whelan - For transportation, everything is going well, especially with the change in the podiums, we can now take everything in the truck without needing to pull the trailer. We have been making repairs to our “new big podium” and have a fix for it moving when on hard surfaces. In the future, we will need to find a better solution for the pads on the bottom.

Big thanks to all the chaperones who have helped get the band on and off the field. The truck is running great, and we are looking at solutions to get lighting under the platform and possibly more running lights for the back of the truck as well as working lights when we are loading in the dark.

The yellow trailer is going to need some tailgate work done soon. The piano hinge is worn and cracking in some places. This will be a good project for the maintenance department at the end of our season.

The box trailer needs one of the locking arms fixed. Looking at it we feel it would be best if we see if the maintenance department will not just buy a new locking arm and we can replace it.

h. Grant Writing – no updates

IX. Adjournment – Next meeting is December 13th at 7 PM