

**Seaholm Band Booster Meeting**  
**May 7, 2013**  
**Minutes**

The meeting was called to order at 6:35 pm by Beth O'Rourke, Band Booster President.

1. Call to Order, Welcome and President's Report
  - a. Beth welcomed everyone to the meeting.
  
2. Approval of Minutes from March 12, 2013. The minutes were posted to the website prior to the meeting. Laura Fogelman made a motion to approve. The motion was seconded and the minutes were approved.
  
3. Treasurer's Report
  - a. Ron Watts distributed the updated 2012-2013 Booster Budget.
  - b. The dinner dance, our main fundraiser for the year, made approximately \$11k.
  - c. Awards, engraving and band letters are a big cost and add up to about \$1000.
  - d. We currently have \$22k in the bank account. About \$18.7k is booster funds and \$3253 is held in trust for student accounts.
  - e. A new 501c3 has been established for "Seaholm Bands" and has been funded with \$10.6k (see detailed discussion below).
  - f. There will need to be an audit of the financial records over the summer. Julie Willett will chair the audit review. It was recommended that a team of three perform the audit and request will be made for volunteers.
  
4. Director's Report – Tim Cibor gave a brief review and update. Highlights are noted below.
  - a. Tim commented on what a spectacular event the dinner dance was. He thanked Laura Fogelman and Courteney Gettel for doing a great job. There were many Birmingham School administration personnel in attendance at the event.
  - b. Tim recently submitted a request to the central office to replace our 15-year-old drumline equipment. Approximate cost is \$20k.
  - c. Upcoming Events:
    - i. Spring concert is scheduled for Tuesday, May 14.
    - ii. The bands decided not to attend the State Band Festival. There were too many conflicts with other school activities this time of year.
    - iii. Celebrate Birmingham parade is scheduled for Sunday, May 19 with the Band Awards banquet following that evening.
    - iv. On Wednesday, May 22, the PM Jazz Band will play at the Collage Concert in the Little Theater.
  
  - d. Next year's freshman class will be 50+ students, which will reduce the overall band size by about 10 members from this year's size.

- e. Tim shared a concern with the Boosters about long-term staffing for the bands: TJ Wolfgram is a certified teacher and is currently employed by the district as a paraprofessional, although he actually provides a high level of teaching support to the bands. Tim would like for the district to reclassify the position from paraprofessional to teaching to reflect not only what is currently happening in the classroom, but the level of support that ensures a quality band program long-term. Those present discussed ideas for making a case to the district to reclassify the position. Beth O'Rourke, Laura Fogelman, Janet Ames, and Meli Zikakis volunteered to do additional research and put together a plan for the Boosters to advocate for an assistant director (teaching) position.

## 5. Committee Reports

- a. Uniforms (Kathy Umbarger and Pam Miller)  
Beth gave thanks and recognition to the uniform team and to the leadership specifically for the 100's of hours that they put in over this past year.
  - Kathy educated the parents on the cost of the uniforms – from the marching uniforms (e.g. \$395/jacket) to the hangers (\$0.95) and bags (\$4).
  - Regarding a concern re: the supply of hangers, a motion was made to allocate \$500 towards the purchase of new hangers by Meli Zikakis. The motion was seconded by Kim Ruiz and was passed.
  - Discussion revolved around ways to ensure that we don't lose hangers and bags in the future. Proposals included using fines and deposits similar to what is done with sports teams. A plan will be put in place in time for the start of band camp.
- b. Fundraising (Carol O'Brien)
  - The Olga's fundraiser will start back up in May and has raised about \$500 this year.
- c. Dinner Dance (Laura Fogelman)
  - The dinner dance raised about \$11.6k after expenses. Expenses were \$991.
  - Having sponsors and advertising cover the program expenses was very beneficial.
  - There were fewer donations than in the past, but we had higher attendance.
  - The credit card processing process worked very well.
  - The raffle was a very simple and easy way to bring in contributions. The raffle brought in about \$2k vs. over \$8k for the silent auction items.
  - Everyone agreed that in addition to being a great fundraiser, it was a fantastic evening with wonderful music that showcased the talents of our students.
- d. Awards Banquet (Janet Ames)
  - The awards banquet will be held on May 19<sup>th</sup> at 6:30pm. This event is for the entire band and every band member will be recognized.
  - Everyone was reminded to show up ON TIME and to turn in your reservation forms.
- e. Afterglow -Mary Grace Elliot was acknowledge for volunteering to coordinate the afterglow of snacks and beverages after the Spring Concert on May 14<sup>th</sup>.

6. New Business –

- a. 2013-2014 Officers – Beth reviewed a summary of both current year and next year’s officers including positions that are not yet filled for next year (e.g. President and Vice-President).  
A motion to approve the list in its current form was proposed, seconded and approved.
  
- b. Seaholm Bands 501c3 (Julie Willett)
  - A 501c3 organization has been created under the name “Seaholm Bands”. This organization will operate alongside the “Seaholm Band Boosters”. The “Seaholm Bands” was created as a separate non-profit fundraising entity that will allow us to participate in programs that require the organization to be a 501c3 (such as Target and Kroger rewards programs).
  - A chart (see attached) showing that both organizations (boosters and 501c3) share a common mission, but have separate financials, was reviewed at the meeting.
  - The expectation is that funds from the 501c3 would be paid twice a year and would be for such expenses as instrument and uniform repair/replacement, music, scores, festivals, concerts and other expenses that enhance the total band program.
  - The Seaholm Bands 501c3 has been initially set up as an organization that will bring in an estimated \$10k annually.
  - There was a very detailed and substantive conversation regarding the legal details and bylaws of the new organization and how control is or isn’t maintained by current booster parents. It was agreed that the issues need to be fully understood and that changes may be required to both Seaholm Band Booster and Seaholm Bands bylaws. Julie Willett will review the Seaholm Bands bylaws to make sure they include language that specifies the accountability of Seaholm Bands to the Seaholm Band Boosters.
  
- c. Email Communication (Beth O’Rourke, Loran Brooks)
  - We have been using [SeaholmBand@yahoo.com](mailto:SeaholmBand@yahoo.com) to send emails to parents. Free email accounts, like yahoo and gmail, have imposed sending limits that can impact our ability to timely communicate with our large parent organization and make the communication process very cumbersome.
  - We are looking at several alternatives that will allow us to send out emails to our full membership and be very efficient for our communications manager. Solutions that are being investigated are TeamSnap and Google Apps for NonProfits (which we can now use as a 501c3 organization).
  - We expect to have the new system in place before the start of the new season.

The meeting was adjourned at 8:06 pm.

Respectfully submitted by Loran Brooks

**Next booster meeting will be Wednesday, September 11, 2013 in the band room at 6:30 PM.**

## Boosters

Category	As of: 04/30/2013	Budget	Difference
<b>INCOME</b>			
Donations	1,508	200	1,308
Dues and Uniforms Receipts	25,340	26,000	(660)
Jazz Band Dinner Dance Receipts	20,321	15,000	5,321
Merchandise Sales	1,014	2,500	(1,486)
Other Income	620	-	620
Utilize Cash Reserves	-	3,250	(3,250)
<b>TOTAL INCOME</b>	<b>48,803</b>	<b>46,950</b>	<b>1,853</b>
<b>EXPENSES</b>			
Awards	582	2,000	1,418
Band Camp Instructors & Runners	3,175	6,000	2,825
Band Camp Shirts, Fleece, Polos, Shoes	5,943	6,000	57
Band Camp Supplies	1,359	1,000	(359)
Concert Expenses	138	500	362
Drum Major Camp	1,305	1,200	(105)
Dry Cleaning	123	600	477
Equipment Purchases	450	500	50
Gift Expenditures	50	500	450
Guest Soloists & Clinicians	2,269	6,000	3,731
Instrument Repairs & Supplies	1,303	1,500	197
Jazz Band Dinner Dance Expenses	7,719	9,000	1,281
Merchandise Inventory Purchases	895	2,500	1,605
Music, Scores & Drill Design	3,996	3,000	(996)
Office Supplies & Web	1,202	500	(702)
Scholarships	-	1,000	1,000
Senior Recognition	624	800	176
Snacks and Food	1,532	750	(782)
Spring Banquet	-	600	600
Uniform Purchases (New Uniforms)	4,832	3,000	(1,832)
<b>TOTAL EXPENSES</b>	<b>37,497</b>	<b>46,950</b>	<b>9,453</b>
<b>OVERALL TOTAL</b>	<b>11,306</b>	<b>-</b>	<b>11,306</b>

Seaholm Band Boosters Checking Balance	21,953
Student Accounts Held in Trust:	(3,253)
Balance: Funds Available to Boosters:	<u><u>18,700</u></u>

Seaholm Bands 50(c)(3)	<u><u>10,666</u></u>
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SEAHOLM BAND

2012-13 OFFICERS AND COMMITTEES

<b>Executive Board</b>	<b>2012-13</b>	<b>2013-14</b>
President	Beth O'Rourke	
Vice President	Kim Ruiz	
Treasurer	Ron Watts	Marilyn Dadian
Secretary	Loran Brooks	Carol O'Brien
Immediate Past President	Janet Ames	Beth O'Rourke
President of Band Council	Dante Capicchioni	
<b>Committees</b>		
Publicity		
Finance and Audit	Ron Watts	Marilyn Dadian
Nominating		
Fundraising (Entertainment Books, etc.)	Tammy & Steve Packard	Carol O'Brien
Band Camp	Janet Ames	Janet Ames
Uniform	Sharon Wood & Cathy Force	Kathy Umbarger and Pam Miller
Band Dinner Dance & Auction/Raffle	Laura Fogelman & Courteney Gettel	
Awards Banquet	Shawn Ciemniecki & Janet Ames	
Home football games H2O	Sue & Rex Smith	
Cider & Donuts	Laurie Simonelli	Laurie Simonelli
Concert Coordinators	Brenda Hascall	
Concert Afterglows	Judy Francis	
Photography	Ellen Shuster (schoolphotos.com) Lauri Dailey & Karen Rosckiewicz (photographers)	Ellen Shuster (schoolphotos.com)
Merchandise Sales	Joan Gargaro & Diane Taylor	
Senior Night	Liz Sheridan & Becky Smith (photo book)	Melissa Peirce and Carol Smith Sandy
Website	Patty Tashiro	Loran Brooks
Communications (email)	Heather Guise	
Football Program		

# Seaholm Band Program

Common  
Mission

## Seaholm Band Boosters

- Supports all Band activities
- Membership based
- Committees & volunteers
- Bi-monthly meetings
- Executive committee

## Seaholm Bands

- 501c(3) public charity
- Tax deductible donations
- Supports band program
- Simple and small entity
- Board of directors

Shared  
Governance

## Income

- Membership dues
- Reimbursement for expenses (i.e. t-shirts, solo & ensemble, fees, shoes, etc.)
- Sale of band apparel
- Band dinner dance
- Student fundraising

## Income

- Contributions
- Donations
- Proceeds from raffle and silent auction
- Band fundraising activities

Separate  
Financials

## Expenses

- Band Camp
- Expenses subject to reimbursement
- Clinician expenses
- Scholarships
- Snacks and foods
- Other expenses

## Expenses

- Instrument repair/ replacement
- Uniform repair/ replacement
- Music, scores, drill design
- Festival, concerts, and awards
- Other expenses that enhance the total Band program