

## Saratoga Music Boosters (SMB) Regular Meeting January 9, 2017 - Minutes

**Attendance: Total number of attendees present = 16 including the following:**

Executive Board:

Sandy Miller	Y	Corina Kuo	N	Shahana Shah	Y
Susan Nakahira	Y	Dipti Shrivastav	N	Jennie Lau	Y
Naomi Wong	Y	Seema Kumar	Y	Sarah Ouyang	N
Sheeba Garg	N	Jane Graham	Y		

Music Directors:

Michael Boitz	Y	Jason Shiuan	Y	Andrew Ford	Y
Doug Harris	Y				

**Location:** SHS Staff Lounge

**Call to Order:** The meeting was called to order at 7:07pm by Co-President Sandy Miller.

### Minutes

- Presented by Jane Graham
- Motion to approve Nov. 2016 minutes by Shahana Shah. Usha Rao seconded. Minutes approved.

### Finance

- Presented by Naomi Wong
- Spreadsheets and reports for October, November and December 2016 were emailed to the Board prior to the meeting.
- Naomi revisited the October financials following the November board meeting, when there were questions regarding reconciliation of financials. The October financials have been adjusted by 87 cents. The issue was one of category changes, and the fact that some figures were not recorded in Charms. For example, Community donations, family grants, other donations were not in Charms
- All financials previously presented otherwise stand.
- October 2016 Financials
  - Motion to approve October 2016 Transactions, cash flows and financials by Jane Graham, Jennie Lau seconded. Motion passed.
- November 2016 Financials
  - We had major changes in cash flow for SHS Total from October to November in the following line items:
    - SHS Winter Guard increased by \$5000
    - SHS Orchestra increased by \$4320
    - International trip by \$117,453
  - Cookie Dough sales – \$22,000 increase from Oct to Nov 2016
  - Alumni fundraiser increase - \$4,000
  - Request for ratification of Comerica account Check# 12921-12978. Motion to accept Nov 2016 financials by Jane Graham, Seema Kumar seconded. Motion passed.
- December 2016 Financials
  - December cash flow – The changes from Nov to Dec 2016 were significant for Winter Guard and Winter Percussion.
    - Winter Guard increased by \$11,500
    - Winter Percussion increased by \$18,000
    - Redwood and Elementary school contributions remained steady.
  - Misc. fundraising was doubled, largely due to holiday gift cards.

- There was a \$12,000 Donation from a Saratoga family. This money will remain in Membership for now but will be transferred out. We also received stock donations and about \$5,000 in community donations and matching.
  - Request for ratification of Comerica checking – Check# 12979-13000.
  - Motion to approve Dec 2016 - Transactions, cash flows and financials – Shahana Shah move to approve, Jane Graham seconded. Motion approved.
- Update on SUSD Music Program - Budget presented by Sandy Miller
    - Sandy stated that it has been challenging to get accurate figures for participating Redwood and elementary enrollment. This delay has resulted in the Board being behind in presenting this amended budget for approval.
    - Sandy presented amended budget versus worst case scenario budget. SUSD programs – enrollment numbers are lower than expected. There is large difference in the number of participating students from the actual registered, paid students. Our numbers reflect 637 students participating, but only 373 registered/paid (58.56%). We generally aim for 80%. This results in about an almost \$100,000 shortfall.
      - Per the Overall Summary report provided at the meeting, we started with \$151,603 unallocated monies for program grant needs and \$53,587 for program subsidies, plus \$25,000 in restricted scholarship funds.
      - We have used \$53,587 for program subsidies and \$43,600 for program grants
      - In amended budget scenario, we could have about \$189k to distribute *assuming* budgeted program contributions are received.
      - If we have “no more contribution” scenario, we will have no Program Grants or scholarships. We just meet our normal program subsidies but would be unable to fund next year's programs (most of SMB's funds go toward the elementary programs).
      - Bottom line: We need more or all people to pay that are participating.
      - Action: Letters will go out to all SUSD music students, regardless of payment status. Hard copy and email version. Follow up may be required based on response to this letter.
    - Timing: we should know if letters are effective by February.
    - Mr. Boitz noted here is a misperception in the community that SHS Music / SMB has a lot of money. Many people in the community are not aware or informed about the source of the funding for the new music building under construction - it is a bond measure, not SMB. In fact, 80% of SMB program contribution and fundraising go toward beginning band and beginning orchestra to subsidize beginning music programs.
    - Idea to have an article in the Falcon to provide clarity regarding funding of new music building.
    - Motion to approve amended budget as presented made by Angela Kwan, Seema Kumar seconded. Motion passed.
- Tax Return
    - Taxes were signed off this week.

**Membership:**

- Presented by Naomi Wong
- Membership is at \$109,896 for the 2016/17 year.

**Cookie Dough fundraiser:**

- Presented by Seema Kumar
- Current figure \$42,160. Numbers are very close to last year in terms of sales and participation. Naomi to compare financials with committee and confirm final number.

### **Jazz cabaret:**

- Presented by Andrew Ford
- Budget will be ready for Feb meeting. One co-chair and are currently working on recruiting the other. This year we have invited the middle school choir to perform and help increase participation. Attendance was up last year, it had previously been declining.

## **Directors' Reports**

### **Michael Boitz**

- Great to be back with the students after the break. We had awesome concerts in December. The highlight was having Tony Glausi with us. We had 15 students make it into honor band and 9 students make all-state band and 5 make all-state orchestra.
- Honor band – There is a concert at 2pm on Sunday, January 15<sup>th</sup>, at Evergreen High school.
- Upcoming Freshmen Electives night: Monday, January 30<sup>th</sup>.
- New building update: Tentative completion date is July 15<sup>th</sup>. Mr. Boitz is optimistic that it will be completed.
- Mr. Boitz spoke to the fact that sometimes parents forget to pay their program contributions. He found with the high school, if staff reach out and make a personal phone call and explain how important it is that we collect the program contributions in order to make the band work, they have good success.

### **Jason Shiuan**

- Mr. Shiuan thanked the board for approving guest artist, Mr. Glausi. This guest artist created positive energy and buzz in the music department. We are now prepping music for our European tour. The students are doing well.

### **Andrew Ford**

- Jazz Cabaret: Mr. Ford is looking for help with coordination, set up, and tear down on March 11, 2017. The gym will be available after 6:30pm. The request is to have clean up done on Saturday on same day as well.
- Choir: The hand bell choir had amazing concert. The students were able to hear the difference between the High School quality versus middle school sound.
- Approx. 60-90 carol grams were delivered to various classrooms in December. It was loads of fun, the students are able to take ownership of this activity.
- Looking forward to Jazz Cabaret in March and CMEA in May.

### **Doug Harris**

- Dr. Harris stated that it was good to be back in session. He was nervous about December concerts but they went smoothly.
- Four students made all state.
- Dr. Harris stated a letter from SUSD superintendent Nancy Johnson will go out tomorrow to every child involved with music at Redwood regarding the importance of program contributions.

### **Presidents' Report**

- We are now ramping up for Nominating committee

### **Other business**

- Michael Boitz thanked Naomi Wong and Sandy Miller for all their time and effort taking on the enormous responsibility of the budgets. Sandy has been working with SMB for such a long time, her insights and historical knowledge are invaluable. It's a herculean effort to gather so much data with so many moving parts and a large budget to manage.

Upcoming Events:

2/4	Sat	Winter percussion at California High School
2/4	Sat	CMEA Jazz for Redwood
2/10	Fri	Homestead Orchestra festival
2/11	Sat	Winter guard at Independence High School
2/13	Mon	SMB Board Meeting
3/11	Sat	SMB Jazz Cabaret

**Summary of Motions**

<i>Item</i>	<i>Moved by:</i>	<i>Seconded by:</i>	<i>All ok?</i>
Minutes – November 2016	Shahana Shah	Usha Rao	Y
Financials - October 2016	Jane Graham	Jennie Lau	Y
Financials - November 2016	Jane Graham	Seema Kumar	Y
Checks – November transactions, ratify Checks #12921-12978	Jane Graham	Seema Kumar	Y
Financials – December 2016	Shahana Shah	Jane Graham	Y
Checks – December transactions, ratify Checks #12979-13000	Shahana Shah	Jane Graham	Y
SUSD Amended Budget	Angela Kwan	Seema Kumar	Y

Next meeting February 13, 2017 7pm, SHS Staff Lounge

The meeting was adjourned at 8:26 pm by Co-President Sandy Miller.

Respectfully submitted by,  
 Shahana Shah  
 Co-Recording Secretary