

Saratoga Music Boosters

A 501(c)(3) organization supporting music programs in the Saratoga Union School District and Saratoga High School

Regular Meeting (blended; in-person and via Zoom), November 9th, 2021: Minutes

Attendance: total number of attendees = 20, including the following

Executive Board:

Dave Holt - President
Andrew Dimock - Co-Secretary
Alicia de Fuentes - Co-Secretary
Isabelle Gecils - Parliamentarian
Vidya Vineet - VP Donations
Tim Tang - Accounts Receivable/Treasurer
Richard Aochi - Controller/Treasurer
Jay Jayanth - Treasurer

Music Directors:

Jason Shiuan
Michael Boitz
Isabel McPherson
Jon Jow
Beth Nitzan

Dave Holt calls the meeting to order at 7:33pm.

Approval of October Minutes presented by Andrew Dimock

Isabelle Gecils moves to approve the draft of the November minutes, Dongni Chen seconds.
Motion carries.

Financials presented by Rev Koteeswaran

Saratoga High School

SHS Band: \$169,535 actual vs \$194,600 budgeted
SHS Orchestra: \$60,555 vs \$68,670
SHS Choir: \$15,350 vs \$20,000
Winter Guard: 00.00 vs \$15,000
Winter Percussion: 00.00 vs \$26,450
International Trip Revenue: \$474,342 vs \$400,000

Redwood Middle School

Redwood Marching: 00.00 vs \$40,250

Redwood Band Sectionals: \$12,000 vs \$45,000

Upper Strings: \$2,100 vs \$18,000
Color Guard: \$600 vs \$4,500
Redwood Chorus: \$500 vs \$7,500

Primary Grades

Primary Strings: 00.00 vs \$12,000
5th Grade Band: \$1,500 vs \$18,500

Total Assets as of 10/31, 2021: \$765,037.39

RV: not too much fundraising activity at Redwood up to this point. Dave Holt asks Jon Jow, Isabel McPherson if we are soliciting funds from parents yet. JJ: now that the parents are seeing instruments in the children's hands, we are ready to focus on soliciting those contributions.

Cookie Dough fundraiser revenue is starting to come in. \$9,300 so far.

Considering the amount raised thus far, \$67K against \$100-150K budgeted is good progress. Budget had conservatively targeted an additional \$30,000.

Vidya Vineet points out that the 6th grade band and the Beginning Strings are being recorded as one category; RK says that will be modified.

IG: Asks for an explanation of the balance sheet and its status. "I see a lot of red. I'm concerned about the bottom line." RK: the budget projects the amount SMB expects to raise over the course of the year, and the revenues increase over time, as contributions are made and donations from individual families come in for their students. The money is not in hand at the beginning of our term. The global reading of those "red" figures actually signifies the opposite, a healthy fundraising level, on pace with successful years in the past. Says that the red ink is misleading, and suggests a color change to green.

DH explains why he would like the Financial team to produce a year to year historical comparison of fundraising relative to budgeting, so that successive Boards can see SMB's financial standing in context.

RK: asks for approval of Comerica check numbers 14975 - 15006 and Citibank check numbers 8193 - 8195.

AD moves to approve the checks and the October financials, as presented; Rashi Sanghi seconds. Motion carries.

The Iryna accountancy firm reviewed SMB's Form 990 for the year 2020, the Return for an Organization Exempt from Taxes. The Board must approve the filing of the form.

IG checks to make sure that the requisite number of Executive Board members are present at the meeting to satisfy the Bylaws. There are five, meeting the requirement.

AD moves to approve the submission of the tax return; DC seconds. Motion carries.

Donations report presented by Vidya Vineet

DH addresses where we are on the trip donations. Notes that he, Michael Boitz, Takako Hasegawa, and Yanchen Xu have more to do. Initial payments are at \$46,000.

MB: the figure is always a moving target as the number of participants in the European Tour fluctuates and payments by trip-goers are made over time. There are two categories of funds: those designated as donations to SMB on behalf of the tour as a whole, and direct payment for individuals. The direct payments have all been counted as they are received. The “Shadow Tour,” for those family members and other individuals who are accompanying the tour but not participating as performers, has not been counted in the financials yet because the payment deadlines have yet to come. Members of the Lynbrook High School Choir will also be participating, and their payments have not been collected yet.

DH: we hope to have all the participation figures synchronized for presentation at the next board meeting.

MB: California Ed Code law prohibits a student’s participation in educational activities being made contingent on payment, so SMB provides funds for “Gratis Packages.” Students whose families do not have the means, for whatever reason, to donate the requisite sum are eligible for these scholarships, estimated to be in the neighborhood of fourteen awards at \$5K each.

Cookie Dough

\$15K in profit this year, vs. \$12K last year. Sales of 1,576 this year vs. fewer than 1,000 last year. Customer pickup of the product will be on Friday, 11/19.

Scanner Proposal presented by Vidya Vineet.

VV researched the options for paying one of our current banks for a check scanning and archiving service. The financial team handles a high volume of checks, a time consuming task, and the accuracy for recordkeeping makes the scans a valuable tool. The cost for the bank’s service would be approximately \$600 per year. Faced with the recurring annual cost, DH and MB argue for SMB to purchase our own scanner instead. Alicia de Fuentes suggests that we buy the requisite software package also, to optimize the scanner’s use.

The Board requests that VV research and recommend a specific model. The item is for discussion only. When VV returns with a specific request, the Board will vote whether or not to approve.

Pancake Breakfast

Mrudula Prashant, Vaij Vaidya, Vidya Natarajan Chopra , and Sneha Melkote are the Pancake Breakfast team. Event is still four to five months away. Rashi Sanghi asks, will COVID bar us from holding the event? DH: assuming conditions remain the same, the school has been able to host other outdoor events with food.

Mattress Fundraiser presented by Michael Boitz

MB: this event requires no labor from SMB, and Principal Louis has approved use of the gymnasium for it. The mattress company brings samples of mattresses and accessories, complete with single-use bibs for COVID protection, to cover the fabric so prospective customers can lie on the mattresses and pillows to test them. The sale prices are attractive; many faculty wait for the event each year to purchase new bedding. SMB receives a portion of the revenue. Date TBD. The Board does not vote on the event.

Directors' Reports

Jason Shiuan: in marching band competitions, SHS placed second at the Foothill Band Revue, and Color Guard placed first. On Saturday, a major competition in Napa. There were excellent performances at the Music Department Night on October 22nd. Great audience turnout for that event.

MB: the orchestra is well on its way. Auditions for All State upcoming.

Beth Nitzan: the high school choir's first performance will be at the December 1st concert in McAfee Performing Arts Center. The middle school choir is looking for performance opportunities.

Isabel McPherson: the check has been mailed for purchase of the strings instruments we previously authorized.

Jon Jow: now that we have vaccine approval for our younger students, we'll be better able to approach normal teaching conditions. The checkout of instruments was a big event for these kids. The music teachers are working with the Redwood administration to plan performance opportunities on campus.

JS: an addition to the budget request. Winter Percussion and Winter Guard want to tour. Opportunity to perform in a professional theater in Arcada, CA (plus a tour of the marimba factory), and to attend the Portland Winter Guard Invitational. Winter Guard also planning for competition in San Diego. Also need to replace some canopies that were destroyed by weather.

The Budget committee will meet separately on this request and report at the December board meeting.

DH: call for other business? Alicia de Fuentes: I attended the last board meeting where I shared with board members that I was a happy audience member during the October SHS Music Department Senior Night.

I made clear that it was a successful event and it was not a covid spreader. For this reason I hope that SUSD music kids are able to showcase all that they have learned by holding such events, adding there is no reason not to hold concerts when reasonable precautions are taken.

Cynthia Miller asked superintendents Ken Geisick to reach out to the SHS and SHS music directors to see how they went about holding the concert. So, Alicia asked the music directors if Ken reached out to them, but they have not heard anything yet.

AD moves to adjourn; RS seconds. Meeting ends at 9 pm

Summary of Motions

Approval of Minutes

Isabelle Gecils moves, Dongni Chen seconds: motion carries

Approval of October Financials

Andrew Dimock moves, Rashi Sanghi seconds: motion carries

Approve Submission of SMB's Tax Form 990 for 2020

Andrew Dimock moves, Dongni Chen seconds; motion carries

Respectfully submitted,

Andrew Dimock

Alicia de Fuentes

Co-Recording Secretaries