

## Saratoga Music Boosters (SMB)

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

Regular Meeting in-person, May 10th, 2022: **Minutes**

Attendance: total number of attendees = 14

### Executive Board

Dave Holt President	Vidya Vineet VP Donations	Tim Tang Accounts Receivable/Treasurer	Isabelle Gecils Parliamentarian	Alicia de Fuentes Recording Secretary
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### Music Directors

Isabel McPherson RMS	Jon Jow RMS	Jason Shiuan SHS	Beth Nitzan RMS & SHS
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### Booster Members

Ramya Vasu	Mrudula Prashant	Cecile Cohen-Jonathan
Rashi Sanghi	Sneha Melkote	

### Dave Holt Thanks SMB Community

Dave Holt calls the meeting to order at 7:30 pm.

Dave Holt revises the agenda for today and informs us that Mr. Boitz is convalescent.

### Sneha Melkote Pancake Breakfast Treasurer Reports on Pancake Breakfast Financial Report

Super nervous but here is our budget:

#### SMB Pancake Breakfast 2021-22

Categories Expenses	2022 Budget	2022 Actuals	Remainder
Raffle Approval Permit	\$ 30.00	\$ 30.00	\$ -
Posters and Banners	\$ 800.00	\$ 587.12	\$ 212.88
<b>Food &amp; Paper Goods - Purchasing</b>	<b>\$ 4,000.00</b>	<b>\$ 4,292.30</b>	<b>\$ (292.30)</b>
Raffles - Raffle Prizes	\$ 2,000.00	\$ 515.95	\$ 1,484.05
Name Tags/ Ink	\$ 125.00	\$ 136.56	\$ (11.56)
Propane SMB	\$ 591.00	\$ 150.06	\$ 440.94
Rentals	\$ 1,000.00	\$ 852.60	\$ 147.40
Decor/ Appreciation	\$ 150.00	\$ 197.22	\$ (47.22)
Kitchen Help	\$ 1,104.00	\$ 1,104.00	\$ -
Community Workers Lunch	\$ 200.00	\$ -	\$ 200.00
<b>Total Expenses</b>	<b>\$ 10,000.00</b>	<b>\$ 8,165.81</b>	<b>\$ 1,834.19</b>

## Cards - Giftcards Tallying

- Safeway - Out of \$1,150 in gift cards, purchasing used \$1,137.90
- Starbucks - Out of \$2,190 in gift cards, \$1,600 was used in a special category created by Pancake Breakfast committee called 'Spot Buy'
- Hongs and CVS were also used in Spot Buy

Summary of remaining gift cards:

	Qty	Face	Value
CVS Pharmacy	51	\$25	\$1,275
CVS Pharmacy	1	-	\$ 14.55
Starbucks	61	\$10	\$ 610
Starbucks	1	\$ 5	\$ 5
Hong's restaurant	7	\$25	\$ 175
Total	121		\$2,079.55

## INCOME

Advance Ticket Sales	721 tickets sold at \$20	\$ 14,420.00
Online Ticket Sales	391 tickets sold at \$25	\$ 9,775.00
Same-day Ticket Sales	225 tickets sold at \$25	\$ 5,644.50

## TOTAL PLATES SOLD : 1337

Raffle Ticket/Grab Bag Sales	\$ 3,697.00	\$5 X 20 Grab bags sold = \$100
Online Raffle Ticket Sales	136 sold	\$ 2,270.00
Silent Auction	Online and cash/check	\$ 9,125.00 \$ 3,445.00

## SILENT AUCTION MADE A TOTAL OF : \$ 12,570.00

Donations	\$ 1,800.00	\$ 65.00
Sausage and Strawberry Sales	\$ 565.00	
Krusteaz Rebate	\$ 100.00	
SPOT BUY	\$ 2,250.00	

## Final Profit to SMB

Budget Actuals	\$ 8,165.81
Total Income	\$ 53,156.50
Net Final	<b>\$ 44,990.69</b>

Sneha Melkote: How do we manage to celebrate SMB music boosters volunteers/community with the goal of grouping all stakeholders together, speak of the programs and ensure that everyone who attends the meeting walks away understanding how important it is to contribute to all the programs offered in every school?

Jason Shiuan: We could use August 27th Info night to talk about music programs with music played by teachers. (Informants night) And there you can offer some snacks/drinks to bring everyone together with the purpose to celebrate and inform.

Dave Holt: Next meeting we will come back with more information to address how SMB will use Informants to message the community and speak of donations and volunteerism.

Sneha Melkote: What do we do with the remaining gift cards?

Alicia de Fuentes: We can keep them and put them to good use again for Pancake Breakfast 2023.

**SMB Update for Pancake Breakfast - May 2022** presented by Mrudula Prashant and Alicia de Fuentes

### **Confirm next PB date**

The first Sunday of May is not viable for 2023 because it places us right in the middle of AP exams (May 7th, 2023). So, a tentative date proposed by Mr. Shiuan and directors is April 30th (last Sunday of April). This means we must invest in the purchasing of new signs/banners etc.

Jason Shiuan: May 7th would place us in the middle of AP testing which would stress/pressure high school students if we continue to make it the first Sunday in May for 2023. In the past when this happened we set it for the last Sunday of April which would set the date for April 30th next year.

PublicityTeam: Wonderful, it will not compete with the Rotary Art Show.

### **Future Purchases**

**Grill** - Jim Axline will look into purchasing a grill over the summer because one of the grills may fail us in our next event.

**Coffee Urn** - Replace one that is broken

**Tablecloths** - To eventually move away from plastic

### **Future Minimal Changes for 2023**

#### **Menu**

Sausages were a challenge this year and almost a missing option. On the day of the event we entered the kitchen with the kitchen exhaust not working. The Custodial Manager hooked us up with fans and fortunately the kitchen was able to run smoothly. However, post the event the manager was warned that the kitchen should not have operated with inoperable exhausts and that the sausages should never have been baked.

So, given the challenge of preparing the sausages the PB committee will look into alternatives to never run into these issues again.

## **Cleaning**

Allocate a budget to have a professional cleaning crew to come in to touch up the kitchen and clean floors.

Allocate a budget to send tablecloths to be professionally cleaned and folded after the event.

Dave Holt: Work out with the district to cover the cleaning of the kitchen floors. Etc.

## **Publicity**

### **Final Article in Spotlight**

Cecile is working to have a final article talking about PB. She has been reaching out to all parties of interest to seal the deal.

Cecile Cohen-Jonathan : I'm still working on the news article.

### **Falcons Newspaper**

We strongly advise not to mention the dollar amount PB made because it could be counter productive. For example, some may say they don't need to donate as much in the programs, we may not have such a high number attending next time etc. We would be happy to see something discuss the success of PB in broad strokes such as over 1400 people attended (this includes people who just came for the entertainment), we had celebrity flippers, alumni attended, great music, theatre sneak peak, just an overall fun, energizing experience etc.

Dave Holt: The student journalist wanted to follow up wanting data of Pancake Breakfast's success, his desire to follow up shows signs he will be a great journalist.

Rashi Sanghi: Can we not go into specifics of money.

Dave Holt: Sure, send me the information we are willing to share with the student. Metrics such as: plate count, volunteer count, etc.

## **Thank You**

We have a thank you we would like to send out and we would like to know the best channel to do so for all schools in SUSD and SHS. Maybe the music directors could push it out for us?

Volunteer Appreciation - Do we have SMB swag to give graduating PB committee volunteers? If not, can we give them a token of appreciation for volunteering as a committee member? This is out of PB budget. We are thinking of ~ \$200 (Advisors - Beth/Annie/Priya, Graduating parents (2023) - Tracy, Angela

Dave Holt: I firmly believe prizing someone for their volunteer work takes us down a rocky road. The best we can do is celebrate 'potluck' style and invite all who you would like to celebrate with.

### **Feedback from SMB committee?**

Jason Shiuan: It was a special event and we are grateful.

Dave Holt: The congressman had a lot of fun and he kept on pushing out his next meeting commitments.

Vidya Vineet: For our middle schoolers we could have had extra help from high schoolers to inform them where to go and how to get to their destinations.

Dave Holt: I would like to see pancake breakfast leads come back to our final meeting with a proposed budget for 2023 Pancake breakfast.

### **Approval of April Minutes** presented by Alicia de Fuentes

Ramya Vasu motions to approve.

Tim Tang seconds.

Motion approved with one abstaining Isabelle Gecils since she did not sit in the last meeting she feels her voting would not be correct.

### **May Finance Report** presented by Tim Tang

You can observe that winter percussion is still under our target.

With respect to adjusting the budget for Redwood Middle School programs to reflect their real budget needs, I reached out to Revathi Koteeswaran about it. She said we are so close to the end of this fiscal year that it does not make sense to make such a change now. So leave the budget as is for RMS Marching band and others.

Cecile Cohen-Jonathan: Who pays for the salaries of after school instruction in our music programs and how do we find instructors for them?

Jason Shiuan: When we draw up the budget for our marching band we always assign the marching band instructor budget to the actual program. That is how it has been done in the past. All instructors' fees are included in their respective programs.

Transaction cheque numbers to be approved: Cheque #15084 and then cheque #15086 thru to and including cheque #15126

Alicia de Fuentes motions to approve the financial report as presented and all cheque transactions specified herein.

Vidya Vineet seconds.

Motion approved unanimously.

We started to deal with final tour payments, and found that some parents have already donated but they didn't say it was for the tour.

Vidya Vineet: if they don't say that is for the trip then the donation goes straight to the benefactor rubric.

Tim Tang: For the record, if they say they paid then I will look in the benefactor rubric and move it to the right tour payment rubric.

**Year-on-year & YTD Comparison** presented by Dave Holt

We are finally in the black!!!! And that is before pancake breakfast numbers.

Jason Shiuan you were wanting to roll over some items then do so please and all RMS directors too.

YTY View	Prior Year	End Mar 2022	End Apr 2022	
	2020-2021 YE	2021-2022	2021-2022	Mtm Delta
SHS Band	\$ 94,535	\$180,145	\$180,145	\$ 0
SHS Orchestra	\$ 45,101	\$ 67,495	\$ 67,495	\$ 0
SHS Choir	\$ 13,396	\$ 17,740	\$ 17,740	\$ 0
SHS Winter Perc	\$ 15,971	\$ 68,620	\$ 75,470	\$ 6,850
SHS Winter Guard	\$ 3,264	\$ 18,040	\$ 18,480	\$ 440
RMS Ensemble	\$ 17,943	\$ 30,318	\$ 30,618	\$ 300
RMS Strings	\$ 4,030	\$ 6,035	\$ 6,035	\$ 0
RMS Color Guard	\$ 600	\$ 900	\$ 900	\$ 0
RMS Choir	\$ 250	\$ 1,750	\$ 1,750	\$ 0
5th Grade Music	\$ 5,950	\$ 6,050	\$ 6,050	\$ 0
Cookie Dough	\$ 12,779	\$ 15,545	\$ 15,545	\$ 0
Pancake Breakfast	\$ 300		\$ 20,579	\$ 20,579
Benefactor Donations	\$112,111	\$167,765	\$167,765	\$ 0
	\$326,230	\$580,403	\$608,572	\$ 28,169

**Smugmug**

Vidya Vineet: Music Booster does have a Smugmug account and we paid \$37.50 at a one time only 50% discount as it was on special for a yearly subscription.

Isabelle Gecils: It is great for pictures but not for videos, I had a hard time uploading videos. There is a limit of 3 gig per video and most videos are over that.

Jason Shiuan: We get unlimited google drive storage because we are a school.

Dave Holt: Let's then make it a goal to transfer all videos to the google drive.

Ramya Vasu: Google workspace is an ideal work group. That way we can all center our information, images, videos etc. there.

Vidya Vineet: We all have gmail accounts so it should be easy, however, if past owners do not transfer all the information that is available to us we will never know the things we have at our disposal. For example, my son and I never had any information passed on to us that we had a Smugmug account and of course, never told how it works. John had a smugmug account created that he had forgotten about.

Isabelle Gecils: I have taken pictures of every event, at the end of the season, I will hand over my thumb drives of the images to Mr Shiuan. I will not be on the board any more but I can be SMB's official photographer.

### **2022-23 Board Nominations & Vote** presented by Isabelle Gecils

Isabelle Gecils: I remember one of the directors in the past sent requests to fill SMB board.

Jason Shiuan: Please send me the blurb and I will be happy to send it out and I'm sure Jon Jow will be happy to do so too.

Dave Holt: I was thinking of having Beth Kingsley and Annie Ying to consider for taking charge of Alumni.

Vidya Vineet: I reached out to Senthil Krishnamurthy as a VP of donations and he was a little shy of his new title.

Isabelle Gecils: I would make a motion to vote for the slate as presented with amendments.

Vidya Vineet: seconds.

Motion carried unanimously.

### **Directors' Report**

**Isabel McPherson:** It is definitely a nice time when you see the community come out to be a part of Pancake Breakfast, and my parents came too. One ask I have is to have someone feed me, because I never have eaten at a pancake breakfast.

I have never combined the orchestras before and even though they never practiced together it turned out fine. We have our final concert performance in 2 weeks: For the combined orchestras we will play Pirates of the Caribbean.

We held our informative band/orchestra event last night at SHS for our incoming RMS musicians. From the strings side the most popular instrument was cello and viola and the least popular was double bass and violin.

Ramya Vasu: The feedback from a 5th grade child was that she loved the information night and enjoyed the band scene and its energy.

**Jon Jow:** May is a busy month for music and PB kicked it off. I wanted to thank all the people for coming out and thank everyone for a fantastic reboot of Pancake Breakfast! Everyone seemed to be thrilled with the result and having it back after a couple of years away. It is really nice to be in a room of people who are willing to do things for our students.

We are looking forward to our spring concerts: next week on Monday the 16th is Band, on the 23rd is Percussion, Strings is on the 24th and Choir is on the 25th. Our percussion group is joining the high school group.

Talk about gratitude, I'd like to thank Mr Boitz and Mr. Shiuan for sharing room M101 to allow us to showcase our (last minute) RMS beginning band and orchestra orientation and demo/trial nights last night. The spirit of giving is beautiful. Big thanks to the SHS directors and students for helping out, in addition to some of our local music pros. This allowed us to start sorting our beginning classes into two sections in order to better target different instruments and skills.

We are starting conversations around getting back to touring, such as Disney (finally) etc. we are also exploring different options because the university clinics that tie into the Disney Tour are still on hold because of covid but I know the highlight for the kids is Disney itself. Stay tuned.

Vidya Vineet: I know local parks are starting to open up.

Dave Holt: It seems you are having a tough time finding an instructor for Color Guard.

Jon Jow: We want to find someone who fits responsibly and not just place a warm body to fill the gap. We always use our contacts and try to find the right person for the program and we do go public with requests too but finding the people who would fit the needs of the program is not easy. Rest assured we are always looking and actively engaged in finding instructors to fill our open positions.

Dave Holt: Could alumni be found for that?

Jason Shiuan: We are still looking but it is hard.

**Beth Nitzan:** PB has been a highlight, it was great to get RMS and SHS Choirs together for that event. Wednesday May 25th will be our Choir concert. We held our auditions for next year at the high school level. Our leadership is going through applications for next year and for MESH leadership too. We are looking for high schoolers who are wanting to take it on. We also had a clinic offered by Lou De La Rosa of West Valley College who is the Department of Music and Dance Chair as well as the Director of Choral and Vocal Studies.



**Jason Shiuan:** I echo everything that has been shared in regards to the pancake breakfast. We had auditioning for leadership, the best I have seen in auditioning, I also echo about students being so helpful. I noticed that during pancake breakfast they were especially helpful and I think it comes from being inspired by the amazing parents who volunteer and they feel they have to step it up. We also have our spring concerts starting on May 18th SHS Band, May 19th SHS Orchestra, May 23rd SHS and RMS Percussion, May 25th SHS and RMS Choir, May 26th SHS and Homestead Jazz at the Tabard Theatre at Downtown San Jose, May 27th SHS AP Music Theory and then finally graduation. Then the year doesn't end here because we have our Central Europe Performance Tour because it is still on!

### **Other Business**

Dave Holt: I ask everyone to put a budget for our next meeting on June 7th. We need people to volunteer to stuff the flyer envelope to ask for program donations and signups to the programs.

No further business was discussed and the meeting was adjourned at 9:22 pm.

### **Summary of Motions**

Approval of April Minutes

Ramya Vasu moves, Tim Tang seconds: motion carries with one abstention by Isabelle Gecils.

Approval of May Finance Report and Presented Cheques

Alicia de Fuentes moves, Vidya Vineet seconds: motion carries.

Approval of 2022-2023 Board Nominations

Isabelle Gecils moves, Vidya Vineet seconds: motion carries.

Respectfully submitted,

Alicia de Fuentes

Recording Secretary