

Saratoga Music Boosters

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

Annual General Meeting (via Zoom and in-person), September 14th, 2021: Minutes

Attendance: total number of attendees = 24, 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

Music Directors:

Mr. Sean Clark
Ms Isabel McPherson
Mr. Jon Jow
Ms Elizabeth (Beth) Nitzan

Booster Volunteers:

Takako Hasegawa
Samear Vaidya
Olivia Zhou
Ann Ison
Meghana Palande
Nicole
Dhanashri Kulkarni
Rashi Sanghi
Ruchi Joshi
Revathi Koteeswaran
Cecile Cohen-Jonathan

Meeting minutes:

Dave Holt calls meeting to order at 7:35pm

Dave commences meeting thanking the Directors for their 24/7 dedication and work ethic, states 'without them we would be nothing'.

Then recognizes that it takes the whole music booster community, time, effort, working to raise funds, an overall team effort to help realize the vision of directors.

August Minutes:

Dave Holt asks attendees if there is any concern with the August minutes before moving to approval.

Andy Dimock requests to amend the minutes to include the approval of 2021-22 budget and to include email ballots of electronic votes.

With amendment accepted Tim Tang moved to approve the minutes, second by Samear Vaidya.

August Minutes were approved unanimously.

Memorandum of Understanding (MOU)

Saratoga Union School District (SUSD) is revising the unchanged MOU from past years to determine whether they wish to continue working with Saratoga Music Boosters (SMB). This agenda item will therefore need to be dealt with through an e-vote once the signed MOU is received.

CHARMS

CHARMS is a database used to keep track of all your student, member, and adult information such as email addresses, phone numbers, what group they are in, their grade, etc. It is used to send mass e-mails and keep track of fundraisers. However, it requires a lot of extra volunteer effort to input data each time a deposit is made.

Donation and finance teams agree that a google sheet can achieve the same objectives of CHARMS.

Proposal to remove charms is made, Michael Boitz and Jason Shiuan, through email, indicated they were fine with dropping CHARMS. Takako Hasegawa, Sean Clark, Isabel McPherson are ok for removing CHARMS. Beth Nitzan is new to the school district so abstains.

Ann Ison has used CHARMS for advertising, especially for promoting cookie dough sales through mass email. She was able to achieve this because of the information stored in the database.

Dave Holt believes the same results can be achieved through google sheet and google email. Bulk email can be achieved through google email but recognizes time must be invested to see how to send bulk emails through google email.

Dave Holt asks Vidya Vineet, 'Vidya, I believe we had a good discussion here, Do you have any reason to stop us from dropping CHARMS?'

Vidya Vineet: 'CHARMS is difficult to work with because it breaks all the time so it would be fine to switch to spreadsheet. We can start with student information, programs and then donations.'

Dave Holt requests someone to motion the removal of CHARMS.

Rashi Sanghi makes a motion to remove CHARMS.
Vidya Vineet seconds.

Dave Holt: 'All in favor?'
Motion has been approved unanimously

Band Communications

Sean Clark shared that IT folks are resolving an issue regarding band emails, as it appears that some parents are not receiving band communications.

Dave Holt: 'I don't believe it is an SMB issue but rather a school issue.'

Dave Holt requested Jon Jow to start looking into sorting pertinent information such as Student Info., emails, etc. for SUSD now that SMB is moving away from CHARMS.

Open Positions

The position of Treasurer has now been divided into 4 positions

Tim Tang will fill Accounts Receivable (AR)
Amy Williams will fill Accounts Payable (AP)
Richard Aochi will fill Controller
Treasurer

Dave Holt requests someone who has the band width and energy to fill the position of treasurer.

Tim Tang: I do have the bandwidth because Rev is overwhelmed. So I can help out on a temporary situation. Let me work with Rev and Dave and see how we can move forward

Revathi Koteeswaran: Expresses she is extremely sorry for removing herself from her treasurer role and apologies as it is not her habit to drop balls but her bandwidth has dictated the time she could offer to SMB. She acknowledges that SMB deserves all the time it needs. The treasurer position will be in safe hands, and she will ensure the transition happens successfully.

Dave HOLT: Rev, you performed four people's jobs, we have nothing but gratitude for your work. We will chat off line with Tim.

We need following positions filled:

Treasurer
SHS RMS Choir liaisons
SHS RMS Color Guard

Merchandise removed from Spreadsheet

Samear Vaidya: I just realized that merchandise is not on the spreadsheet.

Dave Holt: I removed that and I tell you why, the amount of money raised for the effort required is very small. I would like to take SMB out from the huge workload effort that

produces little monetary results. If a parent wants to do t-shirts and gift cards then great BUT only after the positions mentioned earlier are filled.

As president I am fully invested in trying to revamp the financial side and finding volunteers that SMB does require as opposed to focusing on just selling t-shirts.

Vidya Vineet: Amy Williams has experience in Managing P&L and finances and has expressed interest in raising funds through merchandising, especially through selling t-shirts.

Dave Holt: Vidya if Amy Williams wants to do the t-shirt then by all means.

Isabelle Gecils: seconds Dave's positions

Cookie Dough

Ann Ison: Cookie dough is heading for its launch on Sept 22nd, last orders are set for Oct 29th. It will be a hybrid between pre COVID and COVID. Students will be sent sale packets to sell at least 12 items, they are selling for 25 dollars each. Suppliers are increasing prices because of shortages.

SMB will make 10 Dollars on every box sold and will continue to be a top fundraiser for the music program.

The Students are encouraged to sell from their Color brochure as it displays all items, start and end date, pick up time and includes a spreadsheet for each student to keep track of their sales. Then they will directly order from the website eliminating cash and checks. It makes it easier for SMB to keep track of what we're earning and avoid hand counting cash.

The Website is up and of course you can order directly from the website.

If they sell 12 or more they get a 5 dollar gift card for every 12 items sold or choose an item for free from the catalogue.

So the child will sell to whomever to push the sales, gather the money then the parent uses their credit card to place the orders on the website. Delivery date is Nov.19 and pick up time is between 12:30 pm and 6:30pm.

If they can't turn up to pick up the items then they will be donated to our custodians, local firefighters etc.

Rohan Vineet is getting the program up and running and it is a tremendous amount of work.

Hoping for another successful year.

Ruchi Joshi offers her help and includes Rashi Sanghi.

Meghana Palande and Lily Chow will be taking over for next year

All on track for a cookie dough sales

Rashi says that teachers are great promoters of the drive and repeats that she and Ruchi will gladly help by following clear instructions.

Ann Ison: Publicity is through email that Rashi and Ruchi can take on to promote the drive.

Ann says she will set up directives as to how to promote the drive.

Students felt they were not as directly involved last year because of COVID, so this year they want to incorporate the kids to sell in their bubbles (family, friends, etc)

Ann will take the indication offline with Rashi

Dave Holt: we will figure out the email challenge for bulk email with directors. When you need to send out we will be ready.

Check Copy Machine

Vidya Vineet: At the beginning of the year there will be lots of checks coming in for donations, etc. We need to copy the image of all checks before depositing.

A Check Scanner is super fast and easy and you can load up to 50 checks and have images saved to a pdf file. The prices of such scanners range from 400-700 dollars but it is a one time investment saving time and errors. It also verifies the dollar amount on checks acting as a troubleshooter.

Dave Holt: Do you have a specific proposal?

Vidya Vineet: I first want to know if the suggested amount is ok to start taking action?

Takako Hasegawa: If you use the scanner you can automatically deposit in the bank, create a google sheet and store images. You can come to my office to scan checks, to temporarily solve any issue.

Dave HOLT: We need an independent solution. Can the device do a direct deposit?

Vidya Vineet: I want to first make sure if the budget was okay before I define the choice. If we can approve up to \$700 to purchase such a device then I am able to resolve this quickly.

Dave HOLT: If someone can motion donations to have a budget to purchase a check scanner?

Isabelle Gecils: As parliamentarian I prefer a documented approach.

Dave Holt: Holds a straw man vote. Everyone voted to grant Vidya permission to motion the proposal of its purchase.

Donations

Vidya Vineet: We do need donations and financials to appear together.

Donations are coming through PayPal, Checks, Corporate matching, Zelle, stocks

Offers an update of where each music option stands with current donations for the moment :\$42000 Benefactor, \$20000 Marching band, \$49000 Orchestra, SUSD band \$ etc

Dave Holt: Do you have any recollection of where we are with respect to last year's donations?

Vidya Vineet: No I don't, I believe that information the finance team can provide.

Isabelle Gecils asks for clarification on what are the types of donations etc

Dave Holt: there are 3 categories of donation - Program donations go directly to the indicated music program, SMB uses benefactor donations as needed and Tour goes to tour.

Financials

Revathi Koteeswaran: I don't have data for July or August as it was updated this morning. We have had issues with Comerica bank. She will circulate financials and try to get an e-vote for approval.

Rev: The issue with the bank, was we were getting downloads in two links and one of the links broke.

Dave Holt says he wants to bundle the evote with the MOU.

Dave Holt wants the directors to tell us what they want from our liaisons.

Liaisons for Directors

Sean Clark: if we can have liaisons for color guard and marching band because we need to coordinate transportation, food etc

Dave Holt: we have yet to fill the color guard liaison. What about liaisons for SUSD?

Isabelle McPherson: We don't have urgent needs.

Jon Jow: it's a slower moving year compared to high school mainly due to the cut off age for vaccines. SUSD is taking a more precautionary stance in regards to starting with programs, once more programs open up more I will require them.

Dave Holt: let us know what you need as liaison positions are almost 100 percent filled.

Directors Reports

Isabelle McPherson: From the orchestra side we have started the skill building session with all grades. This consist of the very simple teaching them how to take out their instruments, being aware of the people in the room, champion leadership with chamber students by having them place posters around the room to explain dos and don'ts.

A period band is starting up with tubas, French horns trombones etc

For 5th grade binding music choice is being sent out.

For orchestra instruments I will have one quote for a general ballpark dollar number coming up.

She is grateful for boosters and the community.

Dave Holt: I would love to hear your number.

Isabelle McPherson: for 125 kids we need 55 violins, 30 violas, 30 cellos and 14 bases, for just under \$65000

Dave HOLT would appreciate multiple quotes.

Jon Jow:

- Classes are now underway! It has been a juggle of work getting our students back into routines, catching them up, and (finally!) switching instruments for interested students, but the energy has been positive and we are finally getting settled back into more of a normal routine.
- Extracurricular music is lined up and ready to go. We are now waiting for our district administration to approve our MOU so that it can be approved by SMB and the school board. Following this, we can begin with color guard, choir, and percussion.
- The Los Gatos Holiday Parade has been cancelled as of last week, per an announcement from the parade committee last week: *“Enjoyed by nearly 15,000 spectators and participants each year, we recognize this event as a beloved, longstanding tradition within our community. The Parade is about children, and it is our collective responsibility to protect those that participate with friends and family, march with local groups and schools, and observe. As the COVID-19 crisis continues and with the threat of highly transmissible variants, consideration has been given to those that continue to be at risk – specifically the youth for whom this parade is designed. Throughout the Bay Area, we recognize the return to gatherings, services, and events, though the safety and compliance of participants and spectators in an event of this size cannot be guaranteed. In an abundance of caution and care for this community, it will not be possible to hold the parade with current and anticipated health and safety guidelines. Through this difficult decision, we believe our efforts will prevent the spread of COVID-19 and protect the legacy of the Parade for many years to come.”* While we are sad that we won't be returning to the streets quite as soon as we thought, this makes it an easy decision as to whether or not to participate, and takes some of the nebulous uncertainties away from whether or not to pursue any immediate event plans when field trips are still prohibited by the district. We will see what will change upon their revisitation of health guidelines and district policies at the beginning of November.
- Our Beginning Instrumental Music Exploratory for 5th graders is a hit! We have over 120 students who have opted into the program, practically maxing out our instrument inventory of band instruments for 5th graders. It is wonderful to see so much interest and enthusiasm in the program. We currently have a wait list of students and families who signed up after the deadline, which is a wonderful “problem” to have and pointing to the continued enthusiasm and interest that Saratoga families have for music in our community

Sean Clark: This is my first meeting and I am thankful.

Band had their first football game, kids had a great time and did a great job with very few kinks.

The band is focused on marching band production, they are $\frac{2}{3}$ of the way through and we have put music to it. So we will be 60 percent done.

Goal completion is ready, choreography etc

Percussion is doing really good, they will have their first Concert.

Orchestra just finished their orchestra retreat at the same time as choir students. During the Saturday all day retreat students were shy at the beginning but by the afternoon they were all close.

The orchestra students finished their placement auditions, now Nitzan has the difficult task to build the ensemble based on the results. Oct 22nd will be their first performance concert.

In regards to the Tour, the update I have is that the actual number of participants keeps growing; we are currently at 400 people.

Dave Holt moves to close the meeting.

Tim Tang Seconds

Everyone agreed, the meeting was adjourned.

Respectfully submitted,

Andrew Dimock and Alicia de Fuentes

Co-Recording Secretaries