

SMB:

SARATOGA MUSIC BOOSTERS

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

Saratoga Music Boosters (SMB) Regular Meeting April 22, 2019 - Minutes

Attendance: Total number of attendees present = 21 including the following:

Executive Board:

Nimisha Mahuvakar	Y	Amelia Shen	Y	Sandy Miller	Y
Jennifer Wisdom	Y	Dipti Shrivastav	Y	Beth Kingsley	Y
Revathi Koteeswaran	Y	Michele Loconzolo	Y		
Annie Ying	Y	Jane Graham	N		

Music Directors:

Michael Boitz	Y	Jason Shiuan	Y	Andrew Ford	N
Jon Jow	Y			Isabel McPherson	Y

Location: Room M103, SHS Music Building

Call to Order: The meeting was called to order at 7: 06 pm by Co-President Jennifer Wisdom

Minutes:

- Jennifer introduced Yvonne Linney. Yvonne served on the Nominating Committee this year, she has one son in the choir program. Board introductions were made.
- Minutes presented by Michele Loconzolo
- March 2019 minutes were circulated prior to April meeting
- Motion to approve March 2019 meeting minutes made by Sandy Miller. Seconded by Dipti Shrivastav. Minutes approved.

Financial Report:

- Presented by Revathi Koteeswaran
- SHS income sits at \$425,070 compared to projected \$467,550 with expenses at \$449,963 of the \$525,158 budgeted.
- RMS income sits at \$78,975 compared to projected \$96,100 with expenses at \$37,553 of the \$82,795 budgeted. It was noted that actual expenses were low compared to budgeted funds; possibly due to outstanding line items? Will confirm that monthly payments of instructor salaries were made. Money is spent on as as needed basis.
- Elementary income sits at \$44,730 compared to projected \$47,880 with expenses at \$51,663 of the \$82,500 budgeted.

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- Cookie dough balances remain the same.
- Beginning to see income from Pancake Breakfast.
- Membership sits at \$107,916 of \$110,000 projected.
- Net income is \$124,974 as of 3/31/19
- Ratify Comerica checks 13841-13892
- Motion to approve March 2019 financials made by Sandy Miller and seconded by Beth Kingsley. Motion approved.

Membership:

- Presented by Beth Kingsley
- Including matching funds, membership balance is \$107,882

Pancake Breakfast:

- Presented by Annie Ying
- Performance schedule is confirmed
- Volunteer sign-up and ticket purchasing available on SMB website; 175 volunteers are needed.
- Alumni emails are needed; Naomi will assist with use of 2017-18 Charms data.
- Yard signs to promote Pancake breakfast are available for attendees to sign out and take home
- Discussed the management of students' use and flow, through campus, on day of event. In addition to better signage, SHS student volunteers will be recruited to help direct SUSD students not yet familiar with SHS campus. Committee will provide Mr. Shiuan with job descriptions for all student volunteer opportunities.
- Small gym will not be available as it will still be in use for AP testing
- No official photographer this year. Will rely on, shared, parent photos. Discussed where event images are available on the website.
- Promotional banners already in place on Saratoga Ave., RMS, and Saratoga Elementary School. SMB "ASK ME" stickers and table runner have been received. Stickers, designed by Corina Kuo, are liked by all.
- VIP pancake flippers have been invited. Typically, SMB presidents and city council members are among the group.

2019-2020 Budget Approval:

- Each music director is invited to present individual preliminary budgets
- SHS presented by Michael Boitz and Jason Schiuan:
 - o Proposed marching band allocation of \$29,250 to include all design and music, customized in-house. Investment in the process yields best outcome for the program.
 - o Money allocated for Band Administration will be handled by ASB to cover incidental expenses, such as reeds etc.
 - o Uniform reserve account balance just over minimum balance requirement of \$100,000; contribution for 2019/20 set to \$0. Minimum balance calculation based on

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- 100% uniform replacement for optimal number of students participating in the program.
 - o Concert and jazz band allocations rolled into band budget.
 - o Proposed budget includes separate contribution allocation dedicated to clinicians. No clinicians have been invited yet. Balance in this account is still low.
 - o It was noted that parents aren't necessarily aware how their program contributions are used. In an effort to further promote investment in clinicians and programs, there is an effort to refine SMB communication to better inform the broader SMB community.
 - o Smaller programs require greater financial support, even as program expenses are kept low.

- SUSD presented by Jon Jow and Isabel McPherson:
 - o Estimated number of RMS marching band participants to be amended in the Fall based on actual program enrollment. In-school programs, such as orchestra and band, have predictable enrollment.
 - o Band trip to Disney is likely; allocation will be added to amended budget.
 - o End of summer/beginning of school year workshop currently in planning stages.
 - o Staff exploring various options for 5th grade programs based on possible future schedule adjustments. Transportation costs will decrease sharply if in-school primary music programs are offered.
 - o Parcel tax election will impact SUSD programs.
 - o Fourth grade beginning strings offerings will be re-evaluated in order to resolve scheduling issues. Challenges of administering and scheduling in-school and after school programs, were discussed. The number of in-school and after school hours are not sustainable for current instructors. Talent recruitment continues to be a challenge, as most instructors have much greater earning potential as private tutors. The concern, over underserving the elementary school community and disrupting the pipeline of the Saratoga music program, is noted. The goal of the district is to develop a viable long term strategy and ensure alignment among all parties.

Nominating Committee:

- Presented by Sandy Miller on behalf of Jane Graham
- Nominees, listed below and posted on SMB website, will be invited to May board meeting at which time the elections will be held.

PROPOSED SARATOGA MUSIC BOOSTERS OFFICERS 2019/2020 EXECUTIVE BOARD	
President	Nimisha Mahuvakar Jane Graham
VP Membership	OPEN

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VP Fundraising	Deepti Shrivastav
Recording Secretary	Michele Loconzolo
Treasurer	Rivathi Koteeswaran
Parliamentarian	Sandy Miller
Auditor	Amelia Shen
COMMUNICATION	
Corresponding Secretary	Priya Rajan
Publicity	Amelia Shen
Webmaster	Angela Kwan
FINANCE	
Trip Financial Coordinator	OPEN
Program Receivables - SHS	Naomi Wong
Program Receivables - SUSD	Naomi Wong
SMB Merchandising	Lorette Ma
LIAISONS	
SHS Band	OPEN
SHS Choral Program	Aparna Seethepalli Subha Podila Deepanjana Choudhury
SHS Color Guard/Winter Guard	Dan Smith
SHS Orchestra	OPEN
SHS Percussion	Beatrice Bosseli
RMS Band	Rashi Sanghi
RMS Choir	Andrew Dimock
RMS Color Guard	OPEN
RMS & Elementary Orchestra	Review Fall 2019

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FUNDRAISING EVENT CHAIRS	
Cookie Dough Sales	Ann Ison Meghana Palande
Pancake Breakfast	Priya Khemani Mrudula Prashant

- Committee recommends year-round recruitment in lieu of spring semester push. Later start to recruitment process left too little time to fill all open positions.

Directors' Reports

NOTE: Due to scheduling conflicts, Michael Boitz and Jason Shiuan's reports were moved up on the agenda.

Michael Boitz

- Attend SHS production of The Sound of Music
- Volunteer and attend the Pancake Breakfast

Jason Shiuan:

- Jazz band will perform with Homestead H.S. jazz band at the Tabard Theater in San Jose. It's an opportunity for students to be "gigging" musicians. Admission is free, however donations are welcome.
- Presented by Kathlyn Uenaka: Winter guard Dayton trip was a success! Video recording of performance shared at meeting. The team earned 16th place at this international event.

Fundraising:

- Presented by Dipti Shrivastav
- Holding a Savers fundraising event at Pancake Breakfast is unlikely as it is necessary for SMB volunteers to collect, store, and transport goods. Additionally, volunteers will be required to off-load goods at the Savers warehouse.
- Is there a storage option at school? Is there a way to run the fundraiser such that student involvement is maximized?
- Further evaluation is necessary to determine feasibility of a Savers event

Tax Returns:

- Presented by Revathi Koteeswaran
- In summary, there was an increase in assets, and a decrease in revenue due to a difference in trip volume
- Motion to approve 2017 and 2018 Saratoga Music Boosters tax returns made by Beth Kingsley and seconded by Dipti Shrivastav. Motion approved.

Audit:

- Presented by Amelia Shen
- Intermediate audit report completed. Full audit performed at year end in July.

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- It is noted that RMS and SHS incomes are below budgeted amounts due to checks not yet cleared.
- Motion to approve interim audit report for 2018/19 made by Sandy Miller and seconded by Michele Loconzolo. Motion approved.

Directors' Reports

Isabel McPherson:

- Band and three levels of orchestra participated in CMEA. It was a good experience to get feedback.

Jon Jow:

- Redwood had a fantastic experience at the CMEA Band and Orchestra festival this year. Judges were superb and a great group across the board. Students learned a lot and had fun performing. Thanks to SHS for hosting as always!
- Coming up is our Mini-Tour to the Music in the Parks festival and Six Flags Discovery Kingdom this Saturday, April 27! Our 7th/8th grade bands and Vivace/Chamber strings will perform at Vanden High School in Fairfield in the morning/early afternoon, then head to Six Flags for some fun and awards ceremony.
- Also looking forward to Pancake Breakfast in a little less than two weeks! Thanks to everyone as always for their hard work behind the scenes and organizing all of us!

Grant Request:

- SUSD grant request for \$49,937 is presented by Jon Jow.
- No SUSD grant requests had been made in 2017-18 due to budget shortfall.
- The grant will further support SUSD music programs by providing funding for additional band and orchestra instruments and supplies.
- Included, is the purchase of a storage container, whose purpose will be to house uniforms and other such items. The relocation of durable goods, elsewhere on RMS campus, will allow the climate controlled spaces to be used for the storage of instruments. Purchase of the container is contingent on approval from SUSD.
- Unallocated budget balance sits around \$132,000.
- Motion to approve proposed grant request for \$49,937 made by Sandy Miller and seconded by Revathi Koteeswaran. Motion is approved.

Presidents' Report:

- Nothing further

Upcoming Events:

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This Month:		
Apr 27	Sa	RMS Mini Tour & Six Flags
Apr 29	M	Jazz Exchange Concert with Homestead at Tabard Theatre
Next Month:		
May 3 & 4	F & Sa	Sound of Music
May 5	Su	Pancake Breakfast
May 17	F	Winter Guard Banquet
May 18	Sa	Jazz Cab - SHS & RMS
May 21	Tu	SHS Band Year End Concert
May 23	Th	SHS Orchestra Year End Concert
May 28	Tu	RMS Band and Color Guard Spring Concert
May 29	W	SHS & RMS Jazz Band & Percussion Year End Concert
May 30	Th	RMS Strings Spring Concert
May 31	F	SHS & RMS Choir Year End Concert

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Summary of Motions

<i>Item</i>	<i>Moved by:</i>	<i>Seconded by:</i>	<i>All ok?</i>
Approve Mar 2019 minutes	Sandy Miller	Dipti Shrivastav	Y
Approve Mar 2019 financials	Sandy Miller	Beth Kingsley	Y
Approve 2018 tax return	Beth Kingsley	Dipti Shrivastav	Y
Approve interim audit	Sandy Miller	Michele Loconzolo	Y
Approve SUSD program grant	Sandy Miller	Revathi Koteeswaran	Y

The meeting was adjourned at 9:20 pm by Jennifer Wisdom.
Next meeting: Monday, May 13, 2019, 6pm

Respectfully submitted by,
Michele Loconzolo
Co-Recording Secretary