

# Saratoga Music Boosters (SMB) Regular Meeting April 10, 2017 - Minutes

**Attendance: Total number of attendees present = 20 including the following:**

Executive Board:

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

Music Directors:

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

**Location:** SHS Staff Lounge

**Call to Order:** The meeting was called to order at 7:05 pm by Co-President Susan Nakahira.

**Guest Speaker:**

Sam from CFS (Custom Fundraising Solutions) presented a fundraising opportunity for SMB: a one day mattress fundraiser. CFS works with large high school marching bands in the area. They provide all the professional marketing materials, such as posters, flyers, banners and signs for around the community. The event is fully staffed by a professional sales team. The school receives approx. 50% from the sale. Our job is to promote the sale. There is no other expense on our end. Suggested dates: October 21 or 22, 2017. We would need to choose a date as soon as possible as they are booked through September. They do have one date in May, but that may be too soon to do proper advertising. Mr. Boitz to liaise with LGHS to see if they have any interest in partnering with this event, possibly with proceeds toward the new truck the District intends to purchase to haul the music trailer.

**Minutes**

- Presented by Shahana Shah. Noted edit from first to second set of minutes distributed prior to meeting: original minutes were corrected to note that Sarah Ouyang will present audit report at the April meeting.
- Motion to approve March 2017 minutes made by Sheeba Garg. Seconded by Naomi Wong. Minutes approved.

**Finance**

- Presented by Naomi Wong
- Spreadsheets and reports for March 2017 distributed prior to meeting.
- Beth Kingsley sending out personalized emails to RMS families who have not paid program dues – so may have more funds coming in for SUSD.
- Jazz Caberet funds are in.
- \$12,000 scholarship gift still in membership account.
- Cash flow, balance sheet, profit and loss were presented.
- Motion to approve financials as presented made by Dipti Shrivastav and seconded by Jane Graham.
- Motion to ratify checks from Comerica #13054 to #13095 made by Beth Kingsley and seconded by Seema Kumar. Motion approved.

**Membership:**

- Presented by Sheeba Garg
- Donor lists will be ready by May 2<sup>nd</sup> to include in spring concert programs

- First spring concert is May 18 (orchestra)

### ***Auditor's Report***

- Presented by Sarah Ouyang
- No discrepancies beyond interest income electronic deposits.
- Reviewed all checks over \$1,000 (53 checks or 27% of total checks issued). This represents 91% of our funds paid. No discrepancies found.
- Motion to approve the audit report made by Dipti Shrivasta and seconded by Jane Graham. Motion approved.

### ***Nominating Committee***

- Presented by Sheeba Garg
- Slate submitted; all executive positions nominated for 2017/18. Sandy Miller and Jennifer Wisdom put forward as co-chairs. Several other non executive positions still open. Slate will be posted on the website including open positions; to be voted on at May meeting.
- Susan and Sandy will invite new members to the May meeting.

### ***Pancake Breakfast***

- Presented by Yuchi Wang
- Date: April 30<sup>th</sup>
- Emails for volunteers and ticket sales sent; performance schedule posted
- Invites sent to 'celebrity' pancake flippers
- Received many items for raffle and auction – thank you to everyone who has already supported this
- Need a lot of volunteers – please sign up and encourage others to do so

## **Directors' Reports**

### **Jason Shiuan**

- Bands working on new music, prepping for end of year concerts
- Starting a small combo with a small group of jazz kids, they have their first gig in May, a Book Go Round event
- WP had great senior night event and two competitions during spring break. Took 4<sup>th</sup> place in final championship, made excellent progress this year.

### **Michael Boitz**

- New building – directors did a walk through prior to spring break. Excited to soon be all under one roof. Making good progress, we are told things are still on track to open first week of August. Community oversight committee coming to do a walk through early May.
- Yuchi noted pancake breakfast supplies are stored in shed next to Redwood, which is leaking. Would be nice to have storage space in the new building.
- Orchestra concert March 24 was a great event – guest orchestra from SoCal was excellent. Thanks to everyone who helped out with meals and organization.
- High school district office very grateful to string students who surprised staff at PD Day in March
- Reported for Andrew Ford - WG ended season on a high – JV and V had great final performances at Independence High. Varsity in scholastic open division this year, much more competitive circuit than previous years.
- Presented two budget amendments. 1) to move \$2000 from orchestra instructor account to orchestra equipment account. A need has emerged to replace some broken equipment. 2) to move \$500 from orchestra instructor account to orchestra repair account. These funds will supplement the orchestra repair account, which will soon be exhausted. The district has already provided \$1500 in additional funds for this. Naomi noted there is \$1000 in the orchestra repair account that has not been touched. Mr. Boitz indicated this and more will be spent due to exceptional amount of orchestra repairs needed this year.

- Motion to approve the amendments as presented made by Sarah Hung and seconded by Sheeba Garg. Motion approved.
- District is making an effort to secure a new truck to haul the district trailer. Expect to pay \$30,000 to \$40,000. District is asking Los Gatos and SHS Music Boosters to allocate some fundraising to this. Sheeba suggested we could do the mattress sale jointly with LGHS with proceeds toward the truck. District may be more interested in the mattress sale if proceeds were to help with this project, as the District has asked in the past that we limit our fundraisers to the current ones only. Not sure if there is a date this school year available – May 13 is the only day the company has available, could we pull it together that quickly? Mr. Boitz to speak with LGHS about this.
- Another expense upcoming is the purchase of a harp. Past students have had their own but the school should have one. Unsure of costs.

### Aryn Krijnen

- Officially signed papers for next year to teach the orchestra program for SUSD. Auditions scheduled as rosters needed by end of April.
- The Redwood orchestra regular day program has 115 first choice elective sign ups so far; may have a few more – 7<sup>th</sup> and 8<sup>th</sup> graders will have two electives so unsure of total student count as some students may have it as their 2nd choice elective.
- Old drama room now the orchestra room; hope to accommodate about 60 students per class.
- Orchestra space will be shared with morning band groups and possibly with choir.
- Elementary program, in an adapted version, will also be taught by Aryn next year, Tues and Thursdays (two days per week) after school. Also starting a third elementary class for those beyond 2<sup>nd</sup> year skill level but still elementary age – have about a dozen students that fall into this category so far. This class will also be able to accommodate Redwood students who can't fit orchestra into their regular school day schedule.
- Reviewing instrument inventory and storage needs.

### Presidents' Report

- No items

### Upcoming Events:

4/8	Sat	SHS Winter Percussion @ James Logan
4/21	Fri	RMS Band CMEA @ Monte Vista
4/30	Sun	Pancake Breakfast
5/3	Wed	Senior Talent Show
5/4	Thurs	Chamber Music in the Bay Exchange Concert
5/8	Mon	SMB Board Meeting / Potluck
5/13	Sat	Choral CMEA

### Summary of Motions

<i>Item</i>	<i>Moved by:</i>	<i>Seconded by:</i>	<i>All ok?</i>
Minutes – March 2017	Sheeba Garg	Naomi Wong	Y
Financials – March 2017	Dipti Shrivastav	Jane Graham	Y
Checks – March transactions, ratify Comerica Checks #13054 to	Beth Kingsley	Seema Kumar	Y

#13095			
Auditor's Report	Dipti Shrivastav	Jane Graham	Y
SHS Budget Amendments	Sarah Hung	Sheeba Garg	Y

Next meeting is May 8th, 2017, a potluck for current and incoming board members. More details to follow.

The meeting was adjourned at 8:35 pm by Co-President Sandy Miller.

Respectfully submitted by,  
Jane Graham  
Co-Recording Secretary