

# SMB:

## SARATOGA MUSIC BOOSTERS

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

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### Saratoga Music Boosters (SMB) Regular Meeting April 16, 2018 - Minutes

**Attendance: Total number of attendees present = 14 including the following:**

Executive Board:

|                 |   |                  |   |                   |   |
|-----------------|---|------------------|---|-------------------|---|
| Sandy Miller    | Y | Sarah Ouyang     | N | Susan Nakahira    | Y |
| Jennifer Wisdom | Y | Dipti Shrivastav | N | Beth Kingsley     | Y |
| Naomi Wong      | N | Seema Kumar      | N | Michele Loconzolo | N |
| Annie Ying      | Y | Jane Graham      | Y |                   |   |

Music Directors:

|               |   |              |   |              |   |
|---------------|---|--------------|---|--------------|---|
| Michael Boitz | Y | Jason Shiuan | Y | Andrew Ford  | N |
| Jon Jow       | Y |              |   | Aryn Krijnen | N |

**Location:** Room M103, SHS Music Building

**Call to Order:** The meeting was called to order at 7:06 pm by Co-President Sandy Miller. Members introduced themselves to Susanne von Stern, a Redwood parent who attended to learn a bit more about the SMB board.

#### **Minutes**

- Presented by Jane Graham
- March minutes circulated prior to the meeting
- Susan Nakahira noted one change – make program ‘dues’ program ‘contributions’, top of page 4
- Motion to approve March 2018 minutes with one change as noted above made by Sandy Miller. Seconded by Beth Kingsley. Motion approved

#### **Finance**

- Presented by Sandy Miller for Naomi Wong
- Spreadsheets and reports for March 2018 were distributed prior to the meeting
- Cash flow, balance sheet, profit and loss were presented
- Checks from Comerica #13400 to #13431 were written in March
- Due to the implementation of the credit card payment availability, a new line in the Cashflow report, **Credit Card Fees** and to the QB (**Acct 5638**) were added to track the credit card fees
- During March & April, seven families paid their program contributions via credit card
- Motion to approve financials as presented made by Jane Graham and seconded by Susan Nakahira. Motion approved

#### **Membership:**

- Presented by Beth Kingsley and Annie Ying

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- Membership is at just over \$96,000
- Question re: can instrument rental and concert clothes be added to the online payment plan? No – those funds do not go to SMB
- Redwood is not yet up and running with the online payment system – do we want to get that started?

### ***Online Payment System***

***Note: A question raised during the Membership portion of the agenda regarding on line payments led to this item being moved up on the agenda to allow for a full discussion/response to the question***

- Presented by Angela
- Angela requested feedback regarding which programs we wish to promote - ie are there any programs that remain far below their target in terms of contributions for this year?
- The consensus was we would like all possible options to be online for payment as soon as possible, there is no one area to target
- Redwood is ready to go online. High school still has 26 families who have not yet made a full contribution (some have paid a portion). Directors are reaching out to these families and have already found the online option saves them time and seems to generate a timely response for contributions
- By next year (2018/19) we want all programs to be online
- Marching band contributions will be requested starting in mid May with the Marching Band kick off meeting – will need a separate form as this is 2018/19
- Angela explained that the online system will not look as customized next year as it does this year, when we were following up with a manageable number of families as opposed to opening it to everyone. She will create tabs to separate high school, Redwood and beginning band/orchestra to make it easier for parents to find the correct program
- Do we want installment options? There is no auto remind feature if we offer installments. Music directors to discuss if we want this option. Feature may be available for a fee – Angela to check on cost so we can make a decision
- Should have a second person trained on this system as back up for Angela

### ***Nominating Committee Members***

- Presented by Susan Nakahira
- Committee is Beth Kingsley (lead), Aparna Seethepalli, Julia Yee, Aparna Kondaguta
- Motion to approve the committee membership made by Annie Ying and seconded by Priya Khemani

### ***Nominating Committee Presenting Slate***

- Presented by Beth Kingsley
- Status of recruitment to date circulated prior to the meeting
- Treasurer still the most crucial position to fill. Perhaps market the position at Pancake Breakfast and reach out to younger families

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- Color Guard liaison– will promote this position at the 8<sup>th</sup> grade information event
- Co- President – there is a person considering the position currently
- All current members are to review their job description (found on the SMB website) and send any changes to Jane Graham
- Angela will promote open positions on website asap

### ***By-Laws and Standing Rules Update***

- Presented by Susan Nakahira
- Members were Sandy Miller, Beth Kingsley, Jane Graham, Susan Nakahira and Jennifer Wisdom
- Several small tweaks but no major changes suggested – changing wording of contributions versus fees, update directors' titles, allow individuals to serve on the nominating committee for consecutive years
- Printed version of by-laws circulated at meeting; Susan reviewed all suggested changes
- The Scholarship section includes four scholarships. At present only one is funded via designated donations – Allen scholarship. Should we maintain the names of the other three scholarships if the families no longer fund them? The three others have been funded by SMB for many years. Directors to discuss how to best structure/name these moving forward, and write up terms
- Any new scholarships should have clear terms in writing, signed by directors and donors
- Motion to approve the updated by-laws and standing rules as presented made by Annie Ying and seconded by Amelia Chen. Motion carried
- Updated version of by-laws will be added to website

### ***Pancake Breakfast***

- Presented by Annie Ying and Beth Kingsley
- This year's event is Sunday May 6<sup>th</sup>. Tickets \$12 in advance, \$15 at the door. Price has been flat for many years. Will also be purchasing a new griddle this year
- Seeking donations for raffles, etc.
- Potential underwriter donor – they wish to put banners up in exchange for a donation. Will also receive back page ad on program. Directors and board agreed to the banners and ad request. Written agreement with underwriter donor currently in process
- Email blast will go out this week regarding event, next week volunteer sign up will go out
- Confirming programs can be printed in house – will need a couple of days notice
- Lawn signs available

### **Directors' Reports**

#### **Jonathon Jow**

- Redwood hosted a wellness fair two weeks ago. Beth and Annie attended to promote music. Kids liked the prize wheel!

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- Thanks to Angela for getting online payment system up and running
- CMEA a great event, student volunteers very welcoming to the Redwood students
- Redwood jazz performing at Café Pink House on Thursday with SHS Jazz combos
- Looking forward to Pancake Breakfast, and to playing in the new music building

### **Jason Shuian**

- Busy month!
- Band concert went very well, first period in particular has made great progress
- CMEA went very smoothly, great to see Mr Pwu back to help
- Senior night for WP, WG – great attendance
- WG in Dayton Ohio during April break. Great experience. Had a strong prelim performance, made it to semi-finals and were just three spots away from the final flight
- Jazz combo students will be part of the Café Pink House event on Thursday

### **Sandy Miller for Aryn Krijnen**

- All going well, looking forward to pancake breakfast
- First large group CMEA festival event – great experience, big thanks to everyone who helped make this event run so smoothly

### **Michael Boitz**

- Orchestra concerts went well. Playing a great deal of rep this year
- CMEA a great success. Thanks to all the volunteers; the food was a particular hit with the adjudicators
- Chamber Music by the Bay – coming this week, doing a side by side concert Friday night, 7pm in M101
- 4<sup>th</sup> period has been working hard on pieces for their video audition for the 2018 mid-west clinic. Huge honor – they were selected to perform! Will be going to Chicago December 2018. Very prestigious event, great honor to be selected
- WG Internationals is a huge event – four sites. Highly sophisticated shows, kids did very well especially for their first time competing at this level
- Sandy added that the stewardess was very impressed with our students, remarked on how polite everyone was

### ***Presidents' Report***

- Reminder of Mattress fundraiser coming up. There are lawn signs available for promotion.
- Jennifer and Sandy will send out an email asking members to review and update their job descriptions
- Next meeting will be a joint current/incoming board potluck. Audit for second half of year will be on the agenda for that meeting, as will budget
- Everyone please think about a person for the treasurer position. It is essential it be filled. Mr Boitz will send one more email specifically recruiting for treasurer

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### **Upcoming Events:**

|             |       |  |
|-------------|-------|--|
| This Month: |       |  |
| 4/19        | Thu   | RMS and SHS Jazz Combos @ Cafe Pink House          |
| 4/21        | Sat   | Mattress Fundraiser                                |
| Next month: |       |  |
| 5/6         | Sun   | Pancake Breakfast                                  |
| 5/14        | Mon   | SMB Potluck & Meeting for current & incoming board |
| 5/15        | Tues  | SUSD Strings Concert                               |
| 5/18        | Fri   | SHS Marching Band Kick off for 2018/19             |
| 5/22        | Tues  | SUSD Band and Guard Concert                        |
| 5/23        | Wed   | SHS End of Year Concert                            |
| 5/24        | Thurs | SHS Bands End of Year Concert                      |
| 5/30        | Wed   | AP Music Theory Concert                            |
| 5/31        | Thurs | Jazz/Percussion End of Year Concert                |
| 6/1         | Fri   | Choir Year End Concert                             |
| 6/7         | Thu   | SHS Graduation                                     |
| 6/8         | Fri   | RMS Graduation                                     |
| 7/31        | Tues  | SHS Marching Band Leadership Camp                  |
| 8/1-8/11    |       | SHS Marching Band Camp                             |
| 8/11        | Sat   | SHS Marching Band Informance                       |
| 8/16        | Thurs | Classes Begin                                      |

### **Summary of Motions**

| <i>Item</i>                                | <i>Moved by:</i> | <i>Seconded by:</i> | <i>All ok?</i> |
|--|------------------|---------------------|----------------|
| Approve Minutes – March 2018               | Sandy Miller     | Beth Kingsley       | Y              |
| Approve Financials – March 2018            | Jane Graham      | Susan Nakahira      | Y              |
| Approve Nominating Committee Membership    | Annie Ying       | Priya Khemani       | Y              |
| Approve By-Laws and Standing Rules Updates | Annie Ying       | Amelia Shen         | Y              |

The meeting was adjourned at 8:40 pm by Sandy Miller  
Next meeting: Monday, May 14, 2018 Location and time TBA

Respectfully submitted by,  
Jane Graham, Co-Recording Secretary