

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 (via Zoom) May 26th, 2020 - Minutes

Attendance: Total number of attendees present = 24 including the following:

Executive Board:

| | | | | | |
|---------------------|---|-------------------|---|---------------|---|
| Jane Graham | Y | Amelia Shen | N | Sandy Miller | Y |
| Dave Holt | Y | Dipti Shrivastav | N | Beth Kingsley | Y |
| Revathi Koteeswaran | Y | Michele Loconzolo | Y | Yvonne Linney | Y |

Music Directors:

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

Location: Via Zoom

Call to Order: The meeting was called to order at 7:03pm by President, Jane Graham.

Welcome:

- Presented by Jane Graham
- Discussion and voting on the preliminary budget will be postponed until the next meeting which will be scheduled for the end of June
- Additionally, Andrew Ford is on leave, It's unclear when he will return.
- Typically the May meeting is a potluck where new members are welcomed and out-going board members are thanked.

Presentation of Proposed 2020-21 Board:

- Presented by Yvonne Linney
- The slate of nominees is as follows:

| PROPOSED SARATOGA MUSIC BOOSTERS OFFICERS 2020/2021 EXECUTIVE BOARD | |
|--|---------------------------|
| President | Yvonne Linney |
| VP Donations | Dave Holt Vidya Vineet |

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| | |
|-------------------------------------|-----------------------------------|
| Recording Secretary | Andy Dimock Michele Loconzolo |
| Treasurer | Revathi Koteeswaran |
| Data Entry Manager | OPEN |
| Parliamentarian | Jane Graham |
| Auditor | Amelia Shen |
| COMMUNICATION | |
| Corresponding Secretary | Priya Rajan |
| Publicity | Rashi Sanghi Ruchi Joshi |
| Webmaster | Jon Linney |
| Photo/Video Coordinator | OPEN |
| SMB Merchandising | OPEN |
| FINANCE | |
| Trip Financial Coordinator | OPEN |
| LIAISONS | |
| SHS Band | Dongni Chen OPEN |
| SHS Choral Program | Aparna Seethepalli Anu Minocha |
| SHS Color Guard/Winter Guard | Dan Smith |
| SHS Orchestra | Sneha Melkote |
| SHS Percussion | Beatrice Bosseli |
| SHS Alumni | Sheeba Garg |
| RMS Band | Vijetha Vadlakonda |
| RMS Choir | OPEN |
| RMS Color Guard | OPEN |

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| | |
|---------------------------------------|-----------------------------------|
| RMS & Elementary Orchestra | Vidya Vineet |
| FUNDRAISING EVENT CHAIRS | |
| Cookie Dough Sales | Ann Ison Meghana Palande |
| Pancake Breakfast | Priya Khemani Mrudula Prashant |

- Key position, of Data Entry Manager, remains open
- All positions and job descriptions may be found on the website
- Sandy Miller moved to approve the board list as presented. Dave Holt seconded. Motion approved.

Minutes:

- Presented by Michele Loconzolo
- April 2020 minutes were circulated prior to meeting,
- Motion to approve April 2020 minutes made by John Linney and seconded by Beth Kingsley. Motion approved.

Financials Reports:

- Presented by Revathi Koteeswaran
- March and April financials were circulated prior to meeting
- SHS music is showing a surplus as there are outstanding checks yet to be processed for instructor salaries in band, orchestra and choir
- Additionally, refunds, totaling approximately \$200,000, have just been sent out to Europe Tour participants
- SUSD balance currently at -\$8,287, with 5th grade band at approximately -\$36,000. This is due to the fact that families were encouraged to direct donations to the Legacy Campaign, which in turn was to fund instrument purchases for the 5th grade program.
- Unfortunately it was not possible to fundraise through Pancake Breakfast this year, however membership including matching gift reached a healthy sum of \$156,739
- Net revenue for April sits at \$406,444
- Checks 14505 - 14512 have cleared through Comerica Bank account
- Yvonne Linney moved to approve the combined March and April financials. Motion seconded by Michele Loconzolo. Motion carries.
- Jane Graham thanked Revathi, Naomi Wong, and Sandy Miller for the many hours spent on preparation of preliminary budget and year-end financials

Revised Articles of Incorporation:

- Presented by Jane Graham
- Revised By-Laws were approved in April 2020; By-laws are evaluated and revised every two years.
- The Articles of Incorporation (AoI) have not been updated since 1979.
 - Per attorney Cameron Hall:
 - AoI always take precedence over By-Laws;

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- corporate law and accepted protocols have changed since 1979; and,
- two-page AoI template, provided to SMB, reflects current laws which are more restrictive but provide greater protection for directors and board members.
- The template was customized by filling in organization name, and purpose- which was taken directly from By-Laws.
- Attorney Hall also recommended further revisions of By-Laws. To reflect consistency in language and compliance with regulations, she has advised the removal of the words *member* and *membership* from the By-laws. It's permissible to use the word *member* in reference to *board members*, for instance, but not as a general term for SMB participants or donors.
 - Article V, section A - remove *membership*
 - Article V, section D item 7d) - replace *membership* with *donations*
 - Article IX, section C item 2 - replace *members of the association* with *board*
 - Article IX, section H - replace *neither the general membership nor the SMB Board shall* with *Neither the board nor any individual donors shall*
 - Article X, section B - add *board* in front of *members*
- It was also confirmed that email notification of special meetings is allowed under current law; notification must be no less than 48 hours. *Article IV: Special Meetings, Section A*, of the By-laws, will be amended as such.
- In addition to the proposed, amended and restated Articles of Incorporation, which were circulated prior to this meeting, it's necessary to make revisions to the By-laws that were approved last month
- Dave Holt made a motion to adopt the amendments to the Articles and to the By-laws as stated. Motion seconded by Sandy Miller. Motion is approved.
- Executed Articles will be sent to CA Secretary of State for approval

Directors' Reports

Jon Jow:

- Not many updates as there are no concerts, fundraisers, or events at this time
- Grateful for the support from the SMB community
- Have held virtual events to keep students engaged and collaborating as much as possible
- Staff are committed to maintaining as many 8th grade traditions as possible; medals and diplomas will be mailed to students
- Redwood Middle School will have a new principal for the 2020-21 school year
- Jane Graham reported that the Memorandum of Understanding (MOU) with SUSD must be updated by June 30, 2020. Both the SUSD superintendent and the RMS principal have been contacted; Jane will follow up after graduation to ensure the updated MOU signed and in place for next year.

Isabel McPherson:

- Echo Jon's sentiment of gratitude
- Students taught parents a scale, and Twinkle Twinkle Little Star. The videos are heart warming, great effort by students and parents
- Hoping to share the final performance video, consisting of recorded audio and a slideshow. Unlike band instruments, orchestra instruments don't overwhelm the audio systems on computers.

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- Jon Jow commended Isabel on her creative ideas and her community building. Last week she held a Zoom baking party for any student wishing to participate. An ingredient list was shared ahead of time, Isabel and the students baked a citrus loaf cake. The event provided a social opportunity for the students to gather virtually.

Michael Boitz:

- Many hours have been spent, by Mrs. Hasegawa and the directors on the cancelation of the Europe Tour
- Meetings with students, regarding changes in the department while Andrew Ford is on leave, are set to conclude tomorrow.
- Eager for traditional instruction; students are missed.
- Directors appreciate parental support during these unprecedented times
- Online video platforms have been a blessing during distance learning
- Students are given five different options for a final project; 44 students chose to submit an entry to the State Solo Festival.
- The takeaway from the last couple of months is kids make the best out of any scenario, finding beauty, friendship and humor - it's been an enlightening experience

Jason Shiuan:

- Senior recognition and awards ceremonies to be hosted this week for all ensembles; all are invited to watch along with students
- Wind Ensemble auditions are complete
- Leadership applications are ongoing
- Many thanks to everyone, especially to alumni parents, whose children have graduated from the program

President's Report:

- Presented by Jane Graham
- In the past, May meetings have been the last meetings of the year. It's customary to thank outgoing board members at that time.
- This year, however, board members will reconvene for a June meeting to review and approve the preliminary budget.
- In an effort to move through the June agenda as efficiently and thoughtfully as possible, Board members are urged to review the forthcoming preliminary budget prior to the upcoming meeting.
- Budgets this year present a unique challenge as educators are tasked with planning for on-campus, as well as online instruction.

Upcoming Events:

Due to COVID-19 pandemic, all upcoming events are canceled

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Summary of Motions

| <i>Item</i> | <i>Moved by:</i> | <i>Seconded by:</i> | <i>All ok?</i> |
|---|------------------|---------------------|----------------|
| Approve proposed Board | Sandy Miller | Dave Holt | Y |
| Approve April 2020 minutes | John Linney | Beth Kingsley | Y |
| Approve combined March & April financials | Yvonne Linney | Michele Loconzolo | Y |
| Approve amended Articles of Incorporation & revised By-laws | Dave Holt | Sandy Miller | Y |

The meeting was adjourned at 8:11 pm by Jane Graham.
Next meeting: TBD

Respectfully submitted by,
Michele Loconzolo
Co-Recording Secretary