

Saratoga Music Boosters (SMB)

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

Regular Meeting in-person, May 9th, 2023: **Minutes**

Attendance: total number of attendees = 19

Executive Board

Cecile Cohen-Jonathan Parliamentarian	Alicia de Fuentes Recording Secretary	Tim Tang Treasurer	Dave Holt President	Senthil Krishnamurthy VP of Donations
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Music Directors

Isabel McPherson RMS	Jon Jow RMS	Jason Shiuan SHS	Beth Nitzan RMS Choir/SHS	Michael Boitz SHS
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Booster Members

Mrudula Prashant	Josh Rupert	Armita Proffitt	Dongni Chen	Rashi Sanghi
Nisha Hebbalae	Sneha Melkote	Ramya Vasu	Bharti Ramaswamy	

Dave Holt calls the meeting to order at 7:36 pm

April Meeting Minutes presented by Dave Holt

Dave Holt asks all present if there are any comments regarding the April minutes. No comments were made, then he asks for a motion to approve these minutes as submitted.

Tim Tang motioned for the approval of the minutes, Cecile Cohen-Jonathan seconded.

Dave Holt abstained from voting as he was absent during the April meeting.

Motion passed unanimously with one abstention.

May Financial and Disbursements (Review/Approval) and Bank Account Totals presented by Tim Tang

Tim Tang: A lot of people don't get the financials and they don't know how to read it. So I decided to do an intro especially for the new folks. Especially to share what SMB is about.

Purpose: This information I took directly from the website: Saratoga Music Boosters (SMB) works with Saratoga Union School District (SUSD) and Saratoga High School (SHS) to provide music programs for students in grades 4 through 12. The goal of these programs is to encourage a love of music and to provide opportunities for students in all grade levels to develop their musical skills.

SMB is made up of volunteers that advocate and raise funds for SUSD and SHS Music Programs.

Ramya Vasu: The purpose as presented on the website is outdated. SMB currently supports music programs from 5th to 12th.

Tim Tang: Then someone must update our website.

Dave Holt: Our charter is to support K-12.

Tim Tang: The following was taken from SMB website:

Supported Programs

Saratoga Music Boosters (SMB) is an all-volunteer, charitable organization that supports music education across the elementary, middle and high school grades at Saratoga schools. Including color guard, choir, band, orchestra, jazz, and percussion - SMB supports our dedicated teachers in the delivery of excellent music education.

Donation Sources

Majority from parents through program donations, then fundraisers, such as Pancake Breakfast, Cookie Dough Drive, Mattress sales, Community Businesses such as those who donate a percentage of sales to customers coming in to support the SMB fundraiser at their business, for example Hong's Gourmet Restaurant and Bai Tong etc and Alumni

Donation Channels

Donations are received in a number of ways:

Check/cash, PayPal, Corporate matching, Stock donations

Dave Holt: We have a Schwab account for stock donations and the stocks must be sold immediately. We can't hold stocks per IRS regulation. The Treasurer must be on the lookout for stock donations and alert the stock to be sold if stocks are received.

Cecile Cohen-Jonathan: What is the % of stock donation?

Tim Tang: Not much.

Dave Holt: Just a few % of total revenue maybe 1-2%

Tim Tang: Some use stock donations toward trip donations. Not very often.

Dave Holt: Typically the benefactor fund sees this type of donation.

Nisha Hebbalae: Do we track amazon smiles?

Tim Tang: This is not considered a donation. From a parent it is a donation but from amazon.smile.com they offer a percentage to the charitable organization indicated by the purchaser with every purchase made. So this form of 'giving' does not cost the person buying items anything.

Fund Allocations

The end of the school year is coming soon and the directors will present to us next year's budget, for the programs listed earlier.

They already know how many students they will have in each program. They take the cost of the programs and divide by the number of students.

Josh Rupert: How much are we funding ourselves?

Dave Holt: The music directors will determine how much more they need to bring in clinicians, offer retreats to Saratoga Springs, and then they put it all together and take the total amount of money and divide the amount by the total number of students.

Tim Tang: As we talked about different allocation channels. We have a person who is responsible for it. Based on forms that were received they will allocate to the correct programs. PayPal is like a shopping cart and it goes directly into the identified program.

Corporate matching is used to match the amount of the donation made by its employee to SMB.

Stock donation was discussed earlier.

All the donations are tracked for who donated and for what, some donors request to be anonymous. When the donor does not specify the program then it is placed in the general SMB fund. General fundraising goes into the benefactor account.

Dave Holt: We track line items of all funds received and benefactors are just generous and they go into the SMB benefactor fund.

Tim Tang: The Benefactor fund, we use it for one time requests. We have new instruments we want to buy this year, trailer maintained; they are examples of benefactor fund use.

Josh Rupert: Do the kids turn the instruments in for the Summer?

Isabel McPherson: They do need to check them back in but we do make exceptions.

Dave Holt: If a donor gives us money with conditions then we can only use it for what the donor intended it for this would be known as restricted funds, most donations are unrestricted.

Financial Reports

Tim Tang: There are four reports: Monthly Balance Sheet, Budget vs Actuals, Cash Flow and Transaction lists.

The fiscal year runs from July 1st to June 30th.

The Balance Sheet is basically a standard balance sheet that shows how much money we have.

We have almost \$million in the May balance sheet (\$893,259.46).

Budget vs Actuals

This shows how our YTD income compares with our Budget.

So the second column on this report shows the Budget we get from the Music Directors at the beginning of the year and the first column are our YTD Actuals.

Some of the actuals for these programs are way under because we haven't seen the funds come in yet. So we need to see the timing for some programs. So, if you expect numbers coming in and the numbers are low then it's fine to ask what happened.

Dave Holt: Historically, it is rare to see the numbers on the right YTD be 100% and they are usually at 80-90%. This is why we hold fundraisers to balance the budget. So, what we are going to do next month is see if we are in a surplus situation. We don't need to save money for the future. So, directors send us your wish lists next month please, send them in so we can zero out the month and make our donors happy.

Michael Boitz: Actuals are what we have spent YTD.

Dave Holt: The red in revenue is not good.

Cash Flow

Tim Tang: You always see revenue and expenses separately, so this is why we have the Cash Flow report as it lists expenses and revenue side by side. When you see carryover you have the extra support defined at the beginning of the year. So once the directors calculate their expenses and make their donation request we will set a carryover to cushion the amount asked.

Dave Holt: Sometimes there aren't as many expenses as calculated and sometimes they did not receive the donations they expected.

Josh Rupert: All of our income is donation.

Dave Holt: The basket sent around the concert does NOT go to SMB.

Cecile Cohen-Jonathan: If you look at RMS there is no carryover.

Dave Holt: Most programs don't have carry over.

Tim Tang: The reason they don't have carry over is because they expect to bring in more money than requested or the program is not too expensive.

These financials are sent 48hrs for the board to review and clear concerns.

Transactions Lists

The transaction lists shows what cheque numbers were used during the past month.

Recorded disbursements for approval in our May meeting are Bank of America cheques numbered 1166 through to 1201.

We must verify that there are no numbers skipped. All cheque numbers that have errors just appear as void.

Dave Holt: That was super great for explaining this at the end of year. Helped everyone understand the treasury.

We are seeking the approval of Bank of America cheques numbered 1166 through to 1201 as well as the presentation of our May financial report.

Alicia de Fuentes motioned to approved, Ramya Vasu seconded
Motion passed unanimously.

Fundraising Update presented by Senthil Krishnamurthy

The Donations team tracks the funds received for all the programs. Budget vs Actuals is the same as described by Tim Tang.

Tim Tang: I thought our lags?

Senthil Krishnamurthy: No we lag.

Corporate matching is a tough one to crack when the donors don't specify the program it should go to, so when the information is not specified we don't know how to allocate it, when they do that's great.

Tim Tang: These funds, when we don't know where they were intended to go, we just allocate to the benefactors fund and when we find this out we can reallocate.

Josh Rupert: The Disney trip sounds like the funding was restricted? It has a stated use, would it qualify as restricted?

Dave Holt: It was not restricted, it was voluntary and it was a donation to SMB.

Josh Rupert: Because it was for a trip?

Dave Holt: We have very clear indications when it is restricted.

Arnita Proffitt: Also this report does not show expenses, it just shows revenue.

Dave Holt: We are going to come in above plan for revenue. Music directors bring in your wish lists and I want to end at zero next month. We have built up the bank too much.

Publicity Update presented by Ruchi Joshi and Rashi Sanghi

Rashi Sanghi: For the first time ever we were able to send courtesy reminders to all pancake breakfast ticket holders. We have a couple of requests.

We were wondering if we can use the email lists to offer thank yous and ask if they would like to receive music notifications?

Last time we discussed the website needs to be revamped.

We would also like to have a dynamic QR code to help us, as opposed to Static?

Dave Holt: I see SMB on Facebook a lot and it is not just rar it is informative.

Rashi Sanghi: We have been receiving info from our Music Directors, and parents too.

Dave Holt: Joe Smitian posted about us.

Rashi Sanghi: Please send us that so we can tag it.

Tim Tang: Regarding your request for IT. So Cecile, this is something you may want to take up. We got google workspace that is coming.

Ramya Vasu: We are working on this with Vidya.

Tim Tang: An IT person will be useful to help with the website. The treasurer has the CRF form.

Dave Holt: So this year and last year our webmaster was a student, So it is difficult to pressure them. So, it is a good thing to look into especially parents with kids in 6th grade or younger.

Pancake Breakfast (PB) Retrospect presented by Sneha Melkote

Tim Tang: The Pancake Breakfast at the end of April was at \$20K. I want people to understand why our report will be different from what the PB team is going to show.

Dave Holt: So it's a timing thing.

Sneha Melkote: Here's the Financial report by the dream team!

Last time we ran Pancake Breakfast we had a 2 month turn around. This year the team came back and we knew how to improve things with experience gained. We improved the cooking technique, we lessened the sodium level of the sausages, and as the planning took place so did the slow build up of team leads.

When we started the year we asked for a budget of \$17.5K because we wanted to go green, so as SMB was in favor of this quest so we went ahead and purchased tablecloths, compostables, cups etc. So the Actuals is \$12,878.31K compared to \$17.5K. We have to acknowledge Angela Chang and her purchasing team who do wonders to keep us under budget.

Nisha Habbalae: There are some blanks in the items. Does that mean there was not an expense?

Sneha Melkote: Yes.

So, the raffle did not take place in 2020 and the DOJ-IRS communicated to us that we need to file a permit and pay \$30 even if the event was held or not. That is why this year we have \$60.

We had banners and posters to be printed because once every 5 years the date changes. Raffle prizes last year we all donated. The trend of the raffle is interesting. I won the iPad last year and Mrudula Prashant won the iPhone this year.

Jim Axline, who takes care of all things grills, donated a new grill to SMB and the other new one was purchased by SMB.

Mrudula Prashant: We used to rent the grill and Jim said not to rent it anymore because it was bad.

Sneha Melkote: The flowers were beautiful.

Rashi Sanghi: And they were used for teacher appreciation week in both SHS and RMS.

Sneha Melkote: We still need payment requests to be filled. We had people come and clean the kitchen professionally because volunteers were low last year.

Alicia de Fuentes: Sneha donated the cleaning service.

Sneha Melkote: So this is the break down:

Advance Online Ticket Payments: \$23,510

Same Day Ticket Purchases: \$8,393

Total plates sold 1300

We had kids come for seconds.

We sold 50 grab bags at \$5 ea

Silent Auction made \$10,918 which is \$2K less than last year because we had more donations last year.

With the after sales of sausages, and strawberries etc

Final profit was \$40,556.69

Dave Holt: Even more than the financial impact it was the community impact which is worth so much more, So why does SMB do so well? This is why!

Sneha Melkote: Corporate Matching is expected

We would like for next year the same budget, we want to buy more tablecloths and another grill.

So we request \$17.5K

Dave Holt: With this budget request report next month with the conservative projected revenue.

By-laws Update Status presented by Cecile Cohen-Jonathan

Alicia and I will work on them and present June 6th.

Dave Holt: Work on this quickly and get a discussion ongoing and see if we get the votes for June 6th.

Nomination Committee Report (2023-24 Board Recruiting Status)

presented by Cecile Cohen-Jonathan

Tim Tang: Cecile, Alicia and Mrudula need to go to the bank after the June meeting.
Cecile Cohen-Jonathan: The executive board is filled. Incoming recording secretaries would you like to say what grades your children are in?

Nisha Hebbalae: I have a sophomore in Orchestra

Bharti Ramaswamy: I have a 7th grader in Band.

Cecile Cohen-Jonathan: All executive positions are filled, we are lacking liaisons on the RMS side. Orchestra is filled, but for Band we only have one Winter Percussion Liaison in High School, Sameer Vaidya.

Dongni Chen: Cecile I told you last meeting I would volunteer for that position.

Cecile Cohen-Jonathan: Yes, but you are the Band liaison.

Dongni Chen: Yes, and it doesn't conflict and I will work with Sameer Vaidya!

Dave Holt: Cecile, they don't conflict.

Cecile Cohen-Jonathan: Oh, ok!

Directors' Reports

Jon Jow: End of year concert dates are on the website.

- 5/18: Percussion Spring Concert with SHS
- 5/23: Band Spring Concert
- 5/24: Orchestra Spring Concert
- 5/31: Choir Spring Concert with SHS

Redwood has such a fun time at Pancake Breakfast! We're grateful to our event chairs, organizers, volunteers, and high school directors/students for another great event. Thank you!

I've been going to Cabrillo Middle School to help them plan for their first ever Disney trip. This year we have 300 kids in music and next year we will have 350. So enrollment is not declining from the music department's optic, in fact, we are growing. Of course, talking to the friend I am helping does keep me in check to see what we have here.

We're looking forward to sharing some new music at our spring concerts. We'll also present some awards as usual, as well as formally updating our Director's Awards name to the Vicki Wyant Memorial Director's Award.

Isabel McPherson: Pancake Breakfast was a big thing and a positive experience. Nice to see kids interact freely and fueled over syrup. Thank you to all music directors for allowing us to have our first ever Orchestra finale. Thank you Mr Boitz for letting me do that, and not saying no.

Had a New York friend/nemesis come and the remark was 'where do all these kids come from?'

Looking forward to the end of year concerts. This concert will be the farewell of some of these kids who I started with when they were in fourth grade.

Michael Boitz: 'Choose Joy' is the language used by the kids from the symphonic band to describe the piece they wanted to play and the words they used remind me of our group. There's a lot of negativity in the World but then my kids see us, they see: pancake breakfast on full display with parents volunteering all day, Cecile bringing pizza to the kids and the list goes on. So on behalf of all the kids in the Department and I, we thank you. I can't thank you enough for all the positivity of this group and this positivity reflects in our enrollment numbers even though overall school enrollment is down. I really think your role modeling makes the difference in the education of the kids.

Dave Holt: It is easy to stay positive in this group. We, the parents, are just part time in this. So we really respect the time, energy and effort you put in for each kid and that is why it is easy to be positive for us.

Ramya Vasu: Yesterday, I was watching the youth commission and one of the questions asked was 'How did you overcome a difficulty?'. One of the students from Saratoga high school shared: 'I just started a new instrument and I was terrible at it, but my Music Director told me I can do this, I have what it takes'. And to have this kid quote that as an example of a difficulty and how it was overcome shows the power of great teachers who encourage learning in a positive and constructive environment.

Beth Nitzan: We are getting ready for our May concert, we had students lead choral workshops, had clinicians come in to work with kids and we also had kids present themselves for leadership positions. Choir received a unanimous superior in their CMEA performance.

Jason Shiuan: Can't thank everyone enough for Pancake Breakfast day. Ms Ritchie came to me for tips on how to run an event. Thank you for the community event. For three of us who were here as students (Jow, McPherson and me) to see this grow and grow is truly impressive.

We love our 2023 students but now we are gearing up for next year, as well as our end of year concert.

Other Business:

Dave Holt: There was a restricted funds donation made in 2016 and the purpose of this donation was to help the children of SUSD employees to fray

the costs of participating in programs. But we had to stop handing out this scholarship once zero fees were required to participate in our music programs and access to programs was through voluntary donations.

So, the donor contacted me to see how we were doing with the scholarship and we figured out how to make her donations work. As mentioned earlier this scholarship only worked when fees were charged. So, what we did was we created a scholarship for music students of SUSD employees for \$500. The agreed Southgate-Johnson Scholarship Fund proposal is:

Annual Scholarship Eligibility:

- a) The student must be the child of a current employee of Saratoga Union School District.
- b) The student must be an active participant in good standing in a program receiving support from SMB (5th-8th grades in SUSD, and 9th-12th grades at SHS).
- c) Those programs currently consist of 5th grade instrumental music, all choir, color-guard and winter-guard programs, all percussion programs, all strings/orchestra programs, and all band and jazz programs at RMS and SHS.

Award:

Up to 4 scholarships may be awarded at the 5th-12th grade level each year in May in the amount of \$500 each.

These scholarships will be awarded beginning in 2023 and will conclude when the original \$12,000 donation is exhausted (approximately 6 years)

SUSD and SHS Directors will collaborate to select scholarship recipients each year, designating recipients in each school district proportionate to # eligible students in each district.

Ramya Vasu motioned to approve the change made to the Southgate-Johnson Scholarship Fund as presented. Mrudula Prashant seconded

Unanimously approved.

Cecile Cohen-Jonathan: What is the status of the container?

Dave Holt: Ask Ken Geisick to put the container up for fixing.

Cecile Cohen-Jonathan: The music info night when SHS students would come and play at RMS, that would be the place to get SMB donations.

Jon Jow: I think you are talking about the trial night for the beginning orchestra.

Cecile Cohen-Jonathan: For back to school.

Jon Jow: Having a night is good.

Isabel McPherson: It was the kick off night for the after school program.

Cecile Cohen-Jonathan: I think it will help with raising funds.

Jon Jow: Donate to Disney and the program.

Ramya Vasu: What is the status of the MOU?

Dave Holt: It's a huge rabbit hole. See me later.

Mrudula Prashant: We need a better speaker system for the quad, we couldn't hear anything at Pancake Breakfast.

Mr. Boitz: We have something on the wish list for that.

Mrudula Prashant: Can we have a generic SMB T-shirt?

Dave Holt: Create a design, have a one time sign up and you order once payments are received.

Tim Tang: Band shirts were done through customink. They will set up a website that you tell the parents to go purchase from there.

Meeting adjourned at 9:12 pm

Summary of Motions

Approval of April Minutes

Tim Tang moves, Cecile Cohen-Jonatham seconds, Dave Holt abstained: motion carries.

Approval of May Financials and Disbursements

Alicia de Fuentes moves, Ramya Vasu seconds: motion carries.

Change made to the Southgate-Johnson Scholarship Fund

Ramya Vasu moves, Mrudula Prashant seconds: motion carries.

Alicia de Fuentes

Recording Secretary