

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 September 17, 2017 - Minutes

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

Executive Board:

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

Music Directors:

Michael Boitz	Y	Jason Shiuan	Y	Andrew Ford	Y
Jon Jow	Y			Aryn Krijnen	Y

Location: Room M103, SHS Music Building

Call to Order:

- The meeting was called to order at 7:04 pm by Co-President Sandy Miller. Introductions were made.
- The by-laws, our governing document, was circulated prior to the meeting. Sandy reviewed the key section - section C – which reviews SMB's purpose and objectives. We support, but do not run, the music programs. The programs belong to the school districts. Sandy circulated SMB's current agreements with the two districts. SUSD has requested we update our agreement with them, which we expect to do so this year.
- Date correction from the original agenda: band demo and orchestra demo nights were flipped - correct dates are band demo Sept 19 and orchestra demo Sept 20th.
- Sandy also confirmed the Pancake Breakfast is May 6th, as opposed to the April date mentioned at the guidance nights earlier this month. This has been clarified with SHS administration.

Minutes

- Presented by Jane Graham
- Minutes circulated via email prior to the meeting
- Motion to approve May 2017 minutes made by Beth Kingsley. Seconded by Kathy Tippetts. Minutes approved.

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Finance

- Presented by Naomi Wong
- Spreadsheets and reports for May, June, July, August circulated via email prior to the meeting
- Cash flow, balance sheet, profit and loss, and transaction detail were presented for each month.
- Motion to ratify checks from May for Comerica #13129 to #13179 made by Angela Kwan and seconded by Jane Graham. Motion approved.
- Motion to approve May financials as presented made by Angela Kwan and seconded by Jane Graham. Motion approved.
- There was no distribution last year for program grants as we were unsure if we would have any unrestricted funds available. We ended up with about \$40,000 unpaid program contributions in each of the districts - at one point we anticipated it could be double that amount. There is therefore a higher end of year cash flow than budgeted as no grants were distributed.
- Motion to ratify checks from June for Citi Bank #8787 to # 8811 and Comerica #13180 to #13195 made by Jill Martin and seconded by Jane Graham. Motion approved.
- Motion to approve June financials as presented made by Yashoda Nag and seconded by Seema Kumar. Motion approved.
- Motion to ratify checks from July for Comerica #13196 to #13197 made by Beth Kingsley and seconded by Susan Nakahira. Motion approved.
- Motion to approve July financials as presented made by Jane Graham and seconded by Dipti Shrivastav. Motion approved.
- Naomi noted that the June Year End Actual and the July Carryover categories may change but the bottom line totals remain the same. These differences are based on the budgeted subsidies of programs to make all programs whole and the remainder in unallocated.
- Note first line item in SMB Unrestricted Unallocated - those funds are being held for program grants per above. About \$160,000 currently unallocated– to be prudent, we expect to allocate about half of that this fall.
- Motion to ratify checks from August for Comerica #13198 to #13208 and Citi Bank #8812 #8817 made by Jane Graham and seconded by Dipti Shrivastav. Motion approved.
- Motion to approve August financials as presented made by Annie Ying and seconded by Dipti Shrivastav. Motion approved.
- New tax preparer this year – the person who formerly managed our taxes retired. As a 501(c)(3) non profit we have to file four sets of taxes each year.

Membership:

- Presented by Beth Kingsley
- Membership is at \$42,151. Includes membership, donations and matching. This compares to \$42,076 at this point last year.
- Volunteers required for demo nights and meet and greets with SUSD programs over the next couple of weeks. Sign up sheet distributed.

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- Kathy Tippetts suggested a kick off for middle school choir, similar to the events for band and orchestra – we don't have a Redwood Choir liaison as of yet.
- SHS band tour of elementary schools (Sept 15) should help build enrollment this year. Jennifer relayed a request for orchestra to participate in such a tour next year. Great support from all three principals for this event. Mr. Boitz mentioned they may alternate band and orchestra visiting the elementary schools each year as it is a large logistical undertaking.

Cookie Dough

- Presented by Jill Martin
- Co-chairs with Jill are Jenni Smith and Sohelia Baniani
- All flyers distributed by Tuesday 9/19
- Change in staffing at the company, Harmony, so some changes to process.
- Volunteer sign up now live.
- Forms due October 11th; distribution date November 1st. May change date next year to not be the day after Halloween.

Directors' Reports

Jason Shiuan

- Final pieces of field show coming together
- All principals very supportive of band visiting the elementary schools, great response from kids
- Concert band music just arrived – we purchased this concerto last year and will be able to premier it
- Trying to have jazz band take greater ownership this year – selected easier music to make it more accessible. Jazz band will be playing in the quad on Thursday during tutorial.

Jonathon Jow

- Thrilled to have a colleague on campus, and to back with SMB and Redwood
- Reviewing instrument inventory and condition
- Jazz band this year will be twice a week, choir also twice a week. New choir teacher Veronica Jenson. All percussion classes on Monday – Mr. Wyant and Mr. Tsukamoto from SHS
- Color guard three mornings per week.
- Would love to combine a band/orchestra/choir/color guard push with the elementary schools
- Two new teachers for SUSD 5th grade band – Mr. Pwu (woodwinds) and Mr Hill (brass)
- Oct 21st first performance at Santa Cruz Band Review
- Naomi wondered what transportation we will use for 5th grade band. Expect to use Kidz Kab again – very reliable last year. Will have to look at enrollment numbers

Michael Boitz

- Orchestra retreat earlier in September. Try to build bridges among all grade levels.

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- Saratoga Springs was not available this year so rented out Sky High
- Great freshman class, enjoy working with them
- Saratoga Strings played at building ribbon cutting
- Oct 11 first orchestra concert – 6pm and 8pm with Lynbrook
- Excellent European trip – kids were great
- Busy summer with two moves (temporary and new building move), rehearsals and trip. Great help from students, parents.
- Will be an official building opening gala concert November 21st. Will invite alumni (this is the Tuesday before Thanksgiving so hope many will be in town). Plan reception in M101 and then concert with all groups giving short performances. More details to come.
- Plan for a pops concert this December. Entire department will perform in one concert together. Will perform two nights to accommodate all families – exact same concert two nights in a row, December 15/16.
- Thanks to volunteers who have stuck through a few challenging moments over the past few years. Feel we are very well positioned, very positive about the year ahead.

Andrew Ford

- Showed some clips of choir performing with Foreigner at Shoreline, and of choir rehearsing with the marching band, first sneak peek of field show with band, choir and color guard at the football game
- Choir retreat was last week
- Very grateful to all be in one building, great collaborative opportunities

Aryn Krijnen

- Very excited to be teaching during school day. Students very capable
- Orchestra is located in former drama room at Redwood
- Trying to use some peer teaching opportunities with mixed experience classes
- Look forward to recruiting for 4th/5th grade orchestra
- About 44% of kids using school instruments. Hope to have a full class set.
- First concert this Friday, a collaboration with Castillero

Presidents' Report

- Presented by Sandy Miller
- Need to clarify difference between program contribution and donation. Programs cannot function without program contributions – these monies go directly to help cover the expenses of the specific program in which a child participates. Not a donation, no tax receipt.
- Donations via membership are tax deductible; these are how we build our program grant funds for things like instrument purchase and repair, guest musicians, sheet music, etc.
- Susan Nakahira – please continue to spread the word that SMB funds did not build this new building – that was Measure E. There still seems to be confusion about this, even among music parents, and a misconception that SMB is very flush.

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Other business

- Mr Botiz put forward a request for funds. This request is coming early in the year as it is equipment marching band needs now. Will also be used by jazz, orchestra, for pops concert, jazz cab, choir, musical etc.
- SHS has brought in a specialist to review current gear and suggest what needs to be upgraded/replaced.
- In the immediate term, requesting \$9000 for:

Presonus Mixer (Studio 3, 32 channel)	\$3,000
Antenna's: Sennheiser G3 DIRKIT8	\$3,500
Wireless Mics: Sennheiser E908B	\$ 500
Uninterruptable Power Supply (Lithium portable power station)	\$1,200
M-Audio Replacement Keyboard	\$ 450
Cables and rigging for antennas	\$ 275
- Motion to approve request made by Susan Nakahira and seconded by Yashoda Nag. All approved.
- Will entertain further grant requests at October meeting. SUSD and SHS Directors will meet to collaborate on wish lists.

This Month:		
9/14 & 9/15	Thu/Fri	Cookie Dough Kick off
9/19	Tue	Beginning Band demo night at RMS 7pm
9/20	Wed	Beginning Orchestra demo night at RMS 7pm
9/22	Fri	RMS Castillero Orchestra Exchange Concert
9/26	Tue	Beginning Band 1st day help 7:10 am - 8am Argonaut
9/26	Tue	Beginning Orchestra Meet and Greet 3:30 RMS
9/27	Wed	Beginning Band Meet and Greet 7:10 am Argonaut
Next month:		
10/6	Fri	No school - MB rehearsal SHS
10/7	Sat	SHS Feste Del Mar
10/9	Mon	No School
10/11	Wed	Cookie Dough Orders Due
10/11	Wed	SHS Orchestra Concert

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10/13	Fri	SHS MB Sr Night and Home Show 6pm
10/14	Sat	SHS Cupertino Tournament of Bands
10/16	Mon	SMB Board Meeting
10/17	Tues	SHS Choir Concert
10/20-21	Fri-Sat	SHS Band Sierra Cup Fresno State
10/21	Sat	RMS Santa Cruz Band Review
10/27	Mon	SUSD No School
10/28	Sat	SHS BOA NorCal Regional SJSU

Summary of Motions

<i>Item</i>	<i>Moved by:</i>	<i>Seconded by:</i>	<i>All ok?</i>
Minutes - May 2017	Beth Kingsley	Kathy Tippetts	Y
May Financials	Angela Kwan	Jane Graham	Y
May transactions - ratify Comerica Checks #13129 to #13179	Angela Kwan	Jane Graham	Y
June Financials	Yashoda Nag	Seema Kumar	Y
June transactions - ratify Citi Bank #8787 to # 8811 and Comerica #13180 to #13195	Jill Martin	Jane Graham	Y
July Financials	Jane Graham	Dipti Shrivastav	Y
July transactions - ratify Comerica #13196 to #13197	Beth Kingsley	Susan Nakahira	Y
August Financials	Annie Ying	Dipti Shrivastav	Y
August transactions - ratify Comerica #13198 to #13208 and Citi Bank #8812 #8817	Jane Graham	Dipti Shrivastav	Y
SHS Equipment request \$9,000	Susan Nakahira	Yashoda Nag	Y

The meeting was adjourned at 8:43 pm by Sandy Miller.

Next meeting: October 16

Respectfully submitted by,
Jane Graham
Co-Recording Secretary