

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 10, 2018 - Minutes

Attendance: Total number of attendees present = 24 including Nancy Johnson, SUSD Superintendent, and the following:

Executive Board:

Namisha Mahuvakar	Y	Amelia Shen	N	Sandy Miller	Y
Jennifer Wisdom	Y	Dipti Shrivastav	Y	Beth Kingsley	Y
Revathi Koteeswaran	Y	Michele Loconzolo	Y		
Annie Ying	Y	Jane Graham	Y		

Music Directors:

Michael Boitz	Y	Jason Shiuan	Y	Andrew Ford	Y
Jon Jow	Y			Isabel McPherson	Y

Location: Room M103, SHS Music Building

Call to Order: The meeting was called to order at 7:06 pm by Co-President Jennifer Wisdom. Members introduced themselves.

Minutes

- Presented by Michele Loconzolo
- May minutes circulated prior to the meeting
- Motion to approve May 2018 minutes made by Naomi Wong. Seconded by Dipti Shrivastav. Motion approved.
- All board members (not just executive) are asked to please review their job descriptions as posted on the SMB website (or create one if your position is not listed there) and send to Jane or Michele. Bullet points or scribbled notes on existing written descriptions are all that is needed.

Cookie Dough Sales Kick Off - moved up the agenda

- Presented by Jill Martin
- Meghana Palande assisting Jill this year
- One change to pricing this year: all cookies (regular and low sugar) and the cheesecakes are same price of \$20
- Kick off is Sept 20/21; November 7th will be pick up, a week later than previous years
- Aim to meet same sales as last year - about \$40,000

Finance

- Presented by Revathi Koteeswaran

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- Spreadsheets and reports for July and August 2018 were distributed at the meeting
- Cash flow, balance sheet, profit and loss were presented
- Check for July 2018 from Comerica #13548
- Checks for August 2018 from Comerica #13549 to #13564
- Sandy Miller pointed out income for SHS band needs to be broken out by category for Aug 2018. Cash flow needs to be corrected even though figures are correct in the P&L
- Motion to approve July financial package as presented moved by Michele Loconzolo and seconded by Jill Martin. Approved.
- Motion to approve the amended August financial package with the corrected figures from the P&L reflected in the cash flow made by Jane Graham and seconded by Dipti Shrivastav. Approved.
- Will review the May and June 2018 financials for approval at the October meeting, as per Naomi Wong's suggestion.

Revised SMB-SUSD MOU

- Presented by Jennifer Wisdom
- District staff and executive representatives from the SMB board have worked on revising the existing Memorandum of Understanding between SMB and the Saratoga Union School District for over a year. The existing MOU was written in 2002 and the music program as it relates to elementary and middle school students has changed significantly in that time.
- The new draft MOU dated 8/31/18 was distributed at the meeting for review and comment. This is a much more comprehensive document that previously existed.
- There is an evergreen clause so although this new MOU expires June 30 2019, if neither party (SUSD nor SMB) wish to make changes in any given year, the existing MOU remains in place by default.
- Motion to approve the MOU as written made by Sandy Miller and seconded by Susan Nakahira. Motion approved.

Comment [Office1]: than that which previously existed?

Membership:

- Presented by Beth Kingsley and Annie Ying
- While Beth reported membership sits at \$22,221 as per the financials she reviewed, Naomi Wong indicated that as of the end of August it is at \$45,425
- About half a dozen families have made multiple contributions for membership – generally paid in the spring and again at back to school time. We will reach out to make sure they intended to make two contributions in 2018
- Some discussion as to whether there is a way for families to track their SMB giving on line, and whether we should proactively offer such a thing. The consensus was this is a very small number of families and we are best to continue to reach out individually to those who make multiple gifts rather than institute any mass emails, which may only confuse matters for the majority.
- This is the first year SMB is able to accept on line contributions – we have paid just over \$600 in fees thus far - based on 2.2% plus 30 cents per transaction. Next year we may offer

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a 'discount' for those paying by check to help cover our fees, depending on the uptake of the on line contribution option. We will review at the end of the year.

Fundraising (addition to the agenda)

- Presented by Dipti Shrivastav
- Had polos and jackets for sale at Informance and Back to School Night
- Gift card sales often happen during BTSN – not this year.
- Dipti noted these two activities are not really fundraisers is there a need to add other more effective fundraising activities.
- Sandy clarified that they are not intended to be fundraisers but do fall under the Fundraising Committee's responsibility. The gift card sales go directly to students' travel accounts while the merchandise sales are designed to build music community spirit and provide a visibility to the program.

Directors' Reports

Jason Shuian

- Great start to marching season, very positive experience, students learning very quickly.
- Entire marching show being written in house; in this way we are able to design the show to our students' strengths
- In two weeks the band will perform at Levi Stadium during half time

Andrew Ford

- Choir retreat was this past weekend – great bonding event
- 30 students in concert choir this year – large increase
- Choir will perform National Anthem at Levi Stadium Sept 21
- First concert Oct 16 with RMS "Stories and Songs" theme. Andrew is directing the choir at the middle school as well as SHS

Michael Boitz

- Fortunate to have a band director willing to write and create a marching show with other in house talent – really inspiring opportunity
- Orchestra completed two and half week audition process. Freshman orchestra is large – about 48 students of mixed experience. Some are very advanced, some closer to beginner so started a chamber group for the more experienced students.
- Orchestra retreat this past weekend
- Scott Lang, motivational speaker, addressed all students on Friday
- Fall showcase concert for orchestra Friday Oct 12
- This year we will do a joint senior night on October 12 for all band, orchestra and color guard students

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Jonathon Jow

- Thank you to all parents for their continued support of the music program
- Instrument inventory almost complete
- Thrilled to welcome Isabel to the Redwood team; multi instrument talent with great marching experience
- Beginning band and orchestra nights are next week – band on Tuesday and strings on Wednesday
- Confirmed there will be parent morning events for beginning band kick off week
- Sept 25 first day for beginning band and orchestra

Isabel McPherson

- Four orchestra classes at Redwood this year; about 50 sixth grade orchestra students
- After school orchestras – only Allegro has started (5th graders). Very small group but will be doing assemblies at the elementary schools this week and hope to increase numbers
- Some alums will be working on the after school program with Isabel - taking a team teaching approach

Presidents' Report

- Jennifer thanked the community, directors and volunteers for their efforts ensuring a great start to a new year.

Upcoming Events:

This Month:		
9/18	Tues	RMS Beginning Band Demo Night
9/19	Wed	RMS Beginning Orchestra Demo Night
9/ 20 & 21	Thu/Fri	Cookie Dough Sales Kick off
9/21	Fri	Levi Stadium performances
9/ 26	Wed	Beginning band meet and greet 7:10 am Argonaut and beginning orchestra meet and greet 3:45 pm RMS
Next Month:		
10/12	Fri	SHS Orchestra Fall Showcase Concert
10/12	Fri	SHS Senior Night - band, orchestra, guard
10/13	Sat	Cupertino Tournament of Bands
10/16	Tues	RMS/SHS Choir concert
10/18 & 19	Thurs/Fri	Cookie Dough orders due
10/20	Sat	SHS marching band/guard at BOA NorCal
10/20	Sat	RMS Santa Cruz Band Review
10/27	Sat	SHS marching band/guard at Foothill Band Review

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Summary of Motions

<i>Item</i>	<i>Moved by:</i>	<i>Seconded by:</i>	<i>All ok?</i>
Approve Minutes – May 2018	Naomi Wong	Dipti Shrivastav	Y
Approve Financials – July 2018	Michele Loconzolo	Jill Martin	Y
Approve Amended Financials - August 2018 with the corrected figures from the P&L reflected in the cash flow	Jane Graham	Dipti Shrivastav	Y
Approve Draft MOU with SUSD	Sandy Miller	Susan Nakahira	Y

The meeting was adjourned at 8:22 pm by Jennifer Wisdom
Next meeting: Monday, October 15, 2018 7pm in M103

Respectfully submitted by,
Jane Graham
Co-Recording Secretary

