

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) September 3, 2020 - Minutes

Attendance: Total number of attendees present = 22 including the following:

Executive Board:

Yvonne Linney	Y	Jane Graham	Y	Amelia Shen	N
Dave Holt	Y	Andy Dimock	Y	Vidya Vineet	Y
Revathi Koteeswaran	Y	Michele Loconzolo	Y		

Music Directors:

Michael Boitz	N	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 7:05pm by President, Yvonne Linney.

Financials:

- Presented by Revathi Koteeswaran
- Financials presented first as Revathi has a scheduling conflict and will only be available for the beginning of this meeting
- Year end 2020 financial report was circulated prior to the meeting
 - SHS Band ended the year with income of \$218,282 against \$266,593 of budgeted expense
 - SHS income and expense totals were \$1,073,840 and \$1,121,486, respectively. The totals are impacted by the still on-going international trip refunds.
 - Redwood Middle School totals \$147,878 income against \$145,347 expenses
 - Elementary programs expenses were \$116,171 against \$46,923 received for program contributions. The deficit was expected as families had been encouraged to contribute to the Legacy Campaign in lieu of Program Contributions for the 2019-20 academic year. Expenses were covered by program grants.
 - SMB fundraising raised \$208,073 against expenses totaling \$54,819. Projected income and expense had been set to \$180,300 and \$63,262, respectively.
 - SMB restricted accounts finished with income of \$36,633 against expense of \$10,237
 - In total, net revenue of \$79,416 will be carried over to the 2020-2021 academic year.
 - For the period beginning May through July 2020, checks 14362 through 14550 have cleared Comerica checking account.

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- Motion to approve the final accounts for the year 2019-2020 was made by Dave Holt and seconded by Michele Loconzolo. Motion carries.
- Accounts are still in the process of being reconciled for period ending 31st August; however, balance sheet and transaction list have been shared. August financials will be reviewed and approved in October
 - A decision needs to be made as to how to proceed with the \$6,000, that had been pre-paid to Saratoga Springs, for the canceled band camp
 - So far, there's been a robust response in some SHS program contributions; \$78,733 of the budgeted \$101,500 has been received from band participants, for instance.
 - Choir typically lags in response, however forms were distributed and contributions total \$9326, about 45% of the budgeted revenue
 - There has been very little activity on SUSD programs with regard to income and expense.
- In June an e-vote was taken (see addendum below) to pass a preliminary 2020-21 budget. As it had been unclear whether or not students would return to campus for in-person instruction at the time, it was decided that program contributions would be determined at a later date. As a result of the remote learning model adopted for the start of the school year, and current public health restrictions, the following program contribution changes are proposed:

	2019-20	2020-21
Marching Band	\$1,480	\$725
Orchestra	\$560	\$490
Choir	\$490	\$340
RMS Marching Band	\$650	\$300
5th Grade Band	Legacy Campaign	\$350

- Jane Graham moved to approve the final program contribution budget for 2020-21. Motion was seconded by Anu Minocha. Motion carries.

Introductions:

- President Yvonne Linney welcomed everyone
- Attendees introduced themselves
- Kristina Nakagawa joins SHS as long-term substitute director for Concert Choir and Chamber Choir. Kristina has a long and impressive resume as artistic director and choir director for several local prestigious choral organizations, and the students are loving working with her.
- Norman Dea is leading SHS Orchestra while Michael Boitz is out on leave. Norm had taught high school instrumental music for over 30 years.
- Sean Clark is covering for Marching Band during Michael Boitz's leave. Sean has taught at SHS and RMS over the last 3 years.

Minutes:

- Presented by Michele Loconzolo
- May 2020 minutes were circulated prior to meeting,

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- Motion to approve May 2020 minutes made by Jane Graham and seconded by Andy Dimock. Motion approved.

Donations Report:

- Presented by Vidya Vineet
- Data compiled from Charms database for July 1st through September 3rd
- This year band families had the option to contribute in installments; some families have chosen to do so.
- Income from the programs with the greatest participation are as follows:
 - Choir: \$11,603. Of the 61 students participating, 33 have made contributions;
 - Color Guard: \$7,975. Eleven of the 24 participants have made a program contribution;
 - Marching Band: \$69,236, with 90 of the 124 students having made a program contribution;
 - Orchestra: \$46,424, with 94 of the 120 students having made a program contribution; and,
 - Benefactor donations stand at about \$35,000 with 136 families contributing
- Student Accounts:
 - Individual student accounts will be dissolved by year end
 - Initially, families were given until September 15th to make a decision as to how the remaining balance, in their respective student's account, will be treated. That deadline has been postponed as it has become evident that the students' accounts will need to remain active until all the refunds for the canceled European Tour have been issued
 - Once tour refunds are complete, another reminder will be sent to families, explaining the future of student accounts and the date by which a decision must be made on the handling of the remaining balance. Funds remaining in student accounts past the specified date will be moved into the scholarship account.
- Income from corporate matching stands at about \$700; increased activity is expected in the coming months.
- Tax receipts will be generated monthly, thereby providing donors with the documentation necessary to submit for corporate match. Donor data reports will be generated, for that purpose, using Charms.

Fundraising:

- Presented by Yvonne Linney
- Gift cards from SMB's current inventory are being sold on SMB's website to benefit SMB, healthcare professionals, and wildfire evacuees. Purchased gift cards are sent to two local aid organizations for distribution directly to the fire victims and healthcare workers. The campaign, originally slated to run for one week, has been extended until 11th September.
- T-shirt fundraiser presented. Shirts with custom SMB design sold for \$25, with SMB receiving \$10/shirt from the proceeds. A minimum of nine shirts must be sold in order for the company to produce the t-shirts. No up-front cost. Shirts shipped directly from the company to the buyer, no handling issues for SMB. Order can only be open for a certain time as the company begins producing the shirts when the order window has closed. SMB can choose to extend the order window or start subsequent orders, if there's demand. T-shirts will be offered in blue, red and black. Design created by Ruchi Joshi and Jon Jow. T-shirts will be promoted along with other SMB fundraising campaigns.

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SARATOGA MUSIC BOOSTERS

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Cookie Dough Fundraiser:

- Presented by Ann Ison
- Cookie dough sales will be carried out online this year; there'll be no door to door solicitations
- Fundraiser will run September 17th through October 16th, with pick up scheduled for November 5th in the SHS parking lot
- Student sales incentives include Starbucks gift card and free cookie dough
- Students will be responsible for payment collection and cookie dough distribution, all the while maintaining compliance with COVID-19 public health mandates.
- Fundraiser will be promoted to the greater community through social media; orders may be placed by individuals directly through the SMB website
- Music directors will explain the sales process to students

Directors' Reports

Jason Shiuan:

- It's been necessary to re-invent how curriculum is delivered. Students have been patient and flexible
- Leadership Team members have really stepped up. They've worked with peers, helping and giving feedback, in break-out rooms
- Clinicians have been sought through the directors' networks of peers and friends. The unique circumstances have provided opportunities for students to work with talented professionals from around the country
- It had become evident that the initial focus on skill building ought to be augmented with meaningful collaborative opportunities for the students. Thanks to the District, the Department has been able to purchase an app aimed specifically at delivering this integral part of the curriculum.
- Choir students have been recording their parts individually. Eventually the many parts will be combined to showcase the performance to students.
- SHS MB alumni have been invited to talk to marching band students over the last two weeks allowing current students to understand the importance of their stewardship of SHS MB legacy.
- With many district teachers affected by the wildfires, the SHS student leadership team has organized a virtual concert to benefit Santa Cruz County fire victims . The concert is scheduled for Saturday, September 26th.
- Other students have recorded pieces to send to SHS teachers as a pick-me-up.

Jon Jow:

- First few weeks have been focused on community building. Students are picking up instruments this week, they have been eager to start playing.
- Have received approval to proceed with virtual delivery of RMS extracurricular programs of percussion, choir, and color guard. SUSD has seen a change in administration, with a new principal at Redwood beginning last month. Additionally, the district has opted to leave the position of vice principal open. As a result music directors have needed to outline and give context to the intricacies of the SUSD music program.
- Will meet with assistant superintendent of SUSD to discuss elementary strings

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Isabel McPherson:

- In an effort to help students get more organized and achieve greater independence with the remote learning platforms, Isabel made an ‘escape room’ where students had to find clues in Google Classroom.
- Students have connected online, seeing each other and commenting on their peers’ videos

President’s Report:

- Presented by Yvonne Linney
- European Tour officially canceled
- World Projects, the tour operator, is expecting to recover around 80% of the deposits and fees paid

Upcoming Events:

Sept 26	Sa	Santa Cruz Fire Victims Benefit Concert
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Summary of Motions:

<i>Item</i>	<i>Moved by:</i>	<i>Seconded by:</i>	<i>All ok?</i>
Approve 2019/20 year end financials	Dave Holt	Michele Loconzolo	Y
Approve 2020/21 program contributions	Jane Graham	Anu Minocha	Y
Approve May 2020 minutes	Jane Graham	Andy Dimock	Y

The meeting was adjourned at 8:47 pm by Yvonne Linney.
Next meeting: October 1, 2020 at 7pm

Respectfully submitted by,
Michele Loconzolo
Co-Recording Secretary

Addenda:

2020/21 Preliminary Budget E-Vote Results

In response to the call for an e-vote on June 24, 2020, the following motion was made by Beth Kingsley:

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I make a motion That SMB pass a preliminary 2020/21 budget of \$75,400 revenue and \$19,255 expenses.

The motion was seconded by Dave Holt, as follows:

I second Beth's motion amending it to refer specifically to the budget attached to Michele's email from Jane.

A total of eleven votes in favor of the motion, and zero opposed, have been received and are recorded. No comments were received. Seven of the eleven respondents are executive board members. In accordance with SMB By-Laws, Article XIV, a simple majority of emailed responses, including those of at least three executive board members, is required for a measure to pass. The motion carries.

The following is a list of all respondents for the 2020/21 preliminary budget e-vote:

Beth Kingsley	Dave Holt	Yvonne Linney
Naomi Wong	Sneha Melkote	
Rashi Sanghi	Jane Graham	
Sheeba Garg	Revathi Koteeswaran	
Sandy Miller	Michele Loconzolo	

The original communication, including the 2020/21 preliminary budget, is attached below.

Dear fellow SMB board members:

I hope this email finds you all well.

Please see the note below from Jane. One person needs to reply all to make the motion. A second person needs to reply all to second the motion. Thereafter, please reply only to me. I will tally the votes and communicate the results. Please reply by noon tomorrow, Thursday, June 25th.

Thanks,
Michele Loconzolo
Recording Secretary

Begin forwarded message:

From: Jane Graham <janegraham@rogers.com>

Subject: SMB email motion with attachment

Date: June 24, 2020 at 10:52:07 AM PDT

To: Michele Loconzolo <michele@loconzolo.com>

Reply-To: Jane Graham <janegraham@rogers.com>

Hello Board

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As you may recall, the outgoing SMB board normally passes a preliminary budget in May for the coming academic year. The new board then revisits that budget in November, once we have a better handle on program registration and contributions, and makes adjustments accordingly.

This past May we tabled the budget discussion until June in the hopes we would have a clearer picture of how the coming academic year would look. Unfortunately we don't yet have much more clarity. Our by-laws stipulate we must pass a preliminary budget by June 30th. Therefore, we propose to pass only the SMB portion of the budget at present. ie SMB revenue projection (membership donations plus matching funds) and SMB expense projections. The attached document details this budget: \$75,400 in revenue and \$19,255 in expenses. Passing this budget will satisfy the requirements of our bylaws.

We understand the school districts expect guidance from the county by next week, and aim to be in a position to communicate their plans for the start of the school year by mid July. We will therefore postpone the remainder of the budget until we have a better grasp on the year ahead. For those of you continuing on the 2020/21 board, you can expect to hear from our incoming President, Yvonne Linney, regarding next steps with the budget in July. In the meantime, we propose the following motion:

That SMB pass a preliminary 2020/21 budget of \$75,400 revenue and \$19,255 expenses.

Thank you for taking a moment to respond per Michele's instructions above.

Finally, to our outgoing board members, a huge thank you for all your time and work. Together we successfully tackled some big organizational questions and accomplished a great deal, all while the landscape continually moved beneath our feet. A very worthy record. I so appreciate each of you - it has been a pleasure to work with you!

Cheers,
Jane

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Saratoga Music Boosters	SMB Budget 2020-2021	Dated June 24th 2020	
SMB Unrestricted			
Unallocated Fund	-	-	
Prior period Carryforward	-	-	
4312 Cookie Dough	-	-	
4352 Cookie Dough Donation	-	-	No budget - but tracked separately.
5620 Cookie Dough Sales	-	-	
4999 Revenue in Suspense	-	-	No budget
4313 Wreath Sales/Candles	-	-	
5617 Wreath Sales/Candles	-	-	
4314 Percussion/Winter Guard Show	-	-	
5492 Percussion/Winter Guard Show	-	-	
4315 CMEA Festival	-	-	
5493 CMEA Festival	-	-	
4316 Jazz Cabaret	-	-	
4356 Jazz Cabaret Donation	-	-	
5632 Jazz Cabaret	-	-	
4317 SMB Misc Fundraising	-	-	Gift cards, mattress fundraiser(every other year -20-21 is Off year)
5622 Misc Fundraising	-	-	
4313 Alumni Fundraiser	-	-	
4357 Alumni Fundraiser Donation	-	-	
5617 Alumni Fundraiser	-	-	
4311 Pancake Breakfast	-	-	Look at this option in November
4351 Pancake Breakfast Donation	-	-	
5624 Pancake Expenses	-	-	
4321 Notecard Fundraiser	-	-	
5633 Notecard Expense	-	-	
4322 T Shirt & Sweatshirt Sales	-	-	
5335 T Shirt & Sweatshirts	-	-	
4322 Spirit Gear	-	-	No marching band season(check in Nov)
5335 Spirit Gear	-	-	No marching band season(check in Nov)
4320 Interest Income	400	-	400
4324 Gain on sale of Stock	-	-	
5616 Bank Charges	500	(500)	Excluding credit card charges
4329 Non Cash Donations	-	-	
4340 Membership	50,000	50,000	
4341 Matching Donation	25,000	25,000	Revisit in Nov after looking at trends
5611 Mailings & Postage	600	(600)	Stamps + Red Envelope contribution
5612 Liability Insurance	1,000	(1,000)	Need to increase coverage per MOU
5615 Office Supplies	600	(600)	
5614 Website	350	(350)	3dCart(\$130) Weebly(\$33) Smugmug(\$50)
5618 Accounting Fees	2,655	(2,655)	Charms(\$395) and tax prep(\$1250) and \$720 for Intuit
5629 Stipend	-	-	
5619 Other	3,850	(3,850)	McAfee rental for RMS(\$3500) + \$350 for publicity(Football Program)
5619 Publicity	-	-	
5628 School Tour	-	-	
5636 Membership Expenses	500	(500)	Green Paper, Food for Parent coffee
5630 Gifts	-	-	
5631 Awards	4,300	(4,300)	\$1300 each program, \$300 boutonnières, CMEA awards
5638 Credit Card Fees	3,500	(3,500)	Paypal Fees
Unrestricted Sub-Total	75,400	17,855	57,546
SMB Restricted Accounts			
Prior Year Carryforward	-	-	
5635 Program Wishlist	-	-	Now Item
4318 Student Account Revenue	-	-	
5623 Student Account Expense	-	-	
4319 Capital Reserve	-	-	
5613 Capital Expenditures	-	-	
Prior period Carryforward	-	-	
4331 Orchestra Scholarship	-	-	
5626 Allen Orchestra Scholarship	200	(200)	2 \$100 awards to 8th grade orchestra
4332 Schwab Donations	-	-	
5621 Schwab Scholarship	500	(500)	5 \$100 awards SUSO
4333 Worden Donations	-	-	Nil
5625 Sue Wordan Scholarship	-	-	Scholarship closed
4334 Uniforms Revenue	-	-	No depreciation as fund at Max
5634 SHS Uniform Expenses	-	-	None
Designated Instruments	-	-	
4336 -Designated Donations	-	-	
5314 Designated Equipment	-	-	Wishlist awarded this year not spent until next year
5633 SHS Sound System	-	-	
4170 Percussion Donations	-	-	
5613 Percussion Drive Instruments	-	-	
4321 Piano Fundraiser	-	-	
4323 Piano Donation	-	-	
5633 Piano Fundraiser	-	-	
4335 Instrument Donation	-	-	
4338 SMB Misc Scholarship	-	-	
5627 Scholarship	700	(700)	7 \$100 awards SHS
Restricted Sub-Total	-	1,400	(1,400)
SMB Total	75,400	19,255	56,146

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Gift Card Fundraiser E-Vote Results:

In response to today's e-vote request, Rashi Sanghi made the following motion:

I approve the fundraising campaign to sell SMB's existing gift card inventory through our web-store and distribute those gift cards to Valley Medical Center and Prince of Peace Church.

The motion was seconded by Vidya Vineet

A total of ten votes in favor of the motion, and zero opposed, have been received and are recorded. No comments were received. Six of the ten respondents are executive board members. In accordance with SMB By-Laws, Article XIV, a simple majority of emailed responses, including those of at least three executive board members, is required for a measure to pass. The motion carries.

The following is a list of all respondents for the gift card fundraiser e-vote:

Rashi Sanghi	Vidya Vineet
Jane Graham	Yvonne Linney
Priya Rajan	Sheeba Garg
Michele Loconzolo	Dave Holt
Ruchi Joshi	Andy Dimock

The original e-vote communication is attached below.

Begin forwarded message:

From: Michele Loconzolo <michele@loconzolo.com>

Subject: Please reply by 8PM tonight

Date: August 27, 2020 at 1:58:24 PM PDT

As many of you are aware, SMB traditionally sells gift cards at concerts and other events to support student accounts and our general fundraising. We generally realize about a 6% profit on gift card sales. With no in person events in the foreseeable future and student accounts in the process of being wound down due to IRS compliance changes, a new manner in which to sell our existing inventory of gift cards - while also supporting our larger community - has been proposed. At present we have \$14,000 in gift cards from Safeway, CVS, Starbucks, and Hong's.

SMB would still sell the gift cards, recoup our initial investment and realize the approximate 6% revenue. Families purchasing the gift cards could direct them to either our front line medical workers at Valley Medical Center (San Jose) or to support fire evacuees through Prince of Peach Church (Saratoga), which is serving as an evacuation center. SMB would distribute the entire face value amount of the gifts cards to the respective organizations, both of which are

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registered charities, and they would manage the gift card distribution. Gift cards would be sold on our webstore.

ONE person will need to make the following motion and reply ALL:

I approve the fundraising campaign to sell SMB's existing gift card inventory through our webstore and distribute those gift cards to Valley Medical Center and Prince of Peace Church

ONE person can reply ALL to second the motion.

After the motion is seconded to all, please reply ONLY to michele@loconzolo.com with your vote **by 8pm tonight, Thursday, August 27th**.

I understand this is short notice. The intention is to advertise the fundraiser in tomorrow's Friday Letter, from Principal Louie, if the motion carries.

Thanks in advance for your prompt responses,
Michele Loconzolo
Co-recording secretary