

# SMB:

## SARATOGA MUSIC BOOSTERS

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

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Regular Meeting in-person on Nov 14th, 2023, for 2 Hour 18 Minutes  
Attendance: total number of attendees = 21

## Attendees

### Executive Board

Name	Role
Alicia de Fuentes	President / Pancake Breakfast co-chair
Mrudula Prashant	Co-VP Donations / Pancake Breakfast co-chair
Nisha Hebbalae	Co-Recording Secretary
Bharti Ramaswamy	Co-Recording Secretary
Ramya Vasu	Parliamentarian / SUSD & RMS Program Donations Chair
Tista Kapoor	Co-VP Donations/ RMS Band Liaison

### Music Directors

Name	School
Isabel McPherson	RMS
Jon Jow	RMS
Jason Shiuan	SHS
Beth Nitzan	SHS
Michael Boitz	SHS
Sean Clark	SHS
Takako Hasegawa	SHS

### Booster Members

Name	Role
Vrinda Gopal	SHS Percussion Liaison
Suzie Kim	RMS Music Programs
Richard Aochi	Controller
Oliver Su	Student Webmaster
Dongni Chen	SHS Band Liaison
Arnita Proffitt	SHS Color Guard/Winter Guard Liaison
Josh Rupert	RMS Choir Liaison
Lily Chow	Cookie Dough Fundraiser Chair

Alicia calls the meeting to order at 7:05 pm.

## October Meeting Minutes Approval

(presented by Alicia de Fuentes):

**Alicia:** I sent out the October meeting minutes a few days back for review. Do we have comments or corrections? Is there a motion to approve the meeting minutes?

**Ramya** makes the motion to approve the minutes, seconded by **Mrudula**. May the record show that the motion passed unanimously.

## Cookie dough update

(presented by Oliver Su on behalf of Lily Chow and Meghana Palande)

**Alicia:** I want to start by thanking our amazing chairs and volunteers. They had many challenges, such as when the supplier did not supply all the orders as expected. But for every problem they found quick solutions. Thank you to all those who helped. Oliver, would you like to present?

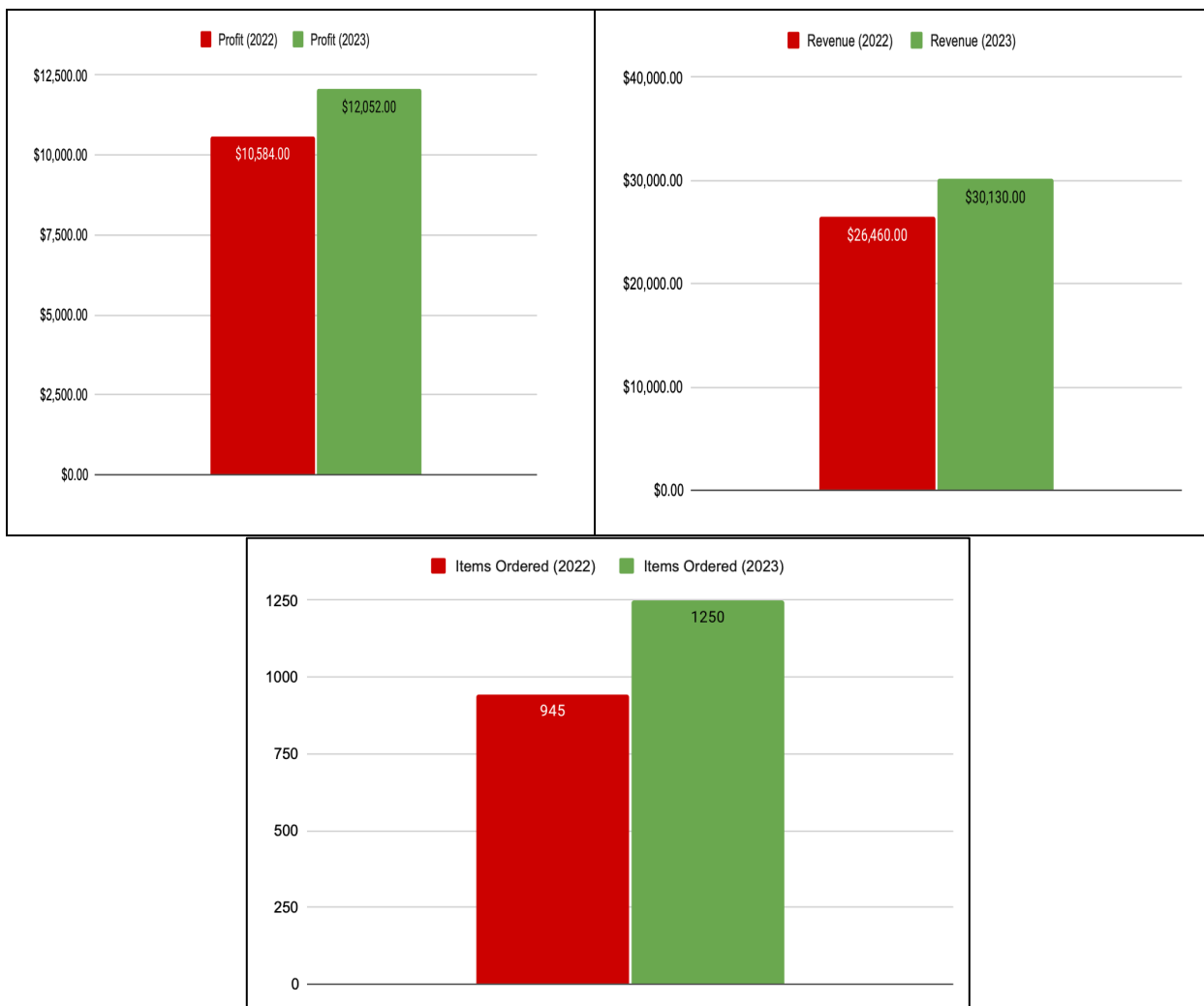


Figure 1 Comparison of 2022-2023 sales data

**Oliver:** Last year we used a different provider (Harmony). This year we switched over to EB. This lowered the price by \$3 for each item. We got a free box for every 10 sold, instead of 12. We have

\$1500 more in profits this year. Increased revenue by \$4000, still maintain same profit margin. Got 300 more items this year. Overall, we had a pretty big increase.

This year we also added new items – cheese balls, trail mix. However, these did not sell too well. Protein puffs are in the red on the graph. Our top seller was chocolate chip cookie dough.

**Alicia:** Do you notice if the change in provider was any better? Any issues?

**Oliver:** Distribution was messy, which could be due to labelling issues. No issues with the vendor otherwise. The previous vendor, Harmony started raising prices on us, which is why we switched. EB offered new items which did not sell well. Next year we will remove these items to save on time and logistics.

**Alicia:** Makes sense. It was a successful fundraiser. I admire the tenacity of Lily. She says her goal is to make more money. She did not give up until she made more money. Thanks Lily and Meghana. SMB is grateful to you both.

## Donations

(Presented by Tista)

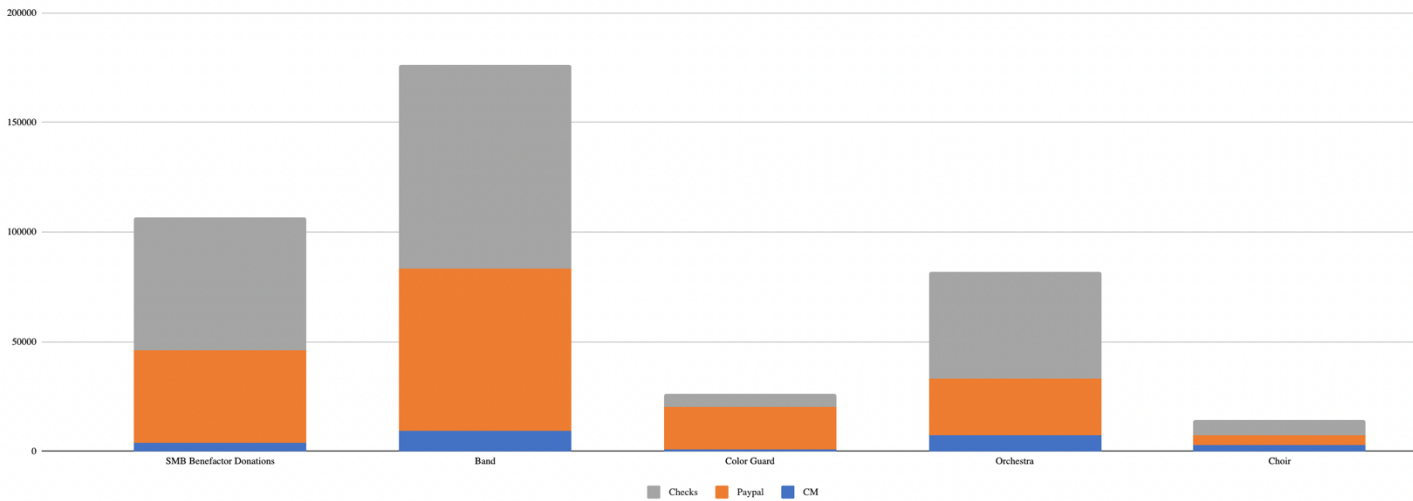
**Tista:** Let's start with SHS. The orange bars are expected donations (no. of students X expected per student donation). Blue bar is donations received so far. Marching Band actuals should go up a bit more since we got more recent donations. Any questions?



**Jason:** Does it account for corporate matching?

**Tista:** Next slide breaks down by donation method, which includes corporate match.

SHS Donation Breakdown by Type



It has been all accounted for. We still have a few checks coming in, which was a surprise. Corporate match is trickling in slowly. Grey indicates donations through checks, orange indicates PayPal donations, blue indicates corporate matching. All donations are accounted for in this chart. That's it for SHS. Any questions?

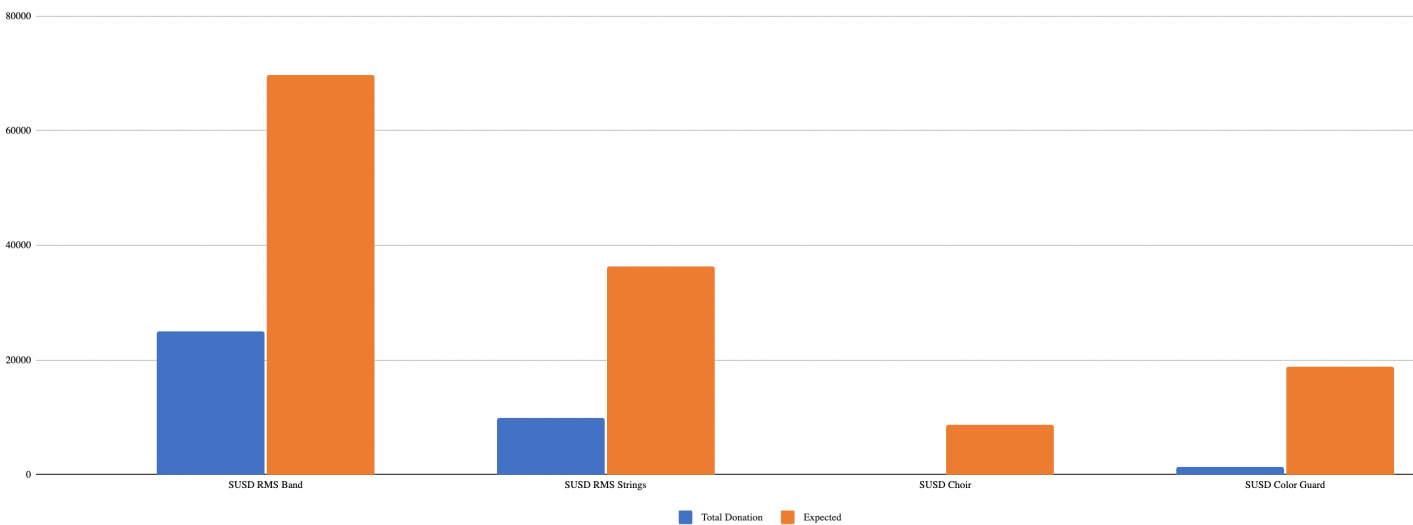
**Mrudula:** Orchestra actual is still low.

**Tista:** It was a surprise for me, however corporate matches are still trickling in. Mine came 3 or 4 months after I donated, right about now, so perhaps it is the same for other donations. Any questions?

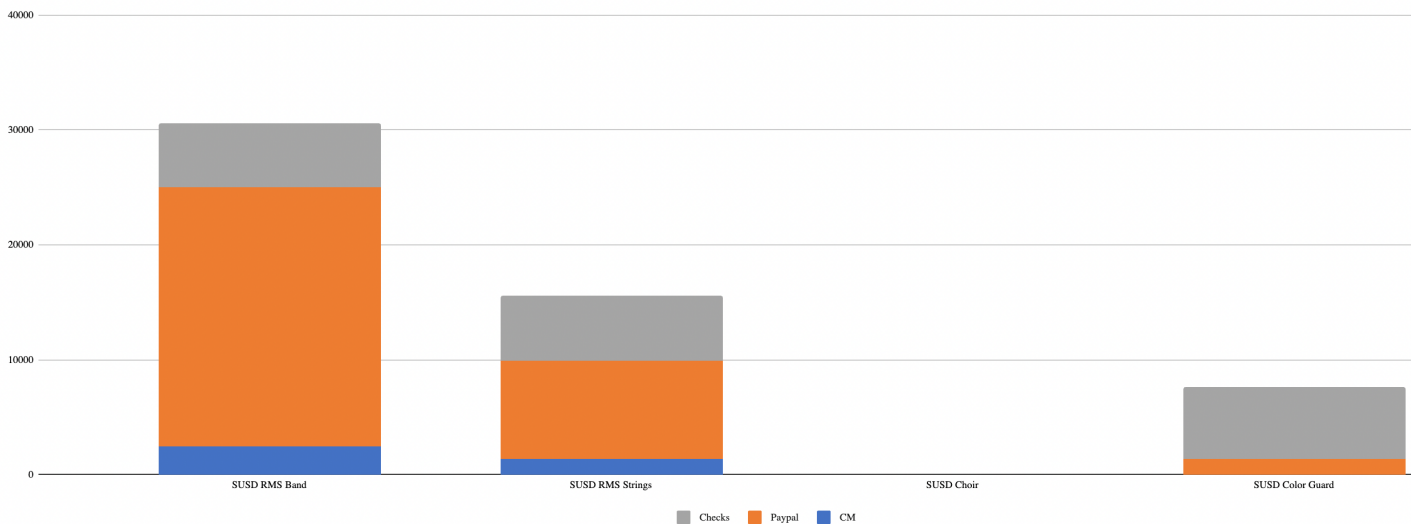
**Alicia:** Companies have a limit on how much they match during the year. Some families may have hit that limit and are waiting to make donations to get the full matching, which might happen next year. We are one such family. That might have affected the donation income.

**Tista:** Next we cover SUSD. Band has got the most donations. But we are low at 30%. Orchestra is at 27% Choir is at 0%. We have had only 2 corporate matches.

SUSD program donation summary



SUSD Donation breakdown by type



	SMB Benefactor Donations	Band	Color Guard	Orchestra	Choir		SUSD RMS Band	SUSD RMS Strings	SUSD Choir	SUSD Color Guard
CM	3985	9545	695	7365	2700	CM	2430	1325	0	0
Paypal	41925	73670	19460	26030	4800	Paypal	22545	8585	0	1400
Checks	61032.8	92840	6255	48285	6700	Checks	5598.59	5695	0	6255
	SMB Benefactor Donations	Band	Color Guard	Orchestra	Choir		SUSD RMS Band	SUSD RMS Strings	SUSD Choir	SUSD Color Guard
Total Donator	45910	134645	23630	34765	8400	Total Donation	24975	9910	0	1400
Expected	80000	241860	43090	113710	24600	Expected	69735	36335	8750	18850

**Mrudula:** RMS band has got the most income, but still low on incoming donations. Expected \$69,735. Received only \$24,000. Choir is zero at RMS. I double checked; it really is low.

**Alicia:** I sent an email to Jemal. I asked him about tree lighting and funding for the choir. He did not answer the question about choir. Did we hand out the forms for the choir?

**Jon:** Yes, forms got taken from my room. I think they got handed out.

**Ramya:** Is it ok to share this on the RMS WhatsApp group with other parents?

**Alicia:** Yes, there's nothing confidential about it.

**Jon:** Is this the most up to date? I saw on the financial spreadsheet that the actuals for band and orchestra are different.

**Mrudula:** This is the report we sent to the treasurer as of Oct 23.

**Alicia:** I know that Rev generated the final report a few days after you generated this. She sent it out around the 8<sup>th</sup> of November.

**Tista:** It should still match; she uses the treasurer reports we generate for her.

**Alicia:** But if a check donation is pending, this could be reflected later.

**Tista:** If she got additional checks after the report was generated, perhaps the number will vary, but PayPal should be up to date.

**Isabel:** Good to share the percentages to make families aware that their donations matter.

**Alicia:** I think we should send a message that we are low on donations. This is the extracurricular that SMB supports, and we need the family donations to support us. Do we have the breakdown?

**Tista:** Did the directors get additional checks at SUSD that we may have missed? Most payments are online via PayPal.

**Isabel:** We got some checks. 3 recently, but many earlier.

**Tista:** Perhaps they are not categorized properly. We received the donation checks before we got the final rosters. We were not sure what program the check went to. We apply everything toward the program first, and then to the benefactor account. Checks are categorized manually by us, so there might be inconsistencies.

**Ramya:** Can we look into using a vendor to handle corporate matching? There are organizations that process donation payments and request the corporate match for a fee. We could get more matches this way, since they automatically match for you, if the donor forgets to submit their

donation for a match. Organizations like “[Double the Donation](#)”. The donor chooses the category, and the payment goes through this organization. The donor is asked who their employer is. If the employer has a donation match program and if the donor agrees to share the information, the donation match request is sent. This company takes care of everything.

**Alicia:** Let’s investigate this some more before deciding to adopt it.

**Ramya:** There are many organizations, but the most popular one is Double the Donation.

**Alicia:** Do they have an agreement with companies, to whom they submit the match request? Do they charge a percentage of donation as fee?

**Ramya:** It is not a percentage, but an annual flat fee.

**Alicia:** If you find this a viable option, please bring it to the table.

**Ramya:** Can we have another person investigate this with me?

**Alicia:** I can go along with you.

## **Review of October Financials**

(Presented by Alicia de Fuentes on behalf of Revathi Koteeswaran)

Any questions on financials that escapes my capacity to answer? No? Then we will look at them. Let’s go over the cashflow.

### **Cashflow**

The totals for SHS look good. We have the donations report, our revenue actuals are at 58% of budget. We are not in the red, which I like to see. With RMS we are in the red, that’s because the trip has not taken place yet.

**Jon:** Looks like band donations are going into the ensemble account.

**Alicia:** That’s the problem with online donation.

**Jon:** Webstore has been updated, there are two items now.

**Tista:** We will have to clean that up.

**Alicia:** We must now separate the donations manually, so they are reflected in the correct account. That is a to-do for us.

**Jon:** Marching Band kids are band kids. If there is a check for \$700 instead of \$300, we should split the amount between the two programs: \$300 for sectionals and \$300 for MB.

**Alicia:** Was no donation request sent out to the 5<sup>th</sup> grade parents?

**Isabel:** We should be able to send out the donation request to our parents.

**Alicia:** Even a symbolic request is good, so we educate the parents for the future. This is to let them know that such extras that the students receive are covered by SMB, and that we are funded by community donations.

**Alicia:** Cookie dough numbers are not reflected here yet. Someone already donated \$1500 for pancake breakfast, which is great.

**Ramya:** What did we spend \$319 on?

**Alicia:** That would be for publicity. Any other questions on cash flow? If there are none, we move on.

### **Budget vs Actuals**

We are looking healthy, we haven’t overspent. We are under our estimate for spending which is good. Interest amount is good.

Do you see that we are over our estimate for income from benefactors? We were budgeted to receive \$83,000, and we are at \$103,000.

**Tista:** My report is based off our spreadsheet. Rebalancing is done on paper. I need to work with Rev to get this straightened out. I moved numbers to correct the income on our spreadsheet, but

the amount in the bank accounts has not changed. Once we go in and do these transfers, the amount will be reflected accurately in the bank accounts.

**Alicia:** Okay, so that's a to-do item for us. Alright, any questions with Budget vs. Actuals?

**Tista:** Why do we have a budget for benefactors?

**Alicia:** It is a formality, and an expectation. I must defer to Rev to explain the rationale behind that; she understands the accounting side of things.

**Jon:** We need to have an operating budget, so we have a figure there.

## **Balance Sheet**

**Alicia:** So, if we look at the general numbers from our accounts, we are looking quite healthy. \$800,000 vs \$900,000 for bank accounts. Total assets are under 1M. These are the equities. Any questions?

## **Transactions**

We need to ensure that the transaction check numbers are listed in consecutive order with no check number gaps. Now this is corroborated we could move to approve checks starting with check number 1374 to 1410. Any questions, any comments about the October financials and the transactions? If not, may I please request the board to approve the October financials and transactions 1374-1410?

**Vrinda** makes the motion to approve the October financials and transactions 1374-1410, seconded by **Ramya**. May the record show that the motion passed unanimously.

## **Approval to move SMB account to higher BOFA Interest Rate tier**

(Presented by Alicia)

Bank of America has offered SMB a higher interest rate tier and we need approval from the board to take action to facilitate it. The current interest rate in our savings account is 0.01%. BOFA has made us an offer with no strings attached and no penalties to move our savings account to an interest rate tier of 4.40%. For it to take effect, we must deposit \$100k into the account. Is it going to exceed the 250k limit that FDIC insurance will cover? I asked Rev not to transfer to BOFA until we can verify that we do not. Even if we transfer \$100K now, we will still be under \$250K in that account. If we are comfortable with moving to a higher tier of insurance, are we okay to tell Rev to make that transfer?

**Nisha:** Have we explored other banks for a higher interest rate perhaps, why only BOFA?

**Alicia:** We do all our business with them, we have a relationship with them. I feel comfortable, and it is nearby Saratoga downtown. It is not best practice to keep moving banks.

**Vrinda:** What is the current balance in the account?

**Alicia:** We are at \$102k. I wanted to see if we are all on board to make the move to the higher interest tier.

**Tista:** How long do we have to keep the amount in the account for the higher interest rate to apply?

**Alicia:** There is no such requirement.

**Ramya:** If we already have \$100K in the account, is it not already at a higher interest rate?

**Alicia:** We need to deposit at least \$100,000 to enact this change. Dec 31 is the deadline.

**Ramya:** Are we going to transfer the money in and then take it out again?

**Alicia:** We may not have to do that; even with the deposit of \$100,000, we will still be within the \$250k limit. We have reached an execute status, the process of moving 100K into the account will make us eligible for 4.4%.

**Ramya:** How much is the bank going to charge us for the transfer into and out of the account?

**Vrinda:** That is \$25 per transfer.



**Alicia:** I am not sure; I don't have the answer for that one. But transfer will only be one way.

**Tista:** Have we read the fine print?

**Alicia:** Yes, we have and hopefully everyone else here also did. I shared the BOFA offer in the email. If there are no more questions, may I please request a motion to approve upgrading the SMB bank account with BOFA to a higher interest rate tier?

**Vrinda** makes the motion to approve upgrading the SMB BOFA bank account to a higher interest rate tier, seconded by **Suzie**. May the record show that the motion passed unanimously.

## **Music Programs Benefactor Donations Report**

(Presented by Tista & Mrudula)

**Tista:** Despite scripting and automating, we still have issues with donations and match. We need a roster or reference for the matching amount to go to the right program. Some benefactor donations come with nicknames, such as Nate. I spent hours trying to figure out who Nate is, since we don't have a student named Nate. We are trying to go online completely with the donations which will speed up the process. Checks on the other hand require manual handling and therefore are error prone.

**Alicia:** Do not eliminate checks. Can they make an online entry with check number, instead? Otherwise, we have lost the information that needs to be captured. We need to eliminate manual actions. Mrs. Hasegawa will have her reports on demand. This is the road for us, and it will improve corporate matching and how to allocate the matched funds. We won't put anything into effect until we have a trial run. We will reach out to Oliver to get this enacted, depending on his time.

**Jason:** I recognize the headache. My question is: do you get the paper donation forms or just the checks from the parents?

**Tista:** I handle PayPal donations. Jaya and Alicia handle the checks.

**Jason:** Hypothetically, the paper form that the student turns in should say if the amount is for benefactor donation.

**Alicia:** They should but some do not.

**Takako:** Parents donate to a specific program as a benefactor sometimes.

**Alicia:** Yes, they intend to donate to a program, but they use the benefactor option instead. We will not put this into play until this is tested internally.

**Tista:** Parent education is needed too. I did not know this either.

**Alicia:** As a new parent I contributed as a benefactor instead of to the program my child was in.

**Richard:** It is a wording issue on the form.

**Dongni:** I have donated as a benefactor too. I remember Tim was able to allocate to the right program. I put notes in the benefactor field. Even my volunteering hours match was correctly allocated to the program my child is in.

**Tista:** I submit my hours through the Apple donation portal, and I need to fill in additional information such as what program the money is intended for and the name of the student. Otherwise, it comes to SMB to the general fund, and we put it into benefactor account. Even when requesting a match for volunteer hours, add your child's name to ensure the amount goes to the right place.

**Dongni:** Tim took care of the mapping last year.

**Tista:** There are a lot of manual steps. Corporate matching amount must match to a student id. Another issue is that SUSD has not shared students' IDs with us. We requested it from them 2 weeks back and we are still waiting.

**Alicia:** I can get this info for you.

**Ramya:** Last year I donated, but my child's name was not there. Maybe because I chose not to share my child's info with the organization.

**Tista:** SUSD has a lot of blanks. With SHS we know the families and we can guess what program to move the donation money to.

**Alicia:** Managing 2 schools with sometimes incomplete information leads to unintended mistakes. We can clean it up, but it would be great to have complete information at the time donations are processed as it does help SMB's donation team.

**Jason:** I want to better understand the problems so we can streamline our end of things. We have taken Mr. Jow's form and used it between the 2 schools to make it easier and to try to explain benefactor and other terms used. No one wants to read all the forms. Mr. Boitz will push back on continuing to use the paper form. He likes to have a physical form. The reason is that when a family sees this form come to their mailbox or with their student during Falcon Fest, they are more likely to follow through with the donation. We know this because one year all the other programs went paperless, we did not, and we did way better than them.

**Alicia:** We can continue sending out the SMB mailers with donation information in summer, but we can improve the online side of things to better sort the incoming donations to the right program. We need to improve, and we have the capacity to do it.

**Jason:** Lets first understand what is lacking in the paper forms.

**Alicia:** Let us take this offline.

**Tista:** I can make a presentation of our current process to the board at the January SMB meeting.

**Alicia:** Also let us evaluate how long it will take us to define and implement the new process before we bring it to the board.

## **SMB Publicity Update**

(presented by Alicia on behalf of Rashi Sanghi and Ruchi Joshi)

### **Cookie Dough CD2023:**

**NEW!!** A shoutout to the SHS students handling the music Instagram accounts for promoting CD2023 so efficiently through stories and posts - some accounts even pinned the post. BRILLIANT move to raise awareness within the student community!

### **Pancake Breakfast PB2024:**

Secured locations for the city median banners.

Week of 4/15: 3 locations

Week of 4/22: No availability

Week of 4/29: 4 locations

Note: for PB2025 and beyond, secure city median banner locations at least 6 months ahead.

Reservation opens (180 days before display period) + 2 weeks (display period) + 1 week (create rapport and provide heads up to the city dept) prior to the event date.

### **Request for retractable banner expense approval/budget:**

Single sided, Vertical 32x80inch Deluxe retractable banner - \$220 before tax

<https://www.office.fedex.com/default/retractable-banners.html>

- Retractable banner
- Easy installation - outdoor / indoor events
- Current banners are horizontal. Vertical will provide visibility from a distance.
- Used for school events, Saratoga city events, music concerts etc.
- Will help increase awareness about Saratoga Music Boosters and music programs.

**Alicia:** SMB has a publicity marketing budget if not I will ask Rev to create one for us pending board approval. This presentation is not seeking approval yet, I am presenting this to the board as a heads up, so that when we are ready to approve the budget, we have the information to make the decision. Ramya saw retractable banners online and said we should consider

purchasing one. If we do not have a budget for marketing and publicity, I will request it. The cost for the retractable banner is \$220 before taxes.

**Ramya:** Did we look at other vendors?

**Alicia:** This update is from the publicity team. I need to verify with Rev if we have a marketing account, if not, then we will ask for approval of a marketing account and make sure there is money in that to cover the costs for marketing and publicity.

## Approval of auditor for SMB 2022-2023 fiscal year audit

(Presented by Richard Aochi)

Due to the 2022 Europe trip, the SMB organization revenue went over the 2-million-dollar limit in 2022. Because of this, our tax accountants (Arena Associates from Oakland) advised us that we are legally required to have an audit for the fiscal year 2022-23. We have contacted the auditing firm [Tang & Lee, LLP](#), since we have used them in the past; they gave us a quote of \$9600 as their fee, and a deposit retainer of \$2100. My suggestion is to accept the audit company we have used in the past.

**Alicia:** To remind everyone, Josh and I were in favor of an audit, when this matter was taken up during the [September board meeting](#). We will now need to go ahead with the audit as recommended by the tax accountants. This vote is not to determine whether we are to have an audit or not, rather to accept and retain the auditing company that we have used in the past. It is to approve using the auditor proposed by Richard. I am asking the board if we are ok using the same auditor as last time for the 2022-23 audit.

**Vrinda:** Does the audit cover just the Europe trip budget or the entire SMB budget for 2022-23?

**Richard:** It covers everything for the fiscal year 2022-23.

**Alicia:** We recommend that we use the same auditor as last year.

**Richard:** I'll submit the engagement letter for reimbursement.

**Alicia:** Are there any questions? If not, we need a motion to use the auditor: Tang & Lee, LLP for the 2022-2023 fiscal year audit.

**Vrinda** makes the motion to approve using the auditing firm Tang & Lee, LLP for the 2022-2023 SMB fiscal year audit, seconded by **Ramya**. May the record show that the motion passed unanimously.

## Bank Accounts – New Management

**Alicia:** We have updated the authorized handlers for SMB bank accounts for this fiscal year. Going forward, all SMB banks accounts are managed by Mrudula, Rev, and me.

## Legacy Donor Plaques Approval

(presented by Jon Jow)

Vendor:	Frankie's	<a href="#">Awards.com</a>	<a href="#">CrownAwards.com</a>
Description/Cost	9x12 press board w/Vinyl overlay on a Black/Gold Victory Plate costs \$98.59 with up to 300 characters engraved and 15cents for each additional character	9x12 Walnut Plaque w/ Gold Edge Plate; logo conversion to customize to our program	10x13 Wood plaque with logo conversion
Cost	\$323.19	\$282.15	\$196.39
Notes	Does not include additional characters, which would be about \$100 addition per plaque. It looks like they would be unable to add the full text necessary for the full recognition either, unless we added more plaques	Price is all-inclusive, meaning all characters necessary for the full recognition	Does not include additional character charge past 40 characters (\$.28 per), resulting in an addition \$258.12 per plaque
Final estimated cost	Indeterminable due to limitations of fitting all text on one plaque	\$282.15	\$970.75

*Figure 2 Comparison of plaque quotes*

In 2019 we reached out to our community to fund 5<sup>th</sup> grade band instruments. We got a great response from donors. We were going to commemorate this and put the donors' names on plaques in elementary school offices, but due to covid it got postponed. It is a great way to recognize the community members who donated, some of whom are former students themselves. We are implementing it this year. We shopped for plaques. got quotes from 3 vendors; there is a huge difference in pricing between them. Alicia helped us get a quote from a local company.

- The first vendor Frankie's gave us a quote of \$100 per plaque, and after a certain num of characters, you add 15c for each char. We need 3 plaques, and it becomes quite expensive.
- The second vendor is awards.com. Their quote: \$282 flat includes engraving all the text.
- Third vendor Crown Awards quoted \$200 for 40 chars only. This will cost us almost \$1000 for 3 plaques.

This is a great way for SMB to showcase what the community does to provide opportunities for students. I took our program insert, changed the verbiage on top and added the donor names. To this we will add our digitized music logo. This will go on the plaques. This is like the benefactor donation acknowledgement on our concert brochures.

**Alicia:** If there is a legacy of donation at our schools, this will start a contagion and encourage other such donations from the community going forward.

**Ramya:** Can we have an installation party at the elementary schools?

**Jon:** I am not teaching that program anymore. I will present this at the school board meeting.

**Ramya:** We should do this in an assembly or during the winter concert when most of our parents are present. This will get the attention this deserves.

**Tista:** Winter concert is a good idea.

**Alicia:** Mr. Jow, do you have a preference out of the 3 quotes?

**Jon:** awards.com has an all-inclusive price that is reasonable. I emailed the other vendors but never heard back.

**Alicia:** We need an approval. Do I hear a motion to order the legacy donor recognition plaques through awards.com?

**Ramya** makes the motion to order the legacy donor recognition plaques through awards.com, seconded by **Suzie**. May the record show that the motion passed unanimously.

## **Report back from President Boosters Meeting**

**Alicia:** My question to follow up on the emergency phone tree discussed last meeting. Do you want SMB to enact it?

**Jason:** I haven't thought about it.

**Alicia:** Let's revisit in the next meeting.

## **SUSD Superintendent's Advisory Council Meeting Update**

(presented by Alicia de Fuentes)

Many things were discussed here, among them was the implementation of an emergency phone tree.

Also, Jean Aldrete shared feedback on Prop 28. The numbers for allocation were recently published, and the breakdown is as follows:

### **2023-2024 Allocations**

- **Argonaut**      **\$39,128**
- **Foothill**      **\$34,547**
- **Saratoga**      **\$33,649**

- **Redwood \$76,949**

**Total \$184,273**

These payments are not sent in one block but partitioned over time.

**Key Facts from CA Department of Education:**

- Apportionment based on share of statewide total enrollment and share of enrollment of economically disadvantaged pupils at each eligible school of the district.
- Schools can share teachers and classroom aides as well as community arts partners, and school districts can help facilitate this sharing among schools.
- 80% used to employ certificated or classified employees to provide arts education instruction and the remaining funds for training supplies, curriculum, professional learning, materials, and arts educational partnership programs.
- 1% limit for Administrative Costs to implement this program (SUSD will absorb the cost and have the 1% go to this initiative)
- Funding will be allocated annually by the Department of Finance
- Although set guidelines are not yet defined, it is ok to consolidate the funds in a way that serves the best interest of the schools
- To benefit yearly from these funds, which are state mandated, the condition of receipt is that the district must annually “Certify that such funds received in the prior fiscal year were, in fact, used to supplement arts education.”

**What are the next steps for SUSD?**

- Hold meetings with community members consisting of parents, teachers, staff etc. and determine what are the best steps for each school site and what are their wish lists.
- District will supplement the funds to compete in the limited pool of finding a **credentialed** teacher, if it is determined that taking on a new teacher is the best route, and if the additional funds do not cover a teacher’s salary plus benefits.
- This academic year is a planning year, and the district has three years to spend it.

**Declining Enrollment - Ken Geisick:**

Superintendent will be having meetings with Cupertino school districts to review how they handled declining enrollment. SUSD may have to offer one class for each grade at a school if the trend continues.

What does that mean? I asked Mr. Geisick, “Do you see elementary schools joining up causes to fulfil a common goal?”. He said that is an option. We need all elementary schools on board. So, we will need to have lots of meetings to engage the staff, teachers, and employees. We just mandate this condition: the district must annually certify that the funds received are in fact used to supplement the arts education at the schools.

What are the next steps for SUSD? Hold meetings with the community, the district will supplement funds that schools may fall short of. Nothing fancy as such, this academic year is a planning year, and the district will have 3 years to spend the funds received.

**Update on the SEF 5k race event fundraiser**

(presented by Alicia de Fuentes)

Amanda Wroblewski, the president of SEF, was very grateful to everyone who contributed to the success of their 5k race and raffle prizes.

SMB supported this initiative; thank you to Ramya Vasu who was our eloquent spokesperson and who pulled SMB Pancake Breakfast Passes for two donated by Mrudula Prashant and another. Thank you both so much for your generosity and time, and for getting the conversation started around pancake breakfast at a very well attended event, approximately 730 individuals

attended. This is great FREE advertising for SMB. Ramya: any after event thoughts? Did you feel that we needed a table at the event?

**Ramya:** Not a table, maybe we should have a short performance by our band or another ensemble to showcase our music talent. Middle school musical team had a tidbit, high school musical team had a tidbit. Maybe we can have a popup banner too.

**Alicia:** Are you thinking of a Marching Band performance?

**Ramya:** If RMS is ready, before the kid's dash, we could have an RMS Marching Band or Color Guard performance. Most people who attend the kids dash are the elementary school population.

**Alicia:** Love that idea, let's see if we can do that next year.

## **Midwest Clinic trip donation status**

(presented by Alicia de Fuentes)

The goal is to raise \$139,000. We are short \$784, which could be because corporate matching is still coming in. We are at 99% of our estimate and we will go over it. 2 of our students needed financial assistance. Through the generosity of parents who did corporate matching, we were able to get here. Thanks to Chris and Jaya for all the hours put in getting the corporate match amount to the right program. Thank you to the music directors and Ms. Hasegawa for her guidance.

## **Winter Percussion and Winter Guard budget**

(presented by Jason Shiuan)

Our season is getting started. Winter Guard workshop is happening right now. Winter Percussion workshop started yesterday. We are hoping to get our budgets set this month. You will see 2 versions of the Winter Guard budget since we do not know yet if we will have 1 or 2 programs, since it ultimately depends on the number of students who opt into the winter music programs.

2023-2024 Winter Guard Budget v1 - Total Based off of 30 students					23-24
Item	Revenue	Expenses	Total	Notes 1	
<b>4106 SHS Winter Guard Income</b>			-	The revenue is "Suggested Contribution" x # of students	
4130 Winter Guard Show			-		
4131 Guard Spinathon			-		
5158 Reduced Fees			-		
5151 Winter Guard Uniforms		4,675	(4,675)	VARSITY Uniform: \$1500 (\$100 x 15), including tax Gloves & Tights: \$600  JV Uniform: \$1500 (\$100 x 15), including tax Gloves & Tights: \$600 Music Department Jacket: \$95x5 = \$475	
5152 Winter Guard Instructor		5,500	(5,500)	Instructors: \$13,694 DO 10%: 1,349.40 Total: \$15,063.40 (Included in Marching Band Staffing at beginning of the year)  Additional Staffing Needs: \$5000 + DO10% = \$5500	
5153 Supplies		5,850	(5,850)	Flags/Tape: \$1850 Props: \$1500 Floor: \$2500	
5154 Competition fees		1,345	(1,345)	CCGC: \$700 (two groups) WGI: \$495 (1 show total) Extra wristbands: \$150	
5155 Transportation		3,800	(3,800)	Gas for travel to bring equipment on location: \$50 x 6 = \$300 Truck Rental: \$250 x 6 = \$1500  Buses (38-passenger): -James Logan (CCGC): \$1000 -Live Oak (CCGC): \$1000	
5156 Show Expenses			-		
5159 Other		10,600	(10,600)	Show Design: \$2000 Drill Design: \$4000 Performance Meals: 6 x \$10 x 35: \$2100 Banquet: \$2500	
4195 SHS WG2021 Trip Revenue			-		
5197 WG2021 Trip Expenses			-		
<b>Winter Guard Sub-Total</b>		<b>31,770</b>	<b>(31,770)</b>		
Program Grant		8,000			
Total		31,770			
Total (after program grant)		23,770			
Per Student	27	880			

Figure 3 Winter Guard Budget Version 1

Version 1: Our goal here is to have 30 students which means there will be 2 teams: varsity and JV.

2023-2024 Winter Guard Budget v2 - Total Based off of 26 students				
Item	Revenue	Expenses	Total	Notes 1
<b>4106 SHS Winter Guard Income</b>			-	The revenue is "Suggested Contribution" x # of students
4130 Winter Guard Show			-	
4131 Guard Spinathon			-	
5158 Reduced Fees			-	
5151 Winter Guard Uniforms		3,960	(3,960)	Uniform: \$2600 (\$100 x 26), including tax Gloves & Tights: \$885 Music Department Jacket: \$95x5 = \$475
5152 Winter Guard Instructor			-	Instructors: \$13,694 DO 10%: 1,349.40 Total: \$15,063.40 (Included in Marching Band Staffing at beginning of the year)
5153 Supplies		5,850	(5,850)	Flags/Tape: \$1850 Props: \$1500 Floor: \$2500
5154 Competition fees		1,095	(1,095)	CCGC: \$450 WGI: \$495 (1 show total) Extra wristbands: \$150
5155 Transportation		4,800	(4,800)	Gas for travel to bring equipment on location: \$50 x 6 = \$300 Truck Rental: \$250 x 6 = \$1500  Bus Estimate (24-passenger): -James Logan (CCGC): \$1000 -James Logan (WGI): \$1000 -Live Oak (CCGC): \$1000
5156 Show Expenses			-	
5159 Other		10,300	(10,300)	Show Design: \$2000 Drill Design: \$4000 Performance Meals: 6 x \$10 x 30: \$1800 Banquet: \$2500
4195 SHS WG2021 Trip Revenue			-	
5197 WG2021 Trip Expenses			-	
<b>Winter Guard Sub-Total</b>		<b>26,005</b>	<b>(26,005)</b>	
Program Grant		8,000		
Total (without Tour)		26,005		
Total (after program grant)		18,005		
Per Student	23	783		

Figure 4 Winter Guard budget Version 2

Version 2: Goal is to have 26 students and a single team. Our normal year looks like this. The budget is typical otherwise. We would have to add instructor fees to add more coaches for the 2 teams. The budget also covers supplies, competition fees, transportation, design of show etc. We won't know until Thursday, when the students sign up to make the commitment, if we will have 2 teams. We are not asking for commitment until the end of the workshop. We would like the budget reviewed now, so that if we need to make amendments, we can do that without waiting. The number of students will ultimately determine the costs. These are the 2 best case scenarios. **Alicia:** We know we have a budget. If you need the check, we have okayed the budget and amendments will only be tweaks.



2023-2024 Winter Percussion Budget - Total Based off of 70 students				Actual Cost
Item	Revenue	Expenses	Total	Notes 1
4107 SHS Winter Percussion Income			-	The revenue is "Suggested Contribution" x # of students
5142 Percussion Instructors		3,300	(3,300)	Instructors: \$40,264 DO 10% \$4,026.40 Total: \$44,290.40 (Included in Marching Band Staffing at beginning of the year) Additional Staffing Needs: \$3300 (includes DO 10%)
5145 Music/Design		23,450	(23,450)	WORLD CLASS Show Design: \$5000 (Visual) + \$1500 (Choreo) Music: \$12000 (Front Ensemble+ Battery) Sound: \$2000  AClass Music: \$1750 Consultation: \$500  MISC Voice/Narration: \$250 Copyrights: \$450
5146 Competitions Fees		1,500	(1,500)	NCPA Competition: \$1500 (2 ensembles x 3 shows x \$250 each) NCPA Championships: \$0 (2 entries x \$400 per)
5147 Buses and Trucks		14,100	(14,100)	Trucks (2-26' truck +1-16' truck): \$5000  Buses (56-passenger x2): -American Canyon: \$4900 -James Logan: \$4200 --TOTAL: \$9100
5148 Percussion Supplies		20,900	(20,900)	Drum Heads/Sticks: \$2500 Drum Slips/Covers: \$400 Electronics/Cables: \$2500 Floor: \$3500 (World); \$0 (A, reusing floor) Props: \$12000 (\$9500 for props, \$2500 for masks)
5144 Percussion Other		17,250	(17,250)	Uniform: \$11250 (\$8250 for W, \$3000 for A), including tax/shipping Shoes: \$250 (\$50 each, \$50x5=\$250 including tax/shipping) Performance Meals: 5 x \$12 x 80 = \$4800 Music Opt Jackets \$95 x 10 = \$950
5196 WP Trip Expense		104,024	(104,024)	<b>WGI DAYTON</b> WGI Competition Fee: \$840 (\$575 fee, \$265 plus pass) Flights: \$22,262.04 (58 x \$383.83) Trucks (including semi, insurance, driver, hotel, etc.): \$23000 Food: \$3500 (6 meals + pizza dinner) Bus: \$10000 Hotels: \$21250 (24 rooms x 5 nights x \$177 per room) includes tax Rehearsal Facility: \$2000 Wristbands for Finals: \$5125 TOTAL: \$88,000  <b>WGI SOCAL</b> WGI Competition Fee: \$720 Hotels: \$5250 (\$175 x 15 rooms x 2 nights) Diesel: \$1250 Trucks: \$2250 Bus: \$6554 TOTAL: \$16,024
Winter Percussion Sub-Total		184,524	(184,524)	
Program Grant		11,000		
Total (without Dayton)		86,524		
Total (after Program Grant)				
Per student:	63	1,373		
Per student Dayton cost only (with program grant)	35	2,200		

Figure 5 Winter Percussion budget

This year we are running 2 Winter Percussion programs. We have 75 students at the workshop and expecting more on Friday. The big news this year is that we are going to the [WGI World Championships](#) in Dayton Ohio this April to compete with programs from other states and countries. We build the budget this way: the regular season budget does not include the Dayton trip and includes an estimate for every member of program. Only our varsity team is going to Dayton. Hence, we have separated the cost for it. We will ask for donations and contributions separately. Mr. Clark is working on fundraising ideas to offset the cost to our parents. Our hope is to do this in installments, so that by the last installment we will have our fundraising amount in, which will hopefully lower the last installment amount. The per student cost for Dayton is \$2400.

**Sean:** \$2364 for traveling to Dayton. We are cheaper than other schools. We must also attend a qualifying show in SoCal. We don't usually go there because we have our festival at the same time. But this year we had to add it to our itinerary. That adds to the total cost.

**Dongni:** Is the SoCal performance a requirement to qualify for the Dayton trip? Did they not qualify already?

**Sean:** You must participate in SoCal even after you qualify, that is how WGA does it. SoCal regionals are cutthroat and if we do well there, that will help us in Dayton.

**Alicia:** Marching Band is an example of feedback and improvement; with every performance we got better. We will look forward to the feedback from the SoCal performance.

**Sean:** We are doing fabricated props for the show that are amazing. Lazy Susan and other cool things. One of our fundraising ideas is to showcase the props to the community.

**Dongni:** Question on behalf of Sameer: Can you confirm that the parent volunteer flights will be covered by SMB?

**Sean:** Yes

**Dongni:** How many parents volunteers do we need?

**Sean:** 10 is great for Dayton. For SoCal, we don't need so many, maybe 6.

**Alicia:** Any questions? The motion to call for general approval of WG budget proposals 1 and 2 and the final budget will be taken up in next board meeting pending confirmation of numbers.

**Jason:** I am hoping we can firm this up in the next week and half and go with an e-vote.

**Sean:** We should add Winter Percussion budget to the e-vote as well.

**Alicia:** Okay, then that's what we will do.

**Sean:** Pending official numbers.

**Alicia:** Nisha, another e-vote for you to take care of.

**Nisha:** Sounds good.

## Approval of Wind Ensemble CASMEC budget

(presented by Jason Shiuan)

CASMEC Proposed Budget as of 11.13.23 (62 students)		
Transportation	Buses (2x50px): \$9850 Car Rental: \$250 Guest Conductor Flight: \$350	\$10,450
Hotel	Student/Chap/Staff Hotel: 2 nights x 32 Rooms x \$200 (includes tax) = \$12800 Guest Conductor Hotel (Saratoga): \$350	\$13,150
Food	Dinner with HHS: 70 x \$10 = \$700 Lunch: 70 x \$12 = \$840	\$1,540
Misc.	Guest Artist Stipends: 6 x \$250 = \$1500 Rehearsal Space: \$450 Conference Passes: 6 x \$150 = \$900	\$2,850
	<b>TOTAL</b>	\$27,990
	<b>Total/55 students</b>	\$509

**Jason:** Wind ensemble is performing at the [CASMEC](#) state conference (Jan 31 – Feb 4) in Sacramento. Students will be going on Thursday. On Friday we are renting a banquet room for rehearsal. We will perform and have dinner with the Homestead High ensemble. Our bus brings us back on Saturday.

These are our preliminary numbers. We expect the hotel cost to come down. Some students are qualifying for All-State, and the state will cover some of their costs. The budget includes cost for hotel, rehearsal space, conference passes, guest artists and guest clinicians. We have 55 students. We take the total cost and divide it by 90% of participating student count to arrive at a per student amount. The estimated cost is \$509 per student. We will be asking this of the families.

**Alicia:** Can we please have a motion to approve the Wind ensemble CASMEC trip budget?

**Vrinda** makes the motion to approve the Wind ensemble CASMEC trip budget, seconded by **Ramya**. May the record show that the motion passed unanimously.

## Approval of Cello purchase budget

(presented by Takako Hasegawa)

We have already received a generous grant for the orchestra program with 6 cellos with bows, 4 violas with bows and 4 bass bows. We need additional cellos to add to our school inventory for students who need the school cello for performances/class rehearsals/home practice.

Recently, we heard from a student who missed to inform us earlier that he didn't own a cello and asked us for a school cello for home use.

He used the school cello at home at RMS and returned it to the middle school when he graduated. He did not contact us until the middle of October this year, when SMB has already approved the instrument budget for orchestra.

First option is to buy a single cello:

Option #1

Price of cello: \$1,870.00 (including tax and 5% school discount)

Serial #21328

Vendor: Kamimoto Strings

Remaining balance of program grant from the initial cellos, violas, and bass bows:

\$1,147.24

**Proposal option #1: Add \$722.76 to the balance to purchase the \$1,870.00 cello.**

If we could purchase the cello, which is greatly appreciated, we won't have any extra cellos in our inventory. That means that if a cello needs repair, we won't be able to replace it with another cello, so the student won't be able to participate in the class. It's a bit scary situation considering the second semester when the programs get more accelerated and active for concerts & festivals. If possible, we would like to purchase another intermediate level cello to have one extra, just in case.

Second option is to buy 2 cellos:

Option #2

Price of cello #1: \$1,870.00 (including tax and 5% school discount)

Serial #21328

Vendor: Kamimoto Strings

Price of the additional cello #2: \$1,350.00 (including tax and 5% school discount)

Serial number: #21432

Vendor: Kamimoto Strings

Total amount: \$3,220.00

Remaining balance of program grant from the initial cellos, violas, and bass bows:

\$1,147.24

**Proposal option #2: Add \$2,072.76 to the balance to purchase 2 cellos.**

**Michael:** It is always better to have an extra instrument.

**Alicia:** We need a backup instrument. Option 2 seems to be the one we should approve, but I do not wish to influence the board. Do we have a motion to approve the additional cellos purchase budget?

**Arnita** makes the motion to approve the additional cellos purchase budget, seconded by **Richard**. May the record show that the motion passed unanimously.

## Music Directors' Reports

### Michael Boitz

It has been a crazy but wonderful fall season so far. So many great victories and memories. Biggest one was the class of 2024 parents' surprise presentation during senior night. They rewrote the words to "We are family" by Sister Sledge and choreographed it. It was a wonderful gesture, mistakes, and all 😊. All of us greatly appreciated it.

We had a few guest artists working with our students this month. [Dr. Larry Sutherland](#) worked with our wind ensemble. [Dr Soo Han](#) worked with all orchestra and band ensembles. Mark Lecox worked with our string orchestra. We surprised the kids by bringing Dr Soo Han and Scott Lang. Next week [Dr. Mallory Thompson](#) and [Dr. Jay Kennedy](#) are coming over. Very inspiring for our girls to meet Dr Thompson who has shattered so many glass ceilings.

I was concerned we would not have as many people audition for all-state, but we have 70 auditions between band and orchestra, which is incredible. I want to thank Isabel for joining SHS Marching Band staff and it is great having her on the team. It is the best staff that I have ever worked with in my career.

**Alicia:** This semester was fantastic.

### Jason Shiuan

Having the support of this parent community is such a wonderful thing. Other schools have struggled with lack of support. We are grateful to the board and our parent community.

Dr John Zarko (Isabel and my director) offered to help us with Marching Band. I asked him to conduct one of our performance pieces for [CASMEC](#).

Winter Percussion, Winter Guard and Jazz 1 are starting up. We have many concerts to round out our semester. Tomorrow, we have the percussion ensemble concert led by Mr. Clark and Mr. Tantavirojn. Jazz concert is on November 30 at the library. We will feature some of our Choir singers. Our own history teacher, Mr. Abe is a jazz drummer. He will be performing with us along with my high school jazz teacher.

Next day is our annual concerto competition. This is open to all students and the winners are featured in concerts throughout the year. It is judged by independent professionals. The directors only set it up and guide students in their preparation. The week after that is the Midwest Clinic preview concert, Saratoga Strings performs their entire set that they will play in Chicago. We will feature guest artists: [Tony Glausi](#), Charlie Yun (violinist/SHS alum), and [Thomas Lim](#), (cellist /SHS alum. Finally, we have 3 holiday concerts for choir, orchestra, and band. We end the semester with Midwest Clinic trip to Chicago.

**Nisha:** Do we have to apply to get tickets for the Midwest clinic?

**Jason:** We have a limited number of tickets. We will send an email out to families and give them out on a first come first serve basis. After that you can purchase the ticket for a nominal fee.

### Sean Clark

I will go next with Winter Percussion update. This year we are using digital props. We will customize some of our props by modifying the source code. We are in a good place from logistics viewpoint. Percussion has a studio concert tomorrow. Our students take ownership of the projects that we assign to them. We give them the parameters for the performance and the kids put it together themselves.

**Alicia:** You define the parameters and they come up with the show?

**Sean:** I tell them whether it is chamber music or a solo piece and give them the parameters and they just do it on their own.

**Michael:** Kids don't know that it is hard, they do it well because they completely own it. Sean is great at creating that kind of atmosphere.

**Sean:** [Dr Terry Longshore](#) is coming tomorrow to work with our percussionists.

## **Beth Nitzan**

Choir performed at the WVC Invitational Choral Festival on October 20 at West Valley College. Usually, we are the smallest ensemble. But this year there were other choirs our size, which was great. The October concert was a wonderful experience.

Thank you, parents, for the thoughtful rendition of "We Are Family" at Senior Night. It was a beautiful surprise.

The Choir Leadership team hosted a choir fun night with a Halloween theme including costumes, which the students enjoyed.

Next week, 5 students are attending the Regional Honor Choir at Chabot college.

SHS Chamber Choir will be performing at the Saratoga tree lighting ceremony along with the elementary school students this year. It will be on November 24 at 5:30pm at Blaney Plaza. Choir will also perform at Foothill Elementary and the Foothill club.

The December Choir concert will be a collaboration between SHS, RMS and LG Chamber Choir.

**Alicia:** How did the Foothill Club people approach you?

**Beth:** They reached out to us, as in the past. The last few years, we could not do it due to covid. This will be my first time.

**Ramya:** Did the city reach out to you for RMS Choir for the tree lighting as well?

**Beth:** Yes, since I have worked with RMS in the past. I forwarded the information to Jemal. RMS couldn't perform this year, so SHS Chamber Choir will be performing instead.

## **Isabel McPherson**

Starting with 5<sup>th</sup> grade, now every student has an instrument. Thank you to SMB for buying us additional instruments. I was interviewed for a podcast – question was "What you do when you don't have enough instruments?" I realized I have not been in this position; I can ask for more if I need and SMB will support it. I feel fortunate to be here supported by this community.

5<sup>th</sup> grade students are enjoying playing their instruments, they like taking them home.

Hoodie orders came in for orchestra and band. We raised \$580 from hoodie sales and our students love wearing their hoodies.

Performances are held at lunchtime for advanced orchestra and chamber orchestra combined. These more experienced students can be very self-critical, so it was good to remind them how much the younger students really look up to them.

We are at crunch time with our concerts, but I am sure it is going to be fine. This is the 5<sup>th</sup> time we are doing a combined finale piece. Exciting, looking forward to that.

Thank you for the opportunity to work with the SHS Marching Band.

Also, the SUSD district will pay for me to go to Midwest so SMB will not have to sponsor it.

I do have a few concerns I want to bring to your attention:

On the Prop 28 front, my request to everyone is to please fight for the funding for our students.

We need a 0.5 music teacher at the elementary schools.

I am concerned about RMS class scheduling. They are restricting students from taking 2 music programs if it is orchestra and band, which is not right. We want to push back.

Also, they are asking us to not release audition results in the spring. This means students only find out the next year what ensemble they will be in. We need to push back on this too.

**Michael:** Are they restricting class selection to make scheduling easier for them?

**Isabel:** Yes

**Michael:** I don't agree with that.

**Ramya:** Few other parents had their kids apply for an elective in music program multiple times, and did not get in. RMS has not built a schedule with music classes in mind. SHS has figured this out.

## **Jon Jow**

- Color Guard has started up again! We currently have 26 regulars showing up in the morning. Mr. Cece Renteria is back working with our students and we're thankful to have his help in rebooting the program.
- Marching band is making great progress and will perform in the Los Gatos Holiday Parade on Saturday, December 2. We'll have some high school students joining us, too!
- A big thanks to SHS parents for returning to RMS and helping get our uniform system back together and passing the baton on to eager Redwood parents. We are so grateful!
- All our sectionals' coaches have now started and are coming in to work with our students. Mr. Keefe Ismael is coaching our low brass, and Mr. Michael Downing is commuting from Stockton to work with our percussionists. We are still looking for a bassoon coach, but I have an idea that I'll follow up on.
- Concerts:
  - Orchestra: December 5
  - Bands: December 7
  - Choir: December 13
- Trip update: We're aiming to propose to the school board at their next meeting in December. Because this is an "off" travel year, we wanted to keep some of the highlights the same but change it up to offer some new experiences. We're aiming to keep the Disney performance and a day in California Adventure Park, then do some sightseeing and tours on day 2, including the Warner Brothers Studio Tour, a visit to the Hollywood Bowl, and a tour of UCLA (guided by some RMS/SHS alumni)!

## **ADDENDUM**

### **E-Vote to approve the 2023-2024 Winter Guard and Winter Percussion budgets.**

The 2023-2024 Winter Guard and Winter Percussion budgets needed to be approved by the board before the regular SMB board meeting in January 2024.

Jason Shiuan shared the [details](#) of the budgets with the board during the November board meeting. The head count for each program was determined from the student signups at the conclusion of the workshops, and the budgets were finalized and shared with the board for approval by e-vote.

There were [2 versions](#) of the 2023-24 Winter Guard budget reviewed during the November meeting; the final version determined by the number of students enrolling in the program. Version 1 has 2 ensembles, (varsity and JV); version 2 has a single ensemble. The final head count of the 2023-24 Winter Guard program is 28, and Winter Guard Budget version1 was selected and submitted to the board for approval by e-vote.

Nisha sent out the call for votes on the budget proposal to all the SMB board members on November 28.

As per the [bylaws](#), for the e-vote to pass:

1. A board member must second the motion.
2. The motion must receive a majority of YES votes from the ballots cast.
3. At least 3 members of the SMB executive board must vote in favor of the motion.

**Richard Aochi** made the motion to approve the budget. **Vrinda Gopal** seconded the motion.

The following SMB board members cast their votes:

Richard Aochi, Vrinda Gopal, Alicia de Fuentes (E), Suzie Kim, Helen Tarn, Josh Rupert, Bharti Ramaswamy (E), Nisha Hebbalae (E), Ramya Vasu (E), Tista Kapoor (E), Thea Widmer, Arnita Profitt, Sameer Vaidya, Revati Koteeswaran (E), Anu Kangabam

*\*(E) indicates a member of the executive board.*

The votes were tallied and reported to the board on December 1.

Total number of votes cast: **15**

Number of SMB Executive Board members to vote in favor of approving the budget: **6**

Final tally of votes: **(YES: 15, NO: 0)**

The motion carries. The 2023-2024 Winter Guard and Winter Percussion budgets were unanimously approved by the SMB board by a vote of **15-0**.

## Summary of Motions

Approval of October Minutes	Ramya moves, Mrudula seconds, motion carries.
Approval of October Financials & Transactions 1374-1410	Vrinda moves, Ramya seconds, motion carries.
Approval to move BOFA account to higher interest rate tier	Vrinda moves, Suzie seconds, motion carries.
Approval of SMB 2022 financials auditor	Vrinda moves, Ramya seconds, motion carries.
Approval of purchase of donor legacy recognition plaques from awards.com	Ramya moves, Suzie seconds, motion carries.
Approval of CASMEC trip budget	Vrinda moves, Ramya seconds, motion carries.
Approval of 2 cellos purchase budget	Arnita moves, Richard seconds, motion carries.
Approval of 2023-24 WG & WP budgets by e-vote	Richard moves, Vrinda seconds, motion carries

Meeting adjourned at 9.23pm.

Bharti Ramaswamy/ Nisha Hebbalae  
Co-Recording Secretaries