

# 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 January 14, 2025

Attendance: total number of attendees = 16

## Attendees

### Executive Board

Name	Role
Alicia de Fuentes	President
Tista Kapoor	Co-VP Donations
Nisha Hebbalae	Co-Recording Secretary/ Pancake Breakfast co-chair
Sneha Melkote	SMB Treasurer/ Pancake Breakfast Treasurer
Josh Rupert	Parliamentarian

### Music Directors

Name	School
Isabel McPherson	RMS Music Director
Jon Jow	RMS Music Director
Beth Nitzan	SHS Music Director
Jason Shiuan	SHS Music Director
Sean Clark	SHS Music Director

### Booster Members

Name	Role
Richard Aochi	Controller
Beryl Liu	Publicity
Oliver Su	Webmaster
Vrinda Gopal	Member
Dongni Chen	RMS Choir
Ramya Vasu	RMS Parent

Alicia calls the meeting to order at 7:10 pm.

## November Meeting Minutes Approval

(presented by Alicia de Fuentes)

**Alicia:** Happy New Year everybody, welcome back.

Any comments on the November minutes? May I request a motion to approve the November meeting minutes?

**Josh** makes a motion to approve the November meeting minutes, **Nisha** seconds the motion. The motion passes unanimously.

# November and December Financials Update

(Presented by Sneha Melkote)

## Cash Flow

[Cashflow 2024-2025 - December 2024.pdf](#)

We had a few trips and many checks. Does anyone have a question on cash flow? If not, we move on.

## December Balance Sheet

[BalanceSheet \(20\).pdf](#)

Any questions on the balance sheet? If not, we move on.

## Budget vs actuals

[BudgetvsActualsBudget FY25 PL-FY25PL \(4\).pdf](#)

**Josh:** Does it show RMS income? From the November meeting I remember that we were struggling to get income from RMS, but now I see that we transferred 20k to this calendar year.

**Sneha:** This is because the donations are trickling in, from PayPal, company match and other sources.

**Alicia:** Also, the hard donation request forms for RMS parents were not circulated until October. The only form of payment was online, that is, if parents were aware of it. That might explain why the funds are coming in a little bit later.

## Transactions

[TransactionListwithSplits \(3\).pdf](#)

**Josh:** For check 1341, who is David Michael Productions and what did we pay \$2100 for?

**Sneha:** This is a Midwest Clinic expense.

**Jason:** This was for Sounds and AV needs.

**Josh:** 1349: Jason Eno. What was that for?

**Sneha:** We had sent him a check last fiscal year that got lost in mail and he did not cash. This is a catch up. We resent it to him.

**Sean:** He is a designer for Winter Guard.

**Josh:** 1357: Was that for an event?

**Sneha:** This was paid out to 62 people at \$35 per person per day.

**Jason:** For Midwest Clinic the cost for breakfast at the hotel was astronomical and did not make sense. Our solution was to give a cash handout to our students and parents who accompanied us.

**Josh:** Bounced check 123, how did it happen?

**Sneha:** We saw the check come through. We scheduled a bank transfer to BofA to cover that. But BofA put a hold on the 150k check to cover the transfer. We issued this check 3 days later, assured that the funds were there, and it bounced. BofA had a fault in their system. I spoke to them, and they reversed the charges made to us and to the recipient for the bounced check, since it was their fault.

**Parent:** 1353: what do we use WorldStrides for?

**Beth:** This is our Anaheim trip organizer.

**Sneha:** I would like to point out that whenever we do wire transfer for large amounts, the bank will allow us up to 4 transfers per month without a fee. I can do it from my computer, they need to train me, there won't be a limit on the number of transfers or any additional fees if I do it.

**Alicia:** May I request a motion to approve the November and December financials and transactions 1283-1361?

**Dongni** makes the motion to approve the November and December financials and transactions 1283-1361, **Nisha** seconds the motion. The motion passes unanimously.

## Approval of SHS Winter Percussion & Winter Guard Budgets

(Presented by Jason Shiuan)

2024-2025 Winter Guard Budget - Total Based off of 16 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		5,050	(5,050)	Uniform: \$4000 (\$250 x 16), including tax Gloves & Tights: \$1050.00 Music Department Jacket: \$0
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		4,750	(4,750)	Flags/Tape: \$1250 Props: \$1000 Floor: \$2500
5154 Competition fees		895	(895)	CCGC: \$450 WGI: \$445 (1 show total)
5155 Transportation		500	(500)	Gas for travel to bring equipment & school vans on location: \$100 x 5 = \$500
5156 Show Expenses		1,350	(1,350)	Performance Meals: 5 x \$10 x 24: \$1200 Extra wristbands: \$150
5159 Other		5,500	(5,500)	Show Design: \$2000 Drill Design: \$2000 Banquet: \$1500
4195 SHS WG Trip Revenue				-
5197 WG Trip Expenses		13,877	(13,877)	Flights (22 px): \$310.10 x 22px = \$6,822.20 SoCal Minivans (including gas): \$275 x 3 = \$825 Cargo Van: \$500 Gas for Transportation: \$680 Hotel (10 room min): \$214.97 x 10 rooms x 2 nights = \$4,299.40 Meals: 2 meals x 25px x \$15 = \$750
<b>Winter Guard Sub-Total</b>		<b>31,922</b>	<b>(31,922)</b>	
Program Grant		12,500		
Total (after program grant)		19,422		
Per Student	14	1,387		
<b>Suggested Contribution is \$1390 for 2024-2025</b>				
WG Contribution 2023 was \$600 + \$870 for SoCal Tour				

**Alicia:** This was shared with the board in my email. Does anyone have questions? May I request a motion to approve the SHS Winter Percussion and Winter Guard budgets?

**Josh:** I have a question on the uniform expense. Do we not reuse them from the previous year?

**Jason:** They get uniforms per design of the show. We purchase new custom uniforms every year.

**Richard** makes a motion to approve the SHS Winter Percussion and Winter Guard budgets, **Josh** seconds the motion. The motion passes unanimously.

## Approval of RMS Winter Percussion Budget

(Presented by Jon Jow and Sean Clark)

[RMS 2025 Winter Percussion Budget.pdf](#)

**Josh:** 2/3rds of the expense is instructor expense. Is this outside of standard time or overtime? Why does SMB have to cover this?

**Sean:** This is an afterschool activity and therefore the booster club has to cover it.

**Alicia:** May I request a motion to approve the RMS Winter Percussion budget?

**Richard** makes the motion to approve RMS Winter Percussion budget, **Josh** seconds the motion. The motion passes unanimously.

## Approval of Grant Request for RMS Instrument Wishlist

(Presented by Isabel McPherson)

Merchandise Total	\$1,043.10
Shipping Total	\$0.00
Estimated Tax	\$97.79
<hr/>	
Your Order Total	\$1,140.89

Klaus Mueller Etude Viola

Catalog Number: 111DWK15



Selected Options

Size	15
String Type	Dominant
Case	Kyoto
Exterior Color	Black
Interior Color	Burgundy
Bow	Brazilwood

This item is available.

Price \$1,043.10

Quantity 2

Edit Remove Move to Wishlist

The latest I heard from the school board is that instrument purchases are covered by the booster. For RMS, I can get the violins I need from the elementary school inventory. The violas we have are not the right size for middle school kids. More kids in the RMS Orchestra this year, which

means we need to purchase instruments. We don't have ones that are the exact size for the kids. We need to increase the inventory.

We are also sending back the smaller elementary school cellos and trading them in for full size ones. The company is allowing us to do an exchange for free and only charging us return shipping.

The request is for 2 violas and for shipping costs to send in the cellos.

**Alicia:** How many cellos?

**Isabel:** We are exchanging 6 cellos, at no additional cost other than shipping. I will work with RMS to see if they will cover shipping, but in case they don't cover it, we are requesting SMB to do it for us.

**Alicia:** May I request a motion to approve the grant to pay for the RMS instrument wish list plus \$250 shipment fee?

**Josh** makes a motion to approve the grant to pay for the RMS instrument wish list plus shipment fee, **Richard** seconds the motion. Motion passes unanimously.

## Update on RMS Portable Speakers Purchase

(Presented by Alicia de Fuentes)

When Mr. Ramirez told us that he was denied the amount to purchase the speakers by SUSD, and they said that SMB should pay for it, I wanted to resolve this confusion once and for all. I requested a meeting with Mr. Geisick and I explained that I would like everyone under his leadership to understand that SMB is a true partner to SUSD and I asked him to convey this to his teachers and subordinates that it works well if we can collaborate together as opposed to making us feel we are a grab all. In the conversation with Mr. Geisick I made a couple of things clear: 5th grade elementary music was made possible by Ms. McPherson where SMB made sure that every child had an instrument in hand. This meant SMB made a huge economic lift to purchase instruments to solve a waitlist situation to make the music program accessible and available to every child. We were able to open 5th grade introductory music to all our music students across our 3 elementary schools seamlessly. Our big picture is to get the kids into music early and if they love it, they would continue well into high school. I also reminded Mr. Geisick that the choir program at RMS has not received any donation now for 2 years ever since Mr. Jemal Ramirez took the role. SMB is fulfilling our end of the partnership but did not feel the same sense of partnership from the district. He said he would talk to the CEO. The CEO approached me and said that there was a misunderstanding and SUSD would reimburse us for the amount for the speakers. That is the update from me.

**Parent:** Do we have an inventory of instruments that SMB purchases and uses in SUSD schools? DO we have a record?

**Isabel:** The only ones SUSD paid for are whatever Erin bought, and the one instrument a student lost in a house fire and the school paid for its replacement. All others are paid for by SMB. SMB donates the instruments to the district and the district tags them. We have an inventory list, but the instruments are the district property.

**Parent:** Do we have any classification for what SUSD pays for and what SMB pays for? If this comes up again, we should have a clear definition of what the booster covers. This should include physical items such as instruments and also services.

**Isabel:** For 5th grade music, they say they will pay for everything, they paid for a couple of repairs and that's it. I put in a request for replacements such as bows that are broken. I have not heard back from them, so not sure what will happen.

**Jon:** We were told at the beginning of the school year that we need to get permission from the administration to request SMB grants for instruments. We have been saying that we need a precise list of things covered by district vs music boosters, but we always get stuck talking to people who should answer this question.

**Alicia:** This is a valid point. The feeling I got from CEO is that she is willing to collaborate and work with us. I would like her to define what she understands SMB's responsibility to be and what is SUSD's. It is hard to come to an agreement when things are not clearly defined, and rely on a single person to make a call regarding responsibilities.

## Hall of Fame Fundraiser Update

(Presented by Alicia de Fuentes)

SMB has contributed 50% of donation to make the event happen. We have 5 organizations that are willing to sponsor the event and any of the earnings or losses will be split evenly between the 5 of us. At a minimum it is a break even, or we will turn a profit. The SMB 50th anniversary gala was a good way to get the ball moving.

With respect to this gala, the SHS Foundation is taking care of expenses. I would like to propose that SMB take charge of the sales. I would like to run this by our web masters, so we set up our system to collect the contributions. We can control the money this way and distribute it correctly to all the organizations. Can we have a website for hall of fame gala ticketing and do something under the umbrella of SMB and offer purchase of tickets from there?

**Oliver:** We can do it. I have some questions though.

**Alicia:** We would work with the treasury on how to allocate the funds. It is not a school program; it is a fundraiser for the hall of fame. Are we ok with SMB handling the money for the event?

**Josh:** We are the largest group; we have the infrastructure to handle the money.

**Parent:** Any implications on our annual audit from collecting and distributing money in this manner? How will the logistics of payment work? Will there be a single check written or will there be multiple ones? Who will be paying the bills?

**Alicia:** SHS Foundation is paying the bills. We will take charge of equally distributing the raised amount among all the participating organizations. We will collect the ticket prices from the attendees and write the checks to all the organizations from the money that is raised. This is a fundraiser and our bylaws support this.

**Parent:** I want this to be clear, since it appears that one non-profit will be writing a check to another.

**Alicia:** This is allowed. We are part of the same group. It is the same as when we contributed to fundraising.

**Richard:** My only concern is audit. Because of the trips this year, we will need to conduct an audit of this year's financials next fiscal year. We have to take that into account.

**Alicia:** We all work for SHS and this fundraiser benefits SHS, so it is allowed.



**Oliver:** There is no issue doing the front end for the ticketing.

**Jason:** They were aiming for October 11. This may conflict with a Marching Band competition. I want you to be aware of it, in case we have to miss the gala to be at the competition.

**Alicia:** I would like for the music directors and students to be present at the event. We needed to pick a date to reserve the venue, so they took us seriously, which is why we picked this date. This is not set in stone, and we can change the date. We planned it around Homecoming. Once you have the finalized dates for the competitions, we can finalize the fundraiser date.

**Jason:** We got a draft of the football schedule. I have not seen it yet. Hopefully by next week we will have a better idea.

**Alicia:** We have made the deposit for the venue. If we need to move the date and if the venue is available, we can do it.

## Update from Treasurer

(Presented by Sneha Melkote)

**Alicia:** We still have 5 uncashed cheques. We need to send the recipients a reminder.

**Sneha:** I will be redoing the assigned numbers for different programs and activities with Alicia and Richard's help. We currently use a 4-digit number system for expense and income. My plan is to change it to 5- or 6-digit numbers from next year. This will make our jobs easier. Programs can get budgeted correctly and year end financials are easier. We will give it a face lift. The three of us will discuss this and introduce it next fiscal year. All platforms get the same budget allocation numbers.

**Alicia:** Our accounting has gotten messy, and it takes time to clean up and align the numbers. It will help the treasurer and those looking at finances. Any comments?

**Jason:** When do you plan to complete it? So, when we start our planning for next school year, we can use the new numbering system.

**Sneha:** I am hoping to have it ready and present to the board in April.

**Alicia:** We will circulate with the directors before we present to the entire board, you can comment and request changes.

**Jason:** Can we have this in place by March so I can get my budget out to the board by April?

**Alicia:** Sure, we can do that.

## Parliamentarian Update

(Presented by Alicia de Fuentes)

Reminder to our new Parliamentarian, Josh Rupert. We need to create a nomination committee to elect the board members for next year. Our ex-parliamentarian Ramya, can guide you.

**Ramya:** We have a spreadsheet I can share with you. First round we ask everyone from this year if they wish to continue, then we look for nominees to fill the roles that will be vacant. You need to form a team for the nomination committee. We had 3 last year. I recommend having a team of 2-3 members. I will send the spreadsheet to you.

## Pancake Breakfast Update

(Presented by Nisha Hebbalae)

Thank you to Alicia and Mrudula for your guidance. We had a meeting in November. Happy to report that most of the leads are coming back this year. The prices for the tickets and raffle tickets are going to be the same as last year with the same bundling. We submitted the application for the media banner locations to the city. Our members Alicia, Beryl, Mrudula and Tina generously donated Pancake Breakfast tickets to be raffled at the SEF 5K. This was a great success and helped publicize our event. Our publicity team has created a beautiful flyer which we will share at the next meeting. Our treasurer submitted the application for a permit to conduct the raffle which was approved. I will need to work with Jason on reserving the SHS rooms and spaces needed for the event.

**Jason:** I will find out if this can be done by me, not clear what the boards' rules are on this with the new management. I will find that out.

**Alicia:** If it has to be done by the booster, it has to be me, since I have the only access to the system. I will take care of it.

## Music Directors' Reports

### Beth Nitzan

End of year concerts were great, with amazing collaborations and music. Choir students delivered CarolGrams around school on the last day of classes. 4 SHS Choir students got selected to California Allstate ensemble, they will be leaving this Thursday for Sacramento. Choir fun night is coming up. We are inviting RMS choir students to participate with us, to facilitate bonding between the two programs. This was Mr. Shiuan's idea.

**Josh:** The number of students who made Allstate, 4, is that a good number?

**Beth:** I would say it is a good number; we are on an upswing. For the choir, it is a live audition, and they have to sight read and demonstrate musicality. So the fact that 4 students got selected is very impressive.

### Sean Clark

Midwest Clinic was awesome. Our parents are wonderful and supportive. Thank you, SMB, for your support. We were the first California percussion group to be invited to perform at the event.

We are also in full swing with Winter Percussion starting this semester.

**Alicia:** I want to share this with the board (Alicia raised the SHS Falcon magazine to show everyone), our music program was featured in Saratoga Falcon magazine. I fully recommend you subscribe to it so you can read all the articles that our students so professionally report on.

**Sean:** We have props and costumes coming in for Winter Percussion. We have a person from SoCal to stage our show: James Gao. First public performance on Feb 2. Jazz Band has started and is gearing up for its first performance.

## Jason Shiuan

Things don't get less busy after Marching Band is done in fall. Thank you to the cookie dough team, the distribution happened so smoothly, parents handled it very well. We held a benefit concert raising money for the fire victims. Percussion had a preview concert for Midwest Clinic. We held our Concerto competition; we have 4 winners from 20 competitors.

Jazz went to Stanford for the fall festival and got to work with professionals and world-renowned composers. Band and Orchestra winter concerts were amazing. Shoutout to Mr. Clark and Mr. Tantavirojn for Midwest Clinic performance. We had the 8:30 am time slot, which is 6:30am for us here in CA, and students were such great sports, they gave an amazing performance.

Last week we had a residency of Chamber Music by the Bay, thanks to SMB for supporting it. It is run by one of our alumni. This is their 12th year holding it at SHS, it is very inspiring, and it culminates with a benefit concert with some of our students performing side by side with professional musicians. Students got the music, learned it on their own, had 2 rehearsals and then performed to an audience.

All freshman band and orchestra students went to the SF Symphony to watch their rehearsal. Watched Ray Chen perform. Great experience for our students.

Winter Percussion and Winter Guard in full swing. Winter Guard has their first show, it is called evals. Allstates are this week. Elective night is coming back. County band auditions are coming up. Jazz exchange with Los Gatos on Feb 2.

Back in October, we got full support from the new high school board to plan a trip for 2026 summer. Mr. Boitz, Ms. Hasegawa and I met with the tour company from Japan, at Midwest Clinic in Chicago. We have expressed our vision, goals to them. We told them we will have about 400 people on the tour. They are working on a proposal and getting festivals organized and we will have a plan soon. Main point is don't make plans for summer 2026. Alum parents can come too. Class of 2026 can also perform.

**Alicia:** The district bi-annual report came out and what the acting superintendent, Mr. Heath Rocha, has written is very heartening for us. He is clearly leading the district to support the schools by maintaining their unique culture, programs and traditions.

## Isabel McPherson

We had 10 students who made it to Allstate from the RMS orchestra. Quite a few students auditioned. RMS Winter Concerts were packed. Overwhelming support from families. MESH leadership from SHS came to talk to them. We are going to start the MESH program. Leaders from SHS are my former students, so it is great to see them again in a different role.

We leave for Disney one month from today. Excited about the full orchestra.

Beginning orchestra classes are going well. This year we will be holding auditions before students can register for a program, rather than after. So time crunch on kids to manage that. 5<sup>th</sup> grade switching instruments this week.

**Alicia:** How are kids getting to the Allstate event?

**Isabel:** Mr. Jow has arranged a bus to take them. Some of the parents are driving the kids and they will probably come back with their parents.

**Parent:** For 5<sup>th</sup> graders can we do a showcase of RMS music such as watching the performances etc.?

**Isabel:** I did show them a part of the winter concert. It's too early to have a 6th grade choice conversation. When we do have it after February break, we will show the Disney footage. I will pull choir footage from the December concert. Since time to sign up for next year is later, they will have more time.

**Parent:** If they need to go for an audition, how is that going to happen?

**Isabel:** Audition is due before February break. I gave a sheet to contact me for audition info to 5<sup>th</sup> grade students. I sent it before the break. Not many contacted me. Only if someone asked for it, will we give them the audition information. This is to avoid confusing the students. Only if they played an instrument prior and wanted to audition for intermediate level can they audition. There are very few kids, since most of them are beginners. They will audition and we will put in a recommendation in PowerSchool. This is due by February 26.

**Parent:** Question on Disney: how will you fit all kids on stage?

**Isabel:** We had a few kids in front of the stage last year, so I think we can manage. Last year we had 110, this year 95. Advanced and chamber ensembles will travel to Disneyland.

**Jon:** Percussionists in Advanced Band will also go.

## Jemal Ramirez (reported through Jon Jow)

- Choir is working on warmups and excited to have Ms. Nitzan visit next week. They're also working on some new rounds and songs for the upcoming semester.
- Percussion is continuing to learn new rhythms theory. They'll be returning to working on the mallet percussion instruments next week and reading in some new key signatures.
- Beginning Band is working on dynamics/volume changes and connecting their notes together for musical phrasing.

## Jon Jow

- The RMS Winter Concerts were all fantastic. We ended up with standing room only at both of our band and orchestra concerts. The Jazz Band retook the stage for the first time since 2019 (kudos to Mr. McGinn!) and the choir did a fantastic job with SHS. It was a great kickoff to the holidays. Thanks to SHS for all of their help with our concerts, and thanks to parents and volunteers for making them a success!
- All-State students heading to Sacramento this Thursday.
- Color Guard is making their debut at CCGC evals next Saturday! We're excited to venture out into the Winter Guard realm very soon.

- At long last, RMS Winter Percussion is also starting up soon. We'll have more information to report next month.
- MESH is getting started up as well. Thanks to the MESH leads for getting everything set up!
- SoCal/Disney trip is on cue for next month. We're looking very healthy on the donations front, and just waiting for further deposits to be made and matching to come in. We're excited to perform as a full orchestra (combined strings and band) for the first time on the Disney stage!

I also purchased a Nintendo themed alarm clock, which I will be donating to Pancake Breakfast.

**Alicia:** Ms. McPherson, can a beginner audition for chamber?

**Isabel:** No. It is not appropriate to skip instructions from one level to go to the next level, so we don't encourage it.

**Parent:** Jazz band director, what are his plans for next year?

**Jon:** He has an incoming 6th grader so I am hopeful that he is back.

**Parent:** When will RMS Winter Percussion begin?

**Jon:** Aiming for next week. We are waiting for the instructor's schedule. We will have it on our calendar soon.

**Parent:** For RMS Color Guard, are there any plans to submit auditions for next year's Disneyland trip?

**Jon:** Disney is tricky. If they are interested, once we have footage to submit, we can submit it.

## SMB Insurance Renewal

(Presented by Alicia de Fuentes)

SMB's insurance is up for renewal. We must have it to work within the school grounds and to cover events such as the Pancake Breakfast. The school district requires it. This covers our music directors and executive board members. Can I use this as a reminder to make sure that any renewals we may have do not expire? Webmasters, if you have information on applications and forms that we use for our business (for example, our CRF), make sure they are not close to expiring. I believe we renewed our CRF with a 2-year subscription. Hopefully this can be confirmed soon, we need to make sure we are up to date with all our subscriptions.

**Parent:** Suggestion. I want to see if it is possible to look at corporate matches for trips and donations. This way we can see as parents if we can push that more within our community.

**Alicia:** We don't need to do that. We have the financial reports, you see where we are with contributions from them. The company matches do not always come when you submit the request for them. The matches come so out of sync depending on the company; we don't see it until a few weeks after you donate. We don't have the bandwidth to manually go and calculate match amounts for all our programs. It is a big ask from our donation team volunteers. You have our financial reports to see where we are at.

**Nisha:** Do we have instances where we did not receive a promised match amount from companies?

**Alicia:** From what I know, the issue is that just by looking at the match it is not clear what program it is intended for. Sometimes parents are not very clear in their comments, so the donation team has to spend some time figuring out the program it is meant for. We can usually tell from the amount that is donated and it matches the donation suggestion for a particular program. But oftentimes that is not clear either, so it takes some time to reconcile things.

## Summary of Motions

Approval of November meeting minutes	Josh moves, Nisha seconds, motion carries
Approval of November/December financials and transactions: 1283-1361	Dongni moves, Nisha seconds, motion carries
Approval of SHS Winter Percussion & Winter Guard Budgets	Richard moves, Josh seconds, motion carries
Approval of RMS Winter Percussion Budget	Richard moves, Josh seconds, motion carries
Approval of Grant Request for RMS Instrument Wishlist	Josh moves, Richard seconds, motion carries

The meeting adjourned at 8:38 pm.

Bharti Ramaswamy/ Nisha Hebbalae  
Co-Recording Secretaries