



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 March 12th, 2024, for 01 Hours 38 Minutes

Attendance: total number of attendees = 20

Attendees

Executive Board

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

Music Directors

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

Booster Members

Name	Role
Richard Aochi	Controller
Thea Widmer	Parent Webmaster
Anu Kankanwadi	SHS Color Guard/Winter Guard
Vrinda Gopal	SHS Percussion Liaison
Isabel Oh	RMS Band
Josh Rupert	RMS Choir
Lily Chow	Cookie Dough Sales Co-Chair
Sneha Melkote	Pancake Breakfast Treasurer
Karen Fredericks	Member
Joyce Koh	Member
Beryl Liu	Member
Eunjoo/Emily Yi	Member
Julia Hsieh	Member
Mary Ko	Member

Tina Pao	Member
Rolo Chee	Member
Lingling Sun	Member
James Vash	Member
Julie Duong	Member
Rajesh Vaidya	Member
Durga Vaidya	Member
Priya Vishwanathan	Member
Aruna Thota	Member
Isa Rene	Member
Anil Moolchandani	Member
Bhavana Narayanan	Member
Marcelo Cintra	Member
Helen Sun	Member

Alicia calls the meeting to order at 7:06 pm.

April Meeting Minutes Approval

(presented by Alicia de Fuentes)

Alicia: Thank you everyone for coming today. I am very glad to see such a large group. It is always a pleasure to have a bigger involvement from the community. Let us start by approving the meeting minutes from April. Are there any questions or comments about last month's meeting minutes? If not, may we have a motion to approve them?

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


April 2024 Financials

(Presented by Sneha Melkote on behalf of Revathi Koteeswaran)

I spent a couple of weekends going over the data with Rev, who also shared her notes with me. She is on a business trip and could not be here today.

Cash Flow

Sneha: I had a good training with Revathi, I am presenting on behalf of her, verbatim. Typically, the right side is the budgeted amount, and the left side are the actuals.

 Saratoga Music Boosters Cash Flow 04/30/24					23-24	23-24	23-24	23-24
Name	Actual Carryover	Actual Income	Actual Expenses	23-24 Actual	Carryforward 2023-24	Budgeted Income	Budgeted Expenses	23-24 Projected \$
SHS Band	43,444	234,469	268,071	9,842	43,444	254,370	278,539	19,275
SHS Concert Band	0		11,014	(11,014)	0		11,275	(11,275)
SHS Jazz Band	0		1,565	(1,565)	0		8,000	(8,000)
SHS Winter Guard	8,000	18,528	18,669	7,858	8,000	22,000	32,095	(2,095)
SHS Winter Percussion	10,000	115,390	82,995	42,395	10,000	87,630	80,500	17,130
SHS Orchestra	0	90,508	87,677	2,831	0	101,380	101,352	28
SHS Choir	16,575	15,200	23,005	8,770	16,575	18,000	34,575	0
SHS Band Trip(CASMEC)		22,615	26,694	(4,079)		27,995	27,990	5
SHS Orchestra Trip		140,069	148,324	(8,255)				0
SHS Choir Trip		51,153	48,507	2,647		36,000	36,000	0
SHS WP Trip		222,622	95,688	126,934		77,000	104,024	(27,024) [1]
SHS WG Trip		475	0	475				0
SHS International Trip		0	0	0				0
SHS Totals	78,019	911,029	812,210	176,838	78,019	624,375	714,350	(11,956)
Redwood Marching Band	0	20,669 [2]	3,855	16,813	0	17,500	17,400	100
Redwood Ensemble	150	27,915	29,350	(1,285)	150	47,850	48,000	0
Redwood Upper Strings	0	20,745	30,490	(9,745)	0	30,745	30,600	145
RMS Color Guard	5,500	4,230	3,160	6,570	5,500	4,200	9,700	0
Redwood Chorus	9,625	1,050	167	10,508	9,625	7,700	17,325	0
RMS Trip/Tour	0	189,535	168,532	21,003	0	130,000	130,000	0
Redwood Total	15,275	264,144	235,555	43,864	15,275	237,995	253,025	245
5th Grade Band	0			0	0	11,220	10,500	720
Elementary Total	0	0	0	0	0	11,220	10,500	720
Total Redwood+Elem	15,275	264,144	235,555	43,864	15,275	249,215	263,525	965

Sneha: Some numbers did not make sense. The first item is winter percussion. The budgeted income was 87K, but the actual income is 115K. The treasurer wants to look at these numbers.

The second one is orchestra – the budgeted income was 101K, but the actual income was only 90K. Somewhere there is a 10K discrepancy.

Alicia: When the music directors establish the budget for their programs, they take into consideration that about 90% of the student body is able to donate to the program. SMB steps in, thanks to community support, as it is able to ensure the music programs have the funds that they need to ensure program success for the remaining % that is not able to be covered from donations. So, there will always be a discrepancy between budgeted vs actuals. There is nothing concerning about these numbers.

Sneha: Next is orchestra trip – the budgeted amounts are blank and yet to be updated. For the choir trip, the budgeted income was 36K, actual income was 51K. And for the winter percussion trip, budgeted amount was 77K and the actual income was 222K, which is a huge discrepancy. We need to see if we misallocated some funds.

SMB financial year will close in the next month, we need to make sure that the funds are allocated properly. RMS upper strings income is 30K budgeted vs. 20K actual. Maybe the students didn't pay.

RMS trip was 130K budgeted vs. 189K actual income. Something has to be balanced between these two trips.

Ramya: What about RMS marching band? Should we look at the allocation there as well?

Sneha: No, she has not highlighted that one.

Next is cookie dough sales, made about 12K. Pancake breakfast numbers will be updated later. Benefactor donations are at 202K, we are good with that number as actuals.

The last one is the program wish list. Back in December, Rev had approached Alicia and the directors with an email to look at the wish list, match the line items and compare it with the budget. She hopes to do this right after school ends, and before everyone leaves on the break.

Balance sheet

Sneha: Couple of months ago our BofA checking account was exposed to fraud. We had to get a new account with the bank. Every month SMB reconciles their books. For some reason, 100K appeared in a wrong line item. March reconciliation had to be redone, it has now been corrected.

We got an email about the discrepancy – we are waiting to see why it showed up. It must never show up. We had to void the old checks, but unfortunately, we could not recover \$1000 from the checks that went out.

Budget vs actuals

Sneha: This shows what percentage of the expected budget came in as revenue for each of the programs. We can see that we got 92% of the budgeted band revenue, and so forth. Percussion income was very good. Choir also did well. As mentioned earlier, there is a huge discrepancy in the Winter Percussion trip – budgeted was 77K, actual was 222K. This needs to be looked at.



Saratoga Music Boosters Budget vs. Actuals: FY23-24 - FY24 P&L July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4100 SHS Income				
4101 SHS Band Fees	234,469.00	254,370.00	(19,901.00)	92.18 %
4102 SHS Orchestra Income	90,508.00	101,380.00	(10,872.00)	89.28 %
4104 SHS Choir Income	15,200.00	18,000.00	(2,800.00)	84.44 %
4106 SHS Winter Guard Income	18,527.50	22,000.00	(3,472.50)	84.22 %
4107 SHS Winter Percussion Income	115,390.00	87,630.00	27,760.00	131.68 %
4191 Choir Trip Recognized Income	51,153.38	36,000.00	15,153.38	142.09 %
4192 Concert Band Trip Recognized Income	22,615.00	27,995.00	(5,380.00)	80.78 %
4194 Orchestra Trip Recognized Income	140,069.00		140,069.00	
4196 WP Trip Recognized Income	222,622.09	77,000.00	145,622.09	289.12 %
4197 WG Trip Recognized Income	475.00		475.00	
Total 4100 SHS Income	911,028.97	624,375.00	286,653.97	145.91 %
4200 K-8 Income				
4220 Redwood Income				
4221 Redwood Marching	20,668.59	17,500.00	3,168.59	118.11 %
4223 Redwood Band Sectionals	27,915.00	47,850.00	(19,935.00)	58.34 %
4225 Upper Strings	20,745.00	30,745.00	(10,000.00)	67.47 %
4226 Color Guard	4,230.00	4,200.00	30.00	100.71 %
4229 Redwood Chorus	1,050.00	7,700.00	(6,650.00)	13.64 %
4281 RMS Trip Recognized Income	189,535.00	130,000.00	59,535.00	145.80 %
Total 4220 Redwood Income	264,143.59	237,995.00	26,148.59	110.99 %
4250 Primary Grades Income				
4251 5th Grade Band Income		11,220.00	(11,220.00)	
Total 4250 Primary Grades Income		11,220.00	(11,220.00)	
Total 4200 K-8 Income	264,143.59	249,215.00	14,928.59	105.99 %

Approval of April transactions

Alicia: We must approve checks that were remitted in the month of April. We must verify that the checks are in consecutive order first. I see that check 1069 is missing. It is not voided. I will ask Rev about check 1069, let's skip it for now.

Sneha: ok

Alicia: The transaction checks to approve this month are 1017-1068 and 1070-1086.

Ramya: There is another check. 15332

Alicia: That is an incoming amount.

Josh: Looking at transaction 1080, I see large sums for instructor fees.

Jason: That is payment to our coaches for Marching Band, Orchestra, Guard, and Percussion, as well as clinicians and judges. The district pays the individuals. They send me the bill. The payment is over multiple months such as July to Jan or Feb to April. They piecemeal it together, which is why the numbers are so large.

Josh: So, it is an aggregated amount.

Jason: Yes, many individuals over many sessions.

Alicia: If there are no other questions, can we please have a motion to approve the transactions in April.

Mrudula makes the motion to approve the April transactions (1017-1068 and 1070-1086), seconded by **Josh**. May the record show that the motion passed unanimously.

Budget proposal for SUSD

(Presented by Jon Jow)

I put this together for a number of programs at elementary and middle schools. I will of course need to amend it next month, once the final enrollment numbers come in. This is similar to previous years: our programs are Marching Band, Orchestra, Choir, Guard. Expenses include uniform costs, transportation, instructors' fees.

We are estimated to have 54 musicians next year. It is hard to anticipate Color Guard numbers since it is not part of the school program. I have a placeholder of 10 students for the program.

Here is how we calculate the budget: we take the total anticipated expenses; we divide it by 80% of the enrollment number. This is the amount that we request per student from the families.

For sectionals, we still don't know what the final participation will be. Our estimate is an optimistic enrollment calculation for the time being, we will know for certain once the final numbers are in.

We have a similar calculation for Orchestra as well.

For Color Guard we do not know for sure, therefore this is a shot in the dark. Color Guard and Choir will need SMB subsidy because the enrollment numbers are small. To be fair to everyone, we request the same donation amount for all programs. We do not want new families to be overwhelmed by donation requests.

Do we approve the budget this month?

Alicia: No, not at this meeting.

Jon: Choir is to keep same the plan as the current year. We have not heard from Mr. Ramirez about his budget or enrollment estimates for next year, so we do not know how many students plan to join. If we kept the plan the same as this year, we estimate 25 student enrollments, based on the numbers this year. And we will request a subsidy from SMB for Choir.

Ramya: Choir question. Not expecting an answer from you, if you don't have it. Did we send a donation request this year? Parents said they did not receive one. Another question that came up: if we have clinicians for other programs, why do we not have them for choir? Parents are asking us since the donation ask is same as other programs. Band and Orchestra get clinicians. But choir is basic.

Jon: Great question. The choir program has been budgeted for clinicians, but I do not know why we have not utilized it.

The RMS music trip to Disney/SoCal is on for next year. We already got approved for Band and Orchestra.

Member: Will we get an answer for choir in the next SMB meeting?

Alicia: Mr. Ramirez has been invited to this meeting. We would like him to address these questions. We have encouraged him to do more. But there is only so much SMB can do. He is new to the role; he may not know how SMB can support him. I will meet with Principal Hamm and SUSD leadership on Friday and I will ask them these questions. I feel these frustrations from the parents.

Josh: Why does he not attend these meetings? We have had many questions; he needs to be here.

Ramya: Could we send an email to him?

Alicia: Every parent has the right to ask this question. Let us present this to him. I will bring this up with the SUSD and with Mr. Ramirez. But it will be nice if parents can also bring this up with them. I encourage you to do it.

Jon: Elementary school budget is a placeholder. We are not sure if we can ask for donations from the parents. Elementary program went through a big change this year. Isabel took it on alone. We had to scramble to make it happen this year. We have learned a lot from our experience and hopefully next year will go more smoothly.

Alicia: The school district leadership said they do not want to charge 5th grade students since all students are enrolled in the music program.

Isabel: I don't understand why we cannot ask the parents. It is not a requirement. But we can request gently.

Alicia: This year 5th grade music was a difficult thing to plan for the directors and SUSD leadership. And Ms. McPherson, you somehow made it happen. I am confident next year will go better and we will be there to support you all the way.

Ramya: This year did we have clinicians?

Isabel: I could not solicit donations from parents, so we did not bring them in. I would love to have them.

Ramya: Can we mention that to request donations from parents?

Isabel: Potential pool is every 5th grade family. But even a small num will go a long way, it will help a great deal. We can have coaches come in and work with our kids. Perhaps have them over once. It will give the students a taste of what it will be like at RMS and SHS. For Band the sooner we start the better. For Orchestra, once they have learned some basics, we could have them work with a clinician.

Parliamentarian Update

SMB Executive Board 2024-25 Nominees and Election

(Presented by Ramya Vasu and Vrinda Gopal)

2024 - 2025 BOARD MEMBERS - NOMINATIONS

EXECUTIVE BOARD

SMB President: Alicia de Fuentes
Co-VP Donations: Mrudula Prashant
Co-VP Donations: Tista Kapoor
Co-Recording Secretary: Bharti Ramaswamy
Co-Recording Secretary: Nisha Hebbalae
Treasurer: Sneha Melkote
Parliamentarian: Ramya Vasu
Auditor*: Outside Firm
(* Appointed by the President)

BOARD POSITIONS

Financial

Controller: Richard Aochi
Co-Financial Secretary: Jaya Sundra
Co-Financial Secretary: Chris Schilling
Accounts Payable Secretary: Nina Fu

Communications

Corresponding Secretary: Dhanashri Kulkarni

Publicity: Joyce Koh-Fernandez
Publicity: Isabel Oh
Publicity: Beryl Liu
Parent Webmaster: Thea Widmer
Student Webmaster: Oliver Su

Liaisons

SHS Alumni: Sameer Vaidya
SHS Band: Vrinda Gopal, Dongni Chen, Beryl Liu
SHS Choral Program: (Two open positions)
SHS Color Guard/Winter Guard: Anu Kankanwadi (One open position)
SHS Orchestra: Rahul Agarwal, Marcelo Cintra (Two open positions)
SHS Percussion/Winter Percussion: Dongni Chen, Vrinda Gopal, Beryl Liu
SUSD / RMS Program Donations Chair: Ramya Vasu
5th Grade Instrumental Music:
Foothill Elementary: Virginia Young
(will not have voting rights)
Argonaut Elementary: Josh Rupert
Saratoga Elementary: Sneha Melkote
RMS Music Programs: Suzie Kim
RMS Band: Tista Kapoor, Emily Yi
RMS Orchestra: Suzie Kim

RMS Choir: (One open position)
RMS Percussion: (One open position)
RMS Color Guard: Joyce Koh Fernandez
RMS Marching Band: Ramya Vasu

Fundraising Event Chairs

Cookie Dough Sales: Lily Chow, Meghana Palande
Pancake Breakfast: Nisha Hebbalae, Catalina Rupert, Lily Chow
Pancake Breakfast Treasurer: Sneha Melkote

End of document ■

Ramya: Our nomination committee consisted of Sameer Vaidya, Vrinda Gopal, Suzie Kim, and me. Sameer and Suzie could not be here today. Vrinda is going to present today. Before we begin, I would like to clarify

that all positions are open to any member. No one is tied to any role. After Vrinda makes her presentation, anyone can nominate themselves or someone else. Feel free to do so.

Vrinda: The Executive Board positions already have nominees. Feel free to nominate another person if you have someone else in mind. Our publicity liaison roles also have 3 nominees. Sameer has agreed to be the alum liaison next year. We still need orchestra parent liaisons. Mr. Boitz has 2 names for this role. I will update this list with those names later. RMS also has a few open positions. Please spread the word in the community so we can fill these roles.

Alicia: It helps the program if our parents step up. They become the voice to speak on behalf of the group. We need these voices, and we need parents to take ownership of the program.

Ramya: Anyone who wants to nominate themselves or someone else for any of these roles, please do so. We also need SHS Choir liaisons. Liaisons are not official roles. So, we can add them later, without having to vote them in.

Joyce: Is this the final list of nominees?

Alicia: This is the list of nominees being voted in today.

Ramya: We started the nomination process in February for the Executive Board for the year 2024-25. Without further ado, let us have the motion to confirm the 2024-25 Executive Board by vote.

Vrinda makes the motion to confirm the 2024-25 SMB Executive Board by vote, seconded by **Thea**. May the record show that the motion passed unanimously.

Ramya: Let me introduce the SMB Executive Board for the year 2024-25.

SMB President: Alicia de Fuentes

Co-VP Donations: Mrudula Prashant

Co-VP Donations: Tista Kapoor

Co-Recording Secretary: Bharti Ramaswamy

Co-Recording Secretary: Nisha Hebbalae

Treasurer: Sneha Melkote

Parliamentarian: Ramya Vasu

Alicia: Everyone in this room or on this document capturing their positions they have volunteered for, I cannot say how valuable you are to the organization, to the students and to the programs. I cannot thank you enough. It is a lovely opportunity to work with you all.

Update to SMB Bylaws

(Presented by Ramya Vasu)

Here is the amendment I am proposing. We can add this to Article IX: Disbursement of Funds >> section E or add a new section.

Check Signers:

The authorized check signers must not be related by blood or marriage or reside in the same household as the authorized signers for the Booster's financial accounts.

Mission statement inclusion:

SMB is a non-commercial, nonsectarian, and nonpartisan organization. Partisan, as defined by SMB, includes any election involving a candidate - even for "nonpartisan" officers such as a school board or city council.

Add the following to Article VIII: SARATOGA MUSIC BOOSTERS Board

Political Activities. *SMB or its members in their official capacities shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.*

SMB has 3 check signees for all outgoing checks: our President: Alicia, co-VP donations Mrudula, and our current Treasurer Rev. Each check requires 2 co-signees. I would like to make an amendment to our Bylaws that the 2 SMB check co-signees cannot be related to one another by blood or by marriage.

Alicia: I think this is brilliant and it is protecting the organization. It is good to have this barrier. We are trusted by our donors to manage SMB funds, and we must do everything to keep that trust. I applaud this change.

Ramya: It is not only about trust, but we need protection to prevent misuse. This verbiage is present in most PTA and booster organizations, and SMB Bylaws did not have it until now.

There is also another change: I brought this up since people have been asking me to endorse them for elections. They wanted SMB to endorse them. We decided to make this change, so we are very clear that we are not partisan in any manner.

Alicia: To be clear, we don't get involved in politics as an SMB organization. You can do anything as an individual citizen, but you cannot endorse or support anything political as an officer of SMB.

Josh: What if we have an education board or city council that is anti-music? Can we encourage our members to vote them out?

Alicia: We support the music programs in our schools, our music directors, our community, and our vision. If anything affects that, we can act accordingly. If something is causing harm to our mission or what we support, we as SMB can advocate to have that changed. Anything outside this mission, we cannot and do not support.

Josh: Question for the attorney present in this meeting: if we have an elected official working against SMB and they run on that platform, can we as SMB provide endorsement for alternates?

Alicia: We cannot endorse any candidate; we can only state the facts. List the facts out so our members can make their own informed decision, but we do not endorse anyone. Nonprofits cannot be political, by law.

Parent: Is the Bylaw amendment necessary?

Ramya: Yes, it is as a protection mechanism. The first part is going to be an addition to the mission statement. The second part is an update to Article 8.

Nisha: For the SMB check signees amendment, have you considered restricting the two co-signees from having an employer-employee or a supervisor-reportee relationship?

Alicia: I think this is a valid point and we should definitely add this into the verbiage.

Ramya: We will look up what Nisha brought up and make the necessary changes.

Vrinda: I would request simplifying the verbiage on the Bylaw restricting political activities by board members.

Ramya: I will simplify the sentences and make other necessary changes. I will get this approved at the next SMB board meeting.

Pancake Breakfast 2024 Report

(Presented by Sneha Melkote)

Pancake Breakfast 2023-24

Financial Report

Budget and Actuals

SMB Pancake Breakfast 2023-24		
Categories	2023-24 Actuals	2023-24 Budget
EXPENSES		
Raffle Approval Permit	\$ 30.00	\$ 30.00
Posters and Banners	\$ 578.42	\$ 600.00
Mailing		
Food & Paper Goods - PURCHASING	\$ 3,839.91	\$ 6,000.00
RAFFLES - Raffle Prizes	\$ 1,145.88	\$ 2,500.00
Grab Bags/Raffle/Silent Auction	\$ 133.92	\$ 150.00
Name Tags/ Ink	\$	\$ 100.00
Propane SMB	\$	\$ 300.00
Rentals	\$ 1,290.00	\$ 1,400.00
Decor/ Appreciation	\$ 500.00	\$ 1,000.00
Hardware/ Parts	\$ 2,175.00	\$ 4,000.00
Custodian Help	\$ 1,200.00	\$ 1,200.00
Kitchen Cleaning	\$ 200.00	\$ 200.00
Total Expenses	\$ 11,093.31	\$ 17,500.00

Cards - Giftcards Tallying

- CVS - (\$25 gift cards X 6) = \$150 was used.

INCOME

INCOME		
Advance/Online Ticket Sales	\$ 26,470.00	
Same-day Ticket Sales	\$ 7,530.00	
TOTAL PLATES SOLD : 1436		
Raffle Ticket/Grab Bag Sales	\$ 1,583.00	\$5 X 76 Grab bags were sold
Online Raffle Ticket Sales	\$ 2,371.00	
Silent Auction	Online and cash/check	\$ 18,122.88
SILENT AUCTION MADE A TOTAL OF : \$ 18,122.88		
Donations	\$ 1,650.00	
Sausage and Strawberry Sales	\$ 130.00	
Krusteaz Rebate	\$ 0.00	
SPOT BUY	\$ 1,219.00	

FINAL PROFIT TO SMB

Budget Actuals	\$ 11,093.13
Total Income	\$ 59,845.88
Final Profit to SMB	\$ 48,752.75
	(Matching expected)

PANCAKE BREAKFAST EVENT PLANS 2024-25

- SMB Budget for PB 2024-25 — \$17,500

- a. Aprons
- b. Grill knobs/grill repair or a new grill
- c. Buying sausage from Costco, was a huge savings on purchasing team's purse. Used 300 lbs sausages with 10% less salt.
- d. Will continue to use the SMB remainder gift cards towards purchasing expenses.

For some items we have not received invoices yet, so we have yet to reimburse the person. We bought a new grill this year and have to reimburse the person who made the purchase. We need to get an invoice from the

school for the facilities, but we have already accounted for it. We still have unused CVS gift cards that we will save for next year. We used 6 of them this year.

Budget vs Actuals: We budgeted \$17500. But used only \$11093, saving SMB about \$6000, thanks to our amazing purchasing team.

Income: Our advanced ticket sales made \$26470. The same day ticket sales generated \$7530. The big winner was our silent auction, we made about \$18000. We made \$130 selling left over sausages. We ran out of strawberries. Our Spot Buy table made \$1219. In all we generated an income of about \$59845, which is a record for us.

We did not save any Krusteaz pancake mix packaging to take advantage of the refund program, since the kitchen volunteers were dealing with the clogged sink and other crises, and they ended up discarding the packaging.

Profit to SMB from PB2024 is \$48752.75, which is a big jump over previous years.

Alicia: Does anyone have any questions about the Pancake Breakfast 2024 financial report or about the budget for Pancake Breakfast 2025? If not, may we please have a motion to approve the budget of \$17500 for Pancake Breakfast 2025?

Nisha makes the motion to approve the Pancake Breakfast 2025 budget at \$17500, seconded by **Vrinda**. May the record show that the motion passed unanimously.

2023-24 Tax filing update

(presented by Richard Aochi)

We got confirmation from the tax filing firm that form 990 and 199 for California tax filing have been submitted and accepted. Alicia sent RRF 1 and Form-990 to them.

Alicia: They received it on May 10th.

Richard: We are good with our tax filing.

Booster Presidents' Meeting Update

(presented by Alicia de Fuentes)

Every year we have an event for our red envelope stuffing and to communicate to our members and donors what to expect in the coming year. I am looking for the publicity team to update the brochure this year. We have a photographer who can give you pictures from the year. Anyone wants to volunteer for this? Publicity team?

Beryl: I can do it.

Alicia: Thank you, Beryl!

SHS booster groups want to do a community fundraiser at the start of the next school year. SMB is interested in participating in it. SHS PTSO is also participating. We are going to work together to make something unique for SHS and the entire school community. The time of the event is ideal since it is the start of the year. New students can make connections in this manner. It is a great idea from Principal Greg Louie.

BofA Fraud Update

(presented by Alicia de Fuentes)

To give everyone a recap: SMB checking account with Bank of America was the victim of a check fraud. Valid checks were stolen and duplicated, and the money taken from our account. I have contacted the sheriff's deputy. The deputy has no updates on their investigation. I am in constant communication with the

bank as well, regarding the reimbursement of the stolen funds. The fraud department at the bank has not confirmed that they will refund us. Still waiting for a report from them.

Music Directors' Reports

Isabel McPherson

Pancake Breakfast was a big highlight for the RMS orchestra students. We had 3 weeks after our Disneyland/SoCal trip to prepare for it. Kids rose to the challenge. It is always nice to see them outside of the middle school. Pancake Breakfast is more relaxing for us and for them compared to a regular concert performance. My parents were there too. Mom reminded me that I had my first concert here too. It was great to give my parents a shoutout. We have our year end concerts coming up and we have a time crunch for them, but it is going well. We are taking student requests for performance pieces. Intermediate Orchestra will have an arrangement that a student requested, which is a popular pop song. We played it the first time yesterday and it went well. Students also requested an arrangement from Disney's Beauty and the Beast. In elementary school news, the 5th graders completed learning their instruments for the year. We are practicing our performance for the end of year promotion.

Josh: Is there an opportunity for RMS students to mentor 5th graders similar to MESH for SHS/RMS students?

Isabel: It might be hard given the age of these students; we can look into it for next academic year. Also, our students leave their instruments at school by default. If they wish to take them home, they sign paperwork to take it home. We did talk to 6th and 7th graders about plans for next year. They would like a buddy system to pair up incoming 6th graders with advanced music students. We would love to have that in RMS to help new students ease into the program. 5th grade is challenging, but we can try to make it happen next year.

Joyce: How about having a music demo day at school?

Isabel: We can do a demo day. We do not know if students who put music as 2nd choice for an elective will get into the program. So, we are not sure how many students will be in orchestra. Jon and I were talking about it, and we decided to wait till the first week of school to do a demo day.

Joyce: I see a challenge for elementary school students, students do not know the difference between band and orchestra. They may pick something not knowing what it is. So, we need to make sure we give them that information ahead of time.

Isabel: This is good to give them the info before they choose the electives. The school office makes it difficult for students to choose the electives. We could tell 5th grade parents to come to the RMS open house. It is not open only to middle school parents.

Joyce: If you decide to have a music info night I will love to help. It is beneficial for everyone.

Isabel: If we have next year's enrolment info after the Friday meeting with the school district, we will move forward with this. We are not sure if we should invite someone who has music as their second elective choice. We do not want to invite someone who may not be placed in a music class after attending our demo night.

Ramya: Math placement has a demo with Q&A after a presentation every year. Happens before testing and placement and before electives are chosen. Last year I had no idea what to pick for my child and the demo day helped. I agree that this will help music students too. We can tell parents at the info night that placement is not guaranteed if music is your second choice.

Isabel: It cannot be music info night only; we must include all electives. To be fair to all electives.

Joyce: Can parents host it? We feel strongly. We invite music directors to present at our event.

Ramya: The difference between music and other electives is that other electives have a single path, and for music we have several paths a student can take.

Isabel: Let us propose this to the RMS administration.

Julie: It reminds me of the time when our kids joined. There was a demo night by SHS students.

Ramya: We do not have it anymore.

Isabel: We got to do it last year.

Alicia: Mr Boitz offered M101 to do it. Let us work on this and move on.

Jon Jow

- A huge, huge thanks to all the volunteers for an amazing 2024 Pancake Breakfast! The RMS students had a wonderful time performing, they loved the Rock & Roll half-of-fame piece. Each year seems like an improvement on the previous. Thank you in particular to the PB co-chairs! It is incredible what we were able to raise this year. Thank you to Isabel and the media team for capturing the pictures of the event.
- We have the following Spring Concerts this month:
 - May 17: Percussion with SHS
 - May 20: Bands & Color Guard
 - May 28: Orchestras
 - May 31: Choir with SHS
- We have been accepted for the Disneyland performances and workshops in February next year. I sent the footage from our band and orchestra performances from the Pancake Breakfast, and we are already approved. For other groups, I need to gather videos of their performances to apply, and I will get working on it. Stay tuned! Disney has become more popular than ever for all school ensembles, so the earlier we apply, the better.

Ramya: Do we have a date for the Disneyland/SoCal trip?

Jon: It will be on Friday, coincidentally Valentine's Day in 2025.

Isabel: We will take your kids away from you so you can enjoy a romantic day together, you are welcome!



Jon: Parents may love this. If both parents serve as chaperones on this trip, we will make sure you are on the same bus, so you get to spend Valentine's Day together. This trip will happen at the start of the mid-winter break and will not conflict with the 8th grade trip. I want to propose the trip budget to the school board before we leave for summer so we can hit the ground running when we return.

Ramya: Will RMS Choir go along?

Jon: I need performance footage from Mr. Ramirez that I can submit to Disney to get approved. Also, Disney has a minimum on the size of the ensemble, so we must know how many sign up before we are able to apply.

Beth Nitzan

Pancake Breakfast was super fun. Everything ran smoothly. My husband attended for the first time, and he was blown away.

In other news, on Friday Choir went to the CMEA festival. Both the Concert and Chamber choirs performed at the event. The Concert Choir got a 'Superior' score on sight reading and Chamber got 'Unanimous Superior' which is the highest score.

We received applications for leadership positions for next year. I have a lot of interested students, so I need to select from them.

This Thursday Pomona College Glee Club is visiting, and we will do an exchange with them. This is my alma mater. I will get to meet my old music director and her students.

We are getting ready for the year end concert, on May 31. Please join us. On May 29th, AP music theory students will have their composition concert, and they will perform in it. It will be great to see the creativity in our students.

Sean Clark

Winter Percussion has been busy this last month. We got back from the WGI world championships. The kids did awesome. We are still recovering from the trip. We made it to the finals and came 9th out of 110 groups. The last time SHS went to WGI was in 2015 and we got into semifinals. This year was the first time we debuted the classical form. Kids worked their butts off to prepare for the event.

Michael: We did not just squeak in. Ours is the only program that has not rehearsed every Saturday this season to prepare for this event. Directors made this decision taking the students' schedule into account. For a group to be this flexible and accommodating to students is incredible and it is complimentary to Mr. Clark and Mr. Tantavirojn.

Sean: We have the best parents. We had a media team. Kids had a full menu to pick from thanks to Tista. Thank you to the parents for all your support.

The year end concert is this Friday. Winter Percussion also applied to attend the Midwest Clinic in Chicago this December. We got accepted and will attend next year. Chavi and I are excited. We have a repertoire and a guest performer and the conductor list ready.

We are also hoping to introduce Winter Percussion at RMS next year. I have identified someone to be the director: Joey Stowe. He will be a key piece of the puzzle. He will create more experiences at RMS for students.

Jason Shiuan

The Midwest Clinic is one of the largest festivals in the world for music programs. Orchestra has been there 3 times. Groups cannot repeat for 4 years, after they go. Since our Orchestra and Winter Percussion programs are different, we were able to apply. I don't know many schools that have programs that are so thriving that they can send students back-to-back to the Midwest Clinic. Not many schools do WGI finals one year and go to the Midwest Clinic next year. Also, for new parents, I would like you to know that we directors thank SMB for their support. We asked SMB to help us with instruments and help the students who could not pay for the trip. SMB made it happen. Thank you for believing in us and for being there for us. We could not do it otherwise.

Alicia: It is so easy to help you in your vision. You are all so dedicated to our students, it is our pleasure to do our part.

Jason: Pancake Breakfast Sponsor-A-Teacher program is the nicest thing. Many staff members are grateful to be sponsored. They ask us how we do it and I tell them it is the amazing committee and our wonderful parents who make it happen. In my 8 years, this was the smoothest run Pancake Breakfast event. It ran off without a hitch. Thank you for the incredible showing. I appreciate all the effort that goes into it.

Concerts start Friday this week, with percussion ensembles kicking off the performances. They will preview a Midwest Clinic performance piece at this Friday's concert. Next Tuesday is the band concert, featuring a solo performance by senior Vidur S on saxophone.

May 23rd is the combined Orchestra concert; it will feature seniors Tejas T performing 1st Movement Allegro Moderato of William Walton's (1902-1983) Viola Concerto and Chloe L performing 1st Movement Allegro moderato of Jean Sibelius (1865-1957) Violin Concerto in D minor.

May 30th is the jazz concert. We invited Homestead to join us. They are one of the best in the state and the director Mr. Burn is a dear friend. It is great for the two ensembles to learn from one another.

Ramya: Thank you, Ms. Hasegawa, for opening the music building to us to watch the WGI championships. Ms. Hasegawa had everything set up. Thanking her for getting the community to experience this. She made the extra effort on a weekend.

Michael Boitz

I am not allowed to speak much on doctor's orders, so keeping this short. I would like to thank my colleagues and Mrs. Hasegawa for helping me through this difficult time. Jason, Sean, and Beth are carrying

a lot due to my absence. I am unnerved by my current situation but at the same time hopeful. Mrs. Hasegawa drives me to all my appointments since I cannot do it myself.

Julie: I would like to thank Mr. Boitz for all his help during the Winter Percussion WGI trip. He even got us champagne and apple cider to celebrate at the end.

Alicia: Mr. Boitz, all of us at SMB wish you a speedy recovery and good health.

Year-end concert question. How are we doing on senior boutonnieres? Do we have volunteers to make them for all ensembles?

Takako: We started this morning, and we are on track.

Alicia: Mr. Shiuan and Mr. Clark, do you have seniors in Winter Percussion? Are they covered as well?

Jason: We are all covered.

SMB 50th anniversary Gala Planning

(presented by Alicia de Fuentes)

Item	Price	Qty	Total	Budget for 400
Campbell Orchard Banquet Hall	\$200	9hrs	1800	
Food	\$95			38000
Service fee	10% of cost			3800
Sales Tax	9.38%			3564.4
Unforeseeable				4000
Total				49364.4
To break even must sell:				274
Do we even do:	\$			
Early Bird Pricing	180			49320
Ticket Price	200			
Estimation of Sales calculating at 70% attendance:				280
Expected Minimum Revenue after costs:				960

I'd like to request permission from the board. to go ahead with the planning for the SMB 50th year gala. We want to recognize the efforts made by the SMB organization with the support of our music directors for the past 5 decades. We plan to invite our donors, parents, alumni, students and the music directors and staff. The venue is at the Campbell Community Center and has a capacity of 400. As a comparison of what we will charge for the ticket, Saratoga Elementary organized a gala at Foothill Club with tickets priced at \$150 and there was additional fundraising. Our event will include a full menu for 200 with entertainment. The idea is not to make money off of the event, but to celebrate the music community. Early bird pricing will be set at \$180 and \$200 is the official price. If I get permission to move, the goal is to solicit sponsorships from real estate agents and big names that support nonprofits that support schools, which will help subsidize some of the costs.

Josh: My worry is at \$200 this will not be inclusive toward families for whom this is a big expense. Can we reduce the price? For a non-fundraising event, it is a lot. You may not get the participation you expect to have.

Alicia: If we get sponsorship from businesses, that money will all go to SMB. Do we want to make money off of it? Or do we want to just celebrate, in which case we could lower the price?

Josh: If we get large corporate sponsor, does that change the cost to the patrons?

Alicia: That is something we will consider; after evaluating our costs vs how much we can land on sponsorships. This is a smaller space for only 400, and chances are it will get booked very quickly. I recommend that we do not miss the opportunity when space is available. The event will happen in September since it is the start of the school year, and everyone has relatively more free time. This is also an opportunity to educate our parent community as to how vital SMB is for a healthy music program in Saratoga schools.

Josh: Is the fundraising ticket cost tax-deductible?

Alicia: This is not tax deductible for the ticket price.

Julie: We should talk to Villa Montalvo. They get food and low-cost wine from local restaurants. Villa Montalvo had a black-tie event recently, where they ordered food from a local eatery. Local restaurants will subsidize such an event.

Alicia: This is the most economical we can get budget-wise. Montalvo is more expensive. They are also a smaller venue.

Julie: I know the person there; I can ask her if you like.

Joyce: One other point is that people would rather pay 200 to attend an event at Villa Montalvo than the community center.

Alicia: This place also has a stage for performers.

Joyce: Let's talk to someone who has done this before.

Michael: Take the ball and run with it and we have the freedom to change it as we go along with the planning.

Alicia: Are we ok to accept the venue for the gala and the budget I have proposed? I am asking for a budget of \$50,000 for an event that includes 400 guests. I don't want to miss the boat on this. We need to get started, since we plan to have this in September. I can extend this another month, but the venue will get booked.

Joyce: Everyone is for the idea and supports it. We need details of cost and venue to feel comfortable to give an approval.

Ramya: Can we approve the budget without having to approve the venue or menu at this time?

Isabel: Will the kids perform? In this event, will student performers also get to eat? Will the kids be ready to perform? They are new to the program in September.

Alicia: My vision is that the Directors will perform, we will invite some of our well-known alumni to perform as well. We agree on the budget today and keep the details for next time. Can we confirm the budget and grant me permission to start moving the pieces?

Ramya: We can have a motion to approve a budget of \$50k. Just like we did for Pancake Breakfast. We don't have to finalize the details today.

Alicia: Then may I please request a motion to approve a budget of \$50000 for the SMB 50th anniversary gala?

Ramya makes the motion to approve the SMB 50th anniversary Gala budget at \$50000, seconded by **Thea**.
27 members voted YES.

3 members votes NO

0 members abstained.

May the record show that the motion passed by a majority vote of (27-3).

Update on District Sponsored International Travel

(presented by Alicia de Fuentes)

Alicia: Since many are not aware of this, I have put together a timeline.

[Timeline of events regarding international trips](#)

Michael: To me, it is a life changing experience for the kids to be able to go on an international music trip. And they will miss out on that.

Parent: Can the school Principal speak on our behalf with the district?

Michael: They have not been nice to Principal Louie either. We are #2 or #3 in the county in how much we spend on administration, and this is not the kind of support that we should be expecting.

Alicia: If you are going on an international trip, you must get approval first from the superintendent and finally the board of trustees. I literally have spoken 3 times on international travel. How are funds raised? There are two ways to pay for it: trip – donation versus direct pay. You will want to do direct pay if you want to purchase CFAR insurance (Cancel for Any Reason). The donation route allows for corporate matching and other benefits donations are able to offer to families.

We did a deep dive into the 2020 mistakes and so we came up with these solutions to generate funds with the obvious pros and cons for them.

[Followed by a lot of similar sentiments from other parents who were strongly in favor of their students getting the experience of an international trip with the school music program. Some expressed that they were not even aware that this is not going to happen. There was a lot of brainstorming on the different ways that can be explored to make this happen for all the high school students in the district.]

Summary of Motions

Approval of April SMB Meeting Minutes	Nisha moves, Ramya seconds, motion carries.
Approval of April financials and transactions (1017-1068 and 1070-1086)	Mrudula moves, Josh seconds, motion carries.
Confirmation of 2024-25 SMB Executive Board by vote	Vrinda moves, Thea seconds, motion carries
Approval of Pancake Breakfast 2025 budget at \$17500	Nisha moves, Vrinda seconds, motion carries.
Approval of SMB 50 th anniversary Gala budget at \$50000	Ramya moves, Thea seconds, motion carries by a vote of 27-3 (0 abstained).

The meeting adjourned at 10.10 pm.

Bharti Ramaswamy/ Nisha Hebbalae
Co-Recording Secretaries