

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 September 10, 2024

Attendance: total number of attendees = 22

Attendees

Executive Board

Name	Role
Alicia de Fuentes	President / Pancake Breakfast Co-Chair
Mrudula Prashant	Co-VP Donations / Pancake Breakfast Co-Chair
Ramya Vasu	Parliamentarian / SUSD & RMS Program Donations Chair
Sneha Melkote	Treasurer/ Pancake Breakfast Treasurer

Music Directors

Name	School
Beth Nitzan	SHS
Jason Shiuan	SHS
Jon Jow	RMS
Isabel McPherson	RMS

Booster Members

Name	Role
Richard Aochi	Controller
Joyce Koh-Fernandez	Publicity
Beryl Liu	Publicity
Thea Widmer	Parent Webmaster
Oliver Su	Student Webmaster
Vrinda Gopal	SHS Percussion Liaison
Dongni Chen	SHS Band
Josh Rupert	RMS Choir
Suzie Kim	RMS Orchestra
Jean Song	Member
Joshua Zhang	IT/Google Administrator
Tim Tang	Member
Mini Servo	Member
Emily Yi	Member

Alicia calls the meeting to order at 7:11pm.

August e-votes update

(presented by Alicia de Fuentes on behalf of Nisha Hebbalae)

There were 2 budget requests that were approved by e-vote last month.

The **SHS Choir SoCal trip** is planned for April 3-5, 2025. The budget needed to be approved in time to make the first deposit the first week of September. An e-vote was called on August 24. The April 2025 SHS choir SoCal trip budget was approved by the SMB board by a vote of 10-0 with 5 executive board members voting a YES.

Ms. McPherson put forth a **grant request** to the sum of \$18859.84 for purchasing orchestra instruments for RMS students. An e-vote to approve the SMB grant to purchase musical instruments for Redwood Middle School was called on August 29 and the results reported on September 3. The SMB grant to purchase musical instruments for Redwood Middle School was approved by the SMB board by a vote of 13-0 with 6 executive board members voting a YES

Cookie dough fundraiser update

(presented by Lily Chow)

We are using the same vendor as last year, with the same pricing, so we will receive a total of 40% of the sales. We have not reviewed all the flavors from last year yet, our plan is to keep the best sellers, and drop the ones that did not sell well. We are not bringing back protein puffs and soup mixes. This year [DoughToGo](#) is offering hand decorated cookies, which cost a little more but are beautifully packaged. They are offering Thanksgiving and Christmas themed selections. We are considering adding them. A parent suggested that we add pretzels, but we may not have time to investigate it this year. This week I spoke to Oliver to get the webstore up by tomorrow, after I finalize the cookie dough selection. By Friday, I will get the ordering sheets out to the directors. We plan to kick off on Monday September 16. Distribution will be on Friday, November 15, this gives us some time to address any issues that might come up. November 3rd is the last day to order. I will fill out the form to reserve the room.

Alicia: Let's coordinate to reserve M101. The reservation system is Facilitron, I will help you reserve the room.

Lily: The truck arrives early in the morning. We unload the orders and set them up in the room. And volunteers come in and start packing the orders. Distribution starts around noon time and lasts all day.

SMB bank account update

(presented by Alicia de Fuentes)

All SMB bank accounts reflect the current year SMB board. Thank you to everyone who helped with the transition, special thanks to Richard for submitting the tax forms and everyone who helped him.

SMB 50th anniversary Gala Update

(presented by Alicia de Fuentes)

SARATOGA MUSIC BOOSTER
GOLDEN JUBILEE

FUNDRAISER GALA NIGHT

AN EVENING WITH MUSIC, FOOD, DRINKS AND MEMORIES

SEPT. 21TH | AT 6PM - 9PM

CLUB SPORTIVA
521 CHARCOT AVE
SAN JOSE, CA 95131



GET TICKETS TODAY

<https://shop.saratogamusicboosters.org/gala>

Publicity is doing a great job. They have a new flier they will post everywhere. Social media is buzzing.

Beryl: We are posting this twice a week on social media. Has that made a difference?

Alicia: Every time you post, there is a boost in the ticket sales. We would appreciate the music directors to promote the event. Also, the music directors have put together this [program](#). Music directors, do you think the short intermission is when we stop to eat? I would like to know the timings for everything.

Jason: The intermission is to move the percussion instruments.

Alicia: We will have hors d'oeuvre the first hour. People will circulate around as you play. Then we have the main course. The final hour is for desserts. We can break it up how you want. We can let the kitchen know based on your plan. Would it be a problem if people are serving themselves when you are performing? Ok, this is TBD, and we will finalize it. Tickets sales will be through the PayPal portal.

2023-24 Year End Financials

(Presented by Sneha Melkote and Tim Tang)

End of year financials were corrected by Tim. There were errors from a couple of years back. There were negative retained earnings of \$10000. We had to fix it first to close the books.

Tim: That happens every time the auditor asks us to make a journal adjustment for a previous fiscal year. When we do it, it throws our numbers out of whack. So, we need to update journal entries from the previous fiscal year to solve the problem.


Sneha: Once we fixed the journal entry, our reserve numbers increased. We have \$117,129 in reserve. This is before the wish lists were funded.

Alicia: What do you want to show us at the year-end financials?

Sneha: Let's start with cash flow.

Cash flow

(Presented by Sneha Melkote and Tim Tang)

 Saratoga Music Boosters Cash Flow 06/30/24					23-24	23-24	23-24	23-24
Name	Actual Carryover	Actual Income	Actual Expenses	23-24 Actual	2023-24 Carryforward	2023-24 Budgeted Income	2023-24 Budgeted Expenses	2023-24 Projected \$
SHS Band	43,444	234,469	289,082	(11,169)	43,444	254,370	278,539	19,275
SHS Concert Band	0		12,064	(12,064)	0		11,275	(11,275)
SHS Jazz Band	0		7,390	(7,390)	0		8,000	(8,000)
SHS Winter Guard	8,000	18,528	27,693	(1,166)	8,000	22,000	32,095	(2,095)
SHS Winter Percussion	10,000	123,650	89,253	44,397	10,000	87,630	80,500	17,130
SHS Orchestra	0	90,508	112,098	(21,590)	0	101,380	101,952	28
SHS Choir	16,575	15,200	34,236	(2,461)	16,575	18,000	34,575	0
SHS Band Trip(CASMFEC)		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		22,624	105,541	(82,917)		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	719,289	900,881	(103,573)	78,019	624,375	714,350	(11,956)
Redwood Marching Band	0	20,999 [2]	3,855	17,143	0	17,500	17,400	200
Redwood Ensemble	350	27,915	37,146	(9,081)	350	47,850	48,000	0
Redwood Upper Strings	0	21,175	37,798	(16,623)	0	30,745	30,600	145
RMS Color Guard	5,500	4,280	5,311	4,418	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	203,849	281,615	22,234	0	130,000	130,000	0
Redwood Total	15,375	279,217	265,891	28,600	15,375	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	15,375	279,217	265,891	28,600	15,375	249,215	263,525	965
Cookie Dough Sales		80,880	18,338	12,012		28,000	20,000	8,000
Jazz Cabaret		0		0				0
Misc Fundraising		40		40		0	0	0
Pancake Breakfast		63,220	10,484	52,736		34,000	17,500	16,500
Spirit Sales		1,690		1,690		0	0	0
Website and Publicity			123	(123)			3,000	(3,000)
Bank Interest/Charges/Sale		5,080	23	5,057		700	1,000	(300)
Benefactors/Matching/NonCash		213,933		213,933		120,000	0	120,000
Admin			14,773	(14,773)		0	19,000	(19,000)
Credit Card Fees			10,937	(10,937)		0	8,000	(8,000)
Other		[3]	8,571	(8,571)		0	7,000	(7,000)
SMB Unrestricted Funds		314,283	63,229	251,063		182,700	75,500	107,200
Unallocated	356,558			356,558	356,558	0	0	356,558
Program Wishlist			328,839 [4]	(328,839)		0	359,820	(359,820)
WP Instrument Fundraiser	0			0	0	0	0	0
Allen Orchestra Scholarship	2,875		200	2,675	2,875	0	200	2,675
Rowland Schwab	500		500	0	500	0	500	0
Southgate-Johnson Scholarship	10,000		1,000	9,000	10,000	0	2,000	8,000
SHS Uniforms	109,199			109,199	109,199	0	0	109,199
RMS Uniforms	72,972			72,972	72,972	0	0	72,972
SHS Orchestra Commission	7,700			7,700	7,700	0	0	7,700
SHS Donations	0			0	0	0	0	0
Designated Instrument Reserve*	0			0	0	0	0	0
SHS Percussion Donations	0			0	0	0	0	0
SMB Scholarship	50,000			50,000	50,000	0	0	50,000
SMB Restricted	609,804	0	330,539	279,265	609,804	0	362,520	239,284
SMB Totals	609,804	314,283	393,769	530,328	609,804	182,700	438,020	346,484
Current Totals	703,098	1,312,799	1,560,543	455,355	703,098	1,056,290	1,415,895	335,493
SHS Trip Accruals		0	0	0				0
RMS Trip Accruals								
Grand Totals	703,098	1,312,799	1,560,543	455,355	703,098	1,056,290	1,415,895	335,493
			Net Revenue	(247,743.44)				

These are last year's numbers and thanks to Tim's help the balance sheet looks good.

Alicia: Tim, Richard, Sneha are you happy with the numbers after closing the books from last year?

Richard: End of year is good.

Sneha: Negative retained earnings is now corrected to 0 in the cash flow and balance sheet.

Tim: Net revenue is negative \$247k. That is how much we went over.

Alicia: Yes that number is correct as there was a need to approve the purchase of new instruments for our schools, travel grants and scholarships. That is what we approved and covered, so that is good. We are fulfilling the goal of the non-profit which is not to deny music program growth if we have the funds to do so.

There will be some years when a major investment in upgrading the instrument inventory will be required and it so happened to take place for us last year.

Budget vs Actuals

(Presented by Sneha Melkote and Tim Tang)

[June 2024 BudgetvsActualsFY23-24-FY24PL](#)

It stands from last meeting, so no new updates.

Approval of year-end transactions

(Presented by Sneha Melkote and Tim Tang)

[June 2024-TransactionListwithSplits](#)

Alicia: We will not approve the transactions from July as we have done this in our August meeting. We had missing checks at the last meeting (1161, 1163) that we were going to look at.

Sneha: Those 2 checks were because we had to prepay for current year's business.

Alicia: But they must be approved when we approve August transactions. Everyone must review these so when we vote, we are mindful of what we are voting on.

Sneha: That said, we have now closed the year.

Alicia: With the balance sheet, the budget, the cash flow and transaction list for June, we close the year 2023-24. July marks the start of the new fiscal year 2024-25. We are not voting as we don't have an executive board quorum at the moment, but please ask questions. When you are looking at the information, when I send out an e-vote request, look at the transactions from June, July and August to make sense of what was done. Please do due diligence before you vote.

August 2024 Financials

(Presented by Sneha Melkote and Tim Tang)

I was given the approved program budgets, which I input into the working 2024-25 budget. All the music programs budgets were a wash, i.e., the expense, income and revenue were equal. I requested the contribution fliers for each program to see what each participant is paying, and the amount is off. I must fix the budget to reflect the program's ask amount. Let's look at SHS music program budgets that were approved by e-vote on July 8. Let's take the percussion Midwest Clinic budget as an example.

Tim: If you look at the revenue and expense, they are the same number.

Tim: I calculated that expected revenue is \$107550. Several programs are like this, where revenue is the same as expense. The revenue has not been calculated from actual enrollment numbers. We need to find the actual revenue for each program from a contribution focus.

Sneha: When we take the correct expected revenue number, that will change the amount we have in reserve, \$117,129. We have a wish list item grant that was approved, which means we will have a balance of approx. \$98k now. I will go through my exercise and correct the program revenue in the budget, then we can review the August numbers. We don't have to redo the journal entries, but the amount we have in reserve will decrease after I update everything.

Alicia: What you don't know upfront is how much we will use from our reserves for each of the programs, you must make a guesstimate based on the numbers you are projecting from past data trends.

Jason: We budget for 90% of the enrolled students to make the contribution, when we do our calculations.

Alicia: How does the Midwest Clinic budget look?

Jason: This is more like a field trip budget. We try to get as many people as possible to contribute. Sometimes we have scholarships. The revenue for trips is truly across the board, it depends on the program.

Tim: Traditionally the expected ask is what we use to calculate the numbers.

Alicia: The expected ask is from the fliers that Sneha got from the music directors.

Tim: That is the number we are supposed to use to calculate the revenue.

Jason: What you are seeing is the old one from July based on the expected enrollment numbers. We have a more current one now.

Dongni: Do we have a percentage of the actual donation?

Jason: If using the numbers from the fliers, then they will not match.

Alicia: Over the Labor Day weekend I spoke to Mr. Shiuan. And we have an adjusted budget

Sneha: Should we vote on this again?

Alicia: No since it is an adjustment.

Josh: Do we know the delta between what we had in the fliers and what we received?

Tim: We just got this today.

Alicia: The information was always available.

Dongni: Do we know the participation rate?

Tim: That is what Mr. Shiuan was saying, we expect 90% participation.

Dongni: Can it be way less?

Tim: It is less, that is why SMB uses its funds to make up the difference. The budget helps us identify how much SMB needs to contribute to each program. So, when revenue is equal to the expense, we know it is wrong.

Dongni: You do expect to see a gap. Some people are donating more too.

Nitin: So, what is the action item here?

Sneha: We calculate the difference between the revenue and expense and update the budget. Then the cashflow will reflect the numbers correctly.

Nitin: And who owns this action item? Is it you Sneha?

Sneha: Yes

Tim: For the trip the calculation is different. For other programs we need to validate if the number is 100%

Member: Are you suggesting that we budget more conservatively? Do we want more income? I am not quite clear on why we don't want the numbers to match.

Tim: Traditionally we ask parents to contribute less than we need and then have SMB make up the difference.

Jason: If you multiply enrollment numbers by the per-person contribution to calculate the revenue, it will be less than the program budget. That is because we ask for program support from SMB. We need to look at the updated budget with actual enrollment numbers to get the correct data.

Alicia: I think we need to approve the amended budget.

Sneha: Do we have the amended budget for all programs?

Tim: The band budget looks good. But for all the others, we need corrections to reflect the actual revenue, so it doesn't incorrectly match the expense. Based on my discussion with Mr. Shiuan, we need to approve the budget for the SHS Percussion trip to the Midwest Clinic. What about the SHS Orchestra ASDA trip budget?

Jason: We rolled that into the orchestra program's overall budget for the year.

Tim: Do you want to track it separately? You don't have to do it.

Jason: We don't want to track it separately.

Tim: So, we request a single contribution for the whole program, including the trip. That is fine. The SHS Choir SoCal trip budget is also good. We only need to approve the SHS Percussion trip budget.

Approval of amendment to SHS Percussion Midwest Clinic trip budget

Alicia: Do we have a quorum now? Yes, we do. Please note we were down an executive board member till this moment in the discussion so voting was enabled avoiding e-votes. We have incorporated the missing data from when we made an ask for the data, so our budgets reflect the actual revenue correctly. Can we please have a vote to acknowledge the amendment to the SHS Percussion Midwest Clinic trip budget?

Vrinda makes the motion to approve the amendment to the SHS Percussion Midwest Clinic trip budget, seconded by **Mrudula**. May the record show that the motion passed unanimously.

Approval of July, August 2024 transactions

Saratoga Music Boosters Transaction List with Splits July 2024						
DATE	TRANSACTION TYPE	MEMO	MEMO DESCRIPTION	ACCOUNT	AMOUNT	CUR
07/01/2024	Check	1188	Mention ID \$100.00 for Mention ID Grand 100 20th Anniversary 14th (50 - v2)(L)	1108 New Gifts Checking 3622 SHS ExpensesSHS Non-Restricted Expenses-Misc Fundraising	(1,483.00)	R
07/01/2024	Check	1191	Club Sports Deposit for Club Sports for SHS Gate Deposit for venue to host 2024	1105 New Gifts Checking 3617 SHS ExpensesSHS Non-Restricted Expenses Gate 2024 Expenses	(6,402.00)	R
07/01/2024	Check	1192	James Gev DRS Deposit for Saratoga HS Fall 2024 \$100 (for 20-25 school year)	1105 New Gifts Checking 7100 SHS Prepaid Expense	(3,300.00)	R
07/01/2024	Check	1196	Facilities, Inc. SUGO Redwood concerts 2024-2025 MUSAC concert fees	1105 New Gifts Checking 3619 SHS ExpensesSHS Non-Restricted Expenses-Other	(7,765.00)	R
07/01/2024	Check	1187	Jasen B. Ison Deposit for SoCal Hubs (Pw2024) From \$198 (for 2024-25)	1105 New Gifts Checking 7100 SHS Prepaid Expense	(2,500.00)	R
07/01/2024	Check	1188	J.W. Peppel & Son Inc. Invoice ****9888	1108 New Gifts Checking	(97.00)	R
07/01/2024	Check	1189	Michael Bohr NetDexFeed Deposit 7 Combined Orchestra's Deposit for 7 combined Orchestra's, built into budget	6294 K-8 Program Expenses-Redwood Program Expenses-Redwood's Other 1105 New Gifts Checking 6154 SHS Fee Program Expenses-Orchestra Trip-Recognized Expenses	(3,300.00)	R
07/01/2024	Check	1170	TAMI International Deposit of Travel for Percussion to Midwest Clinic	1105 New Gifts Checking 5154 SHS Fee Program Expenses-Orchestra Trip-Recognized Expenses	(18,200.00)	R
07/01/2024	Check	1171	Alisa de Fuenfias Priority mail sent to 3 locations Priority mail sent out to providers with time sensitive request (Mention ID, Tang & Lee LLC a Club Sports)	1105 New Gifts Checking 3611 SHS ExpensesSHS Non-Restricted Expenses-Administration-Postage	(20.00)	R
07/01/2024	Check	1172	Oliver Gu Inv# 12541077 Webby returns Webby is owned by Equuspect, Inc.	1105 New Gifts Checking 3614 SHS ExpensesSHS Non-Restricted Expenses-Administration-Website and Publicity	(12.00)	R
07/01/2024	Check	1173	Heath Cochrane Catering Inv# 06182024-01 Haute Cuisine Deposit 20% Deposit to secure Haute Cuisine for SHS Golden State Address Fundraiser	1105 New Gifts Checking 9617 SHS ExpensesSHS Non-Restricted Expenses-Rate 2024 Expenses	(3,381.00)	R
07/01/2024	Journal Entry	08009	TT Reallocate Prepaid Expenses to appropriate expense accounts	6173 SHS Fee Program Expenses-SHS Band-Other Music Expenses 6178 SHS Fee Program Expenses-Orchestra-Other-Orchestra Expenses 6179 SHS Fee Program Expenses-SHS Band-Participant Fees 6126 SHS Fee Program Expenses-SHS Band-Music & Dril 6141 SHS Fee Program Expenses-SHS Band-Congraduation 5105 SHS Fee Program Expenses-SHS Band-Music & Dril 5105 SHS Fee Program Expenses-SHS Band-Music & Dril	8,000.00 8,000.00 1,325.00 8,000.00 280.00 3,000.00 2,000.00	
07/01/2024	Journal Entry	08010	FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments FY23 24 YR-JE Adjustments	3101 SHS Equity-SHS Band-Rent 3178 SHS Equity-SHS Color Guard-Winter Guard-Squads 3171 SHS Equity-SHS Winter Percussion Squads 3154 SHS Equity-SHS Choir Equity 3023 K-8 Equity-Redwood Copy-Redwood Band-Sectional Equity 3027 K-8 Equity-Redwood Copy-Redwood Colorguard 3024 SHS Restricted Accounts-Unallocated 3026 SHS Restricted Accounts-Mem-Orchestra-Relationship 3023 SHS Restricted Accounts-Southern-Johnson-Scholarship Retainer-Flannery	8,888.00 8,200.00 500.00 15.00 110.00 4,400.00 (378,473.47) 2,875.00 (5,300.00) 247,743.47	
07/01/2024	Reconciliation	Check/Books Payments	INTEREST - SHS GiftCards Ch ID:2084431 BOOSTER CO ID:933330345 CDD	2541 SHS Income-SHS Non-Reserves-Matching Donation	(80.00)	R
07/01/2024	Deposit		AMBA ONLINE 09/11 301 PAYMENT JUN 26 (DP#903.326) AMBA ONLINE 09/11 301 PAYMENT JUN 26 (DP#903.326) AMBA ONLINE 09/11 301 PAYMENT JUN 26 (DP#903.326)	1000 Certificate Checking 4291 K-8 Income-Redwood Income-RHS Trip-Recognized Income 6201 K-8 Income-Redwood Income-Redwood Matching 4240 SHS Income-SHS Non-Reserves-Matching	4,675.00 1,137.50 79.00 3,457.50	R
07/12/2024	Reconciliation		SERVICE CHARGE	1000 Certificate Checking 3676 SHS ExpensesSHS Non-Restricted Expenses-Bank Charges	(1.20)	R
Monday, September 9, 2024 10:55 PM GMT-7 1/1						

DATE	TRANSACTION TYPE	MEMO	MEMO DESCRIPTION	ACCOUNT	AMOUNT	CUR
07/01/2024	Deposit		INTEREST	1100 Certificate - Money Market 4300 SHS Income-SHS Non-Reserves-Interest Income	20.00 20.00	R
07/01/2024	Deposit	Schwab	SCHWAB INT 1000X-0709 SCHWAB INT 06/30 07/29	1100 Certificate Account 4300 SHS Income-SHS Non-Reserves-Interest Income	80.85 80.85	R
07/01/2024	Deposit		FINANCIAL	1104 R of A Savings 6200 SHS Income-SHS Non-Reserves-Interest Income	187.23 187.23	R

Alicia: I will start with the revision of the transaction list from June, the same for July transactions. These transaction lists have been approved in the August SMB board meeting. Finally, we will review and approve the August transactions.

For the new people, we are looking at the checks that were remitted since the last meeting and approve them at this meeting. The checks must be consecutive. Why? This keeps the financial team accountable. We ensure that no business takes place without a transaction that is approved by the board. Let's now look over the check numbers and revise/approve the transactions.

June transactions: 1153-1157, 1159, 1160, 1162, 1164, 1165. Missing checks 1158, 1161, 1163

July transactions: 1166-1173. 1158, 1161 and 1163 are reported here. These were missing from June because they belong in this fiscal year (2024-25) and therefore are reported with the July transactions. Any questions?

August transactions: 1174-1200

Any questions or comments on the transactions we have reviewed? If not, may I please request a motion to approve the July, August transactions and ratify checks **1158, 1161, 1163, 1166-1200**?

Ramya makes the motion to approve the July, August transactions and ratify checks 1158, 1161, 1163, 1166-1200, seconded by **Dongni**. May the record show that the motion passed unanimously and the transaction lists for July and August were approved in this meeting.

Sneha: A shout out to Nina Fu for making the printing of checks and tracking them easy for the treasurer.

Alicia: Do you want to discuss the approval of the budgets, or do you want to do it next month?

Sneha: We should update it first before we approve.

Alicia: I would like to know where we are with our reserves, even with the adjustments we must make to the budgets. Do we have a number?

Sneha: Right now, it is about \$98K, which will decrease.

Alicia: On the conservative side, I would guesstimate that the number will decrease by about 20%.

Approval of SMB grant for 1/8 bass rental for RMS

(Presented by Isabel McPherson)

KAMIMOTO
STRING INSTRUMENTS
 609 North Fourth Street
 San Jose, California 95112
 408-298-8168
 Fax: 408-298-8198

ESTIMATE

DATE	ESTIMATE #
8/29/2024	150

NAME / ADDRESS
Redwood Middle School 13925 Fruitvale Ave Saratoga, CA 95070

DESCRIPTION	QTY	COST	Total
AC-90B Bass 1/8 \$1720 , W / Bow & Bag ,Quarter(3 Month)Rental Six Months Rental Credit ,Will be Apply to purchasing the Instrument Sales Tax San Jose starting July 1, 2021	1	330.00	330.00T
		9.375%	30.94
Total			\$360.94
Phone #	Fax #		Web Site
(408) 298-8168	(408) 298-8198		www.kamimotostings.com

We need an additional 1/8 size bass because we have a larger than usual number of smaller bass players. The district wants to make sure we are responsible and we are not purchasing more instruments than we need, so I am proposing that we rent the 1/8 bass for now instead of purchasing it, because most years we don't need this many 1/8 sizes. 6 months of rental credit can be applied to the purchase of the instrument, so we ended up approving a 6 months rental, after which time we should know if we will continue to need so many 1/8 sizes in the future.

Alicia: Does the 98k in reserves include this item wish list?

Isabel: It accounts for the wish list that was approved by e-vote last month.

Sneha: It does not include this one.

Alicia: Let us assume that we have about \$70k in reserves, which is being generous. We have a grant request for \$369 for renting the bass for 3 months.

Isabel: The rental is on assessment for 3 months. Max rental is 9 months. We have more students than usual requesting bass as their instrument. Renting them costs less than to purchase the instrument. They will also apply 6 months of rental as credit toward purchasing the instrument. 6 months from now, we will know how many students are enrolled and will continue the bass next year. So, we can decide to purchase at that time.

Alicia: At this point are the enrollment numbers not clear enough that we can't go ahead and purchase the bass?

Isabel: It is a possibility, but we are not sure. If 6th graders continue next year and we have more 6th graders interested, then we will have a clearer picture.

Alicia: We will revisit the budget in 6 months. So currently the ask is for $\$360.94 \times 2 = \721.88 for a 6-month rental.

Isabel: Around the 6-month mark, we will have registration information for next year and we can decide.

Alicia: Should we approve the rental for 6 months or 9 months?

Isabel: I would pick 6 months. And we revisit it.

Alicia: Will the rental fee remain the same at the end of 6 months or 9 months?

Isabel: I believe so.

Alicia: Does anyone have questions? My suggestion is to make a motion to approve the rental for 6 months and revisit it at the end of 6 months.

Richard makes the motion to approve the SMB grant of \$721.88 for 1/8 bass rental for RMS for 6 months, seconded by **Vrinda**. May the record show that the motion passed unanimously.

Member: What about students who rent the instrument themselves? Do we always provide them with an instrument?

Isabel: It is different for RMS band vs orchestra. I assume that everyone needs an instrument from me. If our 6th graders already have an instrument that they would like to use, we let them do it. For those that do not have an instrument, we provide them. Some of them keep their own rentals at home so they don't have to carry them to school. They use the ones we provide.

Jon: For band the students rent the smaller instruments. We have a few that we give students.

Approval of RMS Color Guard program grant

(Presented by Jon Jow)

4226 - Color Guard	7,000		7,000	80% of 25 @ \$350 suggested contribution;
4256 - Colorguard Uniform			-	
5257 - Instructor Fees		14,100	(14,100)	\$10022 plus \$4060 for assistant
5258 - Colorguard Expenses		1,500	(1,500)	
5256 - Colorguard Uniform		1,250	(1,250)	
RMS Spring Colorguard Sub-Total	7,000	16,850	(9,850)	Program Support \$9850

The updated budget was based on whether we would have the program this year. Updated RMS Color Guard budget was delayed based on whether we would have a Marching Band this year. Ms. McPherson and I have more classes to teach. I have less time for prep this year. I need to manage that time while sustaining the programs that we offer. Marching Band was one thing we had to decide on. Talking to high school directors, and talking to the students, about a little less than a third said they were interested in committing to it. Also, other factors come into play such as donations and volunteers. Based on low interest, we are making a call. Marching Band is an extracurricular activity. We are doing some different things. There is a high amount of interest in Color Guard this year. We have a very positive number. We are interested in bringing Color Guard students to competitions and make Winter Guard a middle school program. Slightly increased numbers for the Color Guard budget because we moved it out of the Marching Band budget. Since we have an increase in the number of students in guard, the amount we are asking for is the same as before. We have calculated 80% anticipated participation of donations. Color Guard is a small program. So, we ask for support from SMB, so it reduces the burden on the families. The per student ask is in range with students in band and orchestra. We are requesting an SMB grant of \$9850.

Alicia: Any questions? Also note that this is a year-long program. Can we have a motion to approve the RMS Color Guard program grant?

Ramya makes the motion to approve the RMS Color Guard program grant, seconded by **Suzie**. May the record show that the motion passed unanimously.

August 2024 Meeting Minutes Approval

(presented by Alicia de Fuentes)

Alicia: We have the Executive Board quorum now and we can vote on the meeting minutes. Let us approve the meeting minutes from August. Are there any questions or comments about the meeting minutes? If not, may we have a motion to approve them?

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

Approval of 2023-24 end-of-fiscal-year financials

(presented by Alicia de Fuentes)

The end of year financials were presented earlier in the meeting. We could not vote on it since we did not have the Executive Board quorum to vote on it at the time of presentation and now we are able to do it. Any comments or questions? Can we have a motion?

Vrinda makes the motion to approve the 2023-24 end-of-fiscal-year financials, seconded by **Ramya**. May the record show that the motion passed unanimously.

Update on SMB spirit wear

(presented by Vrinda Gopal)

Vrinda: I am very excited to present our Music Spirit Wear for this year, which is a repeat of last year. This is what it looks like:



“Go TOGA Music” and the other one is “Go TOGA Guard”. These were designed by our very creative Erin **Delascoa**. We decided not to touch the design, so this is what it looks like. The back has our entire music family – Marching Band, Color Guard, Band, Choir, Jazz Band, Orchestra, Winter Guard and Percussion. No individual category has been called out; we are all one music family.



It will be great for our kids to see us all wearing this in red, supporting and cheering for them, from wherever they are performing.

I have posted 4 links to place the orders in WhatsApp groups, Insta and the SMB Facebook page. The links are for the t-shirts and rain jackets for Music and Guard.

Alicia: And long sleeve ones too!

Vrinda: Yes, we have a variety of apparel – long sleeve, short sleeve t-shirts, sweatshirts and rain jackets – for both men and women. Please check it out.

Alicia: Are we planning to do this as a fundraiser, or are we sticking to the scheme that we had last year?

Vrinda: Same as last year; it is not going to be a fundraiser. This is just to see our team in red, and to show our support. This is from a website called CustomInk, where we can create our own designs. They offer us discounted prices for all orders.

As of now we have 16 orders for this, hoping to see more. Request you all to spread the message as well. The orders are going to close on September 18th. Once I close it, it will be shipped to my house. I will send a note to whoever has placed the order to come pick it up from my house. It is going to arrive just in time for the competition. I am expecting to receive everything by October 3rd.

It does not say SHS or RMS, it just says Saratoga Music. So, both RMS and SHS families can order this.

Alicia: Is it not on the website?

Vrinda: No, because it is from CustomInk. But I can send the links to Oliver.

Alicia: The high school offers something through the web store - Falcons Marching Band and all that. But that is not what the community wants, FYI. So, when families come and talk to you for the see of red apparel, that SHS web store is not where they should look.

Music Directors' Reports

Isabel McPherson

I just want to thank you all for approving the wish list. We do have an increase in the number of students in orchestra this year - 50 more compared to last year. Scrolling through my whole inventory document, it may seem like a lot of basses that we are requesting. But every single bass that we have is currently being used.

Every cello we have is being used, minus the tiny ones that are too small for anyone to practice on. Same thing with violins and violas, unless they are too tiny or very big, they are being used. About 180 are being used out of our Redwood inventory. We had to borrow 15 instruments from the Elementary inventory, so roughly 200 instruments are being used in total. So, thank you for helping with more.

Things are going well; it is exciting. Past two years we were able to size and get the instruments ready before the school year, but we were not able to do that this year. So, we started playing a little bit later. I do have small clips for you like I did 2 years ago. I will show these later. But I am happy with the way that things are going. We are in good shape for Advanced and Chamber to play at lunch during Halloween week, like we have done before. It is always fun to work on some spooky music. We could combine and play like we did last year, but that would be over a 100 people, which is not very practical. So, the two classes are going to perform separately.

5th graders are working on their instrument trials, and they will start playing soon. It is exciting 😊.

Joyce: I would like to bring up the elective issue that was discussed last month. After the elective change process, it has been quiet. So, I assume that most of the students got their choices; my daughter did. Thank you so much for accommodating and accepting so many more students.

Isabel: There are going to be some changes in the system going into the next year for electives. That will hopefully help navigate some of the challenges. We are thankful that the window was brought up, because many students wanted to change. Also, the second class that played in the clips that I showed had 12 new people come in after the change request. So, a class of 20 before became a class of 30+. If they had come a week later, the existing students would already be playing, so what would the new students do? This certainly allowed us to accommodate the people coming in better. We did not really have an answer to that question - what are we going to do the first 2 weeks of school if we know that more students are going to come in later? It is easier to answer the question if it is only for 1 week. It all worked out okay in the end.

Ramya: How many students do you have per period?

Isabel: It varies, between 30 and 60. But beginning classes are generally smaller. Typically, there are 40 to 60 kids per level, but some of the levels are in two periods.

Ramya: I also want to echo Joyce's comment, I am glad that they did listen to us. This is also in the November SUSD board meeting agenda, to talk about electives.

Jon Jow

- The Marching Band is on hiatus this year. We left final determination up to Advanced Band students, a little less than 1/3 of which demonstrated interest in the hours and time commitment. Volunteers and school support are also all-important factors in a successful marching band program. Instead, we are redirecting our energy toward other "marching arts" programs including color guard/winter guard and percussion for students who are interested in joining these groups and getting the marching experience while in middle school.
- Color guard started meeting last week! Day one saw 18 students, and day two had 26. While numbers are still settling, many last year's students returned and brought a new batch of friends to join them. The group seems excited about our plans for a competitive "Winter Guard" season in the spring. We're adjusting the color guard budget accordingly, as part of the budget used to be part of the marching band budget.
- We will soon announce, and poll interested students and families in an after-school percussion/winter percussion program. Mr. Joey Staab started working with us last week, and we'll be working on coordinating a potential winter percussion type of season with him.
- The Jazz Band will be making its comeback tomorrow morning! Mr. Shawn McGinn, 8th grade parent and music teacher in Palo Alto, has volunteered to teach it this year. We have currently

opened the group up to Advanced Band, Intermediate Band, and Advanced/Chamber Orchestra string bass students.

- The Beginning Band is getting started on their instruments this week. We'll likely have a few instrument wish list requests in the next few days to allow us to fully accommodate these students. Thank you to SMB for all your support of new instruments in the past couple of years. We are balancing out our inventory and now sitting comfortably with most of our instrument stocks currently. For example, we now have enough tubas to accommodate all our players this year!
- Intermediate Band/Orchestra field trip is a go! We're starting to fundraise this week and are looking forward to our trip up to San Francisco on November 1.
- The Advanced/Chamber Southern California trip is looking promising. We're looking forward to our students getting the soundtrack session experience this year and exploring new options for our performance experience.
- We got the chairs for RMS; they were approved by SUSD.

Beth Nitzan

Choir is off to a great start, already having some coaches come in. We have our first field trip this Thursday, we are off to Opera San Jose for The Magic Flute, and it is going to be great! We also have things coming up this weekend, we are having a retreat in Saratoga Springs for Choir and Orchestra students together. We also start Falcon Choir this Friday. I called to order pizza today - and they were like "we were wondering when we were going to hear from you" 😊. We are probably single-handedly keeping them in business. Thank you for getting the e-vote through on that choir trip. We got a bunch of kids signed up; we are going to Anaheim in April. More planning in the works for that. That's pretty much it, just more sign-ups in progress.

Jason Shiuan

Few weeks ago, we had our music department Informance. It was really fun to get the whole community together. It is one of my favorite days, especially with the marching band portion where you have parents go out onto the field, which is very funny to watch 😊. Parents see how hard it is! We had our first football game last Thursday, and our students performed during halftime. Students did well, considering they had a full week without rehearsal. To perform without a rehearsal is really challenging.

Coming this Friday and Saturday, both Orchestra and Choir are having retreats. They are doing some activities here on Friday, and we are taking them to Saratoga Springs on Saturday. We really value this event, since this is one of the few chances that Orchestra and Choir get to spend time together.

Finally, a couple of weeks from now on September 27th we have our next football game. The Marching Band will be performing at half-time. But the more exciting part is that the Redwood band program will be coming to join. It is going to be great fun; we must prepare for more snacks!

Middle school is going to be playing in the stands and just watch the halftime show, so they will not be in uniform. We would need to make space to accommodate them, they will all be sitting together. We can work out the details offline.

Alicia: Tonight, there is a board meeting at the Los Gatos Saratoga Union High School District. They should be approving the Midwest trip in this meeting.

Jason: It got pushed to next month, Mr. Louie told me. He said it was too late.

Alicia: Oh, okay.

Google Workspace Update

(presented by Oliver Su and Joshua Zhang)

Joshua: Starting off with the updates, we currently have 27 accounts according to my admin console. These include both individual and team accounts. Currently we have 13 logins, some are still trying to get logged in. We also have one SHS alumni group account. Most of the board members have not reached out yet, as far as I am aware, regarding the accounts that we have created.

We also have 3 shared drives to use with collaboration and storage of files. There is one that I use for my work, Sameer is using one for all the liaisons' work, and then the recording secretaries are using the third one for meeting minutes and other documents.

Oliver: Sameer, who is the alumni liaison, reached out to us. He would like to send out program information to alumni, like for example the Gala. Basically, we set up flyers, and have a way for people to sign up to receive flyers.

Joshua: So, the current solution that we have for this is an email group. This group is using a tool that's available in the Workspace, it is called Google Groups. You can use this to broadcast messages to many people using an alias email ID. I have already uploaded about 1800+ contacts. The group email is called alumni@saratogamusicboosters.org, you can email this entire group.

We also do not want everybody to be able to send emails to that many people. Sameer has already indicated who needs to be able to send emails to this group.

Oliver: What I have been working on and related to the alumni mailer is a Google Form that people can fill out to subscribe to the group. It is very simple, people simply must fill out this form, information goes from the form into a sheet. And from there it goes to Google Groups. I have a similar Form for Unsubscribing from the group as well, it works the same way. It also collects a reason why they wish to unsubscribe.

Alicia: Did you get many requests for unsubscribing?

Oliver: We got like 5 so far.

Ramya: Is this link going to be on the website or somewhere?

Oliver: I believe Sameer is still working on distributing the forms.

Joshua: Google Groups is great - it is free, there is no limit on how many people you can add to the group. But we also want to know how many people read the email or click on the links or attachments in the email. There are Customer Relations Management (CRM) tools that can do this. Some are free, some are not. These are like data analytics tools that allow you to track marketing data. That is something that we can consider when we get to that point in the future.

Tim: Does the CRM tool keep track of check processing? We currently have a process for this, which is costing us money. I am wondering if the tool is something we can use for this.

Joshua: I am not sure, I will investigate it and let you know.

Oliver: Okay, further usage - we are currently using the Workspace for internal communication, storing of files and things like that. But we could use it for other purposes.

Joshua: Basically, you can have individual accounts for yourself. For example, Beryl has one for herself. You can also have a team account - for example publicity. For admins, 2 is the minimum recommended. Right now, Oliver and I are the admins. We could have other admins as a backup, just in case it is needed. There is a limit of 2000 accounts that can be created, and that is plenty for our organization.

Alicia: What do we do when someone leaves the organization? Can that account be released or removed to return the number back to the pool?

Joshua: We could keep the account for some time, like a year, in a suspended state. After a year, it gets deleted. That is how it worked for my high school account, I currently do not have access to my high school account. We could do something similar.

As for storage, we have 100 terabytes of storage available, which is a lot for our usage. We can also set up a group for all the board members - so that for sending out meeting minutes and things like that you email this one group instead of sending it out to individual members.

Alicia: Yes, let's talk. I want to start moving in that direction. I am happy with the way things are going. It is going slow, but it is going steady.

Ramya: My only recommendation is that the executive members start using the accounts regularly, and keep things organized so that the transition becomes smoother next year. And we should start using Google Groups more. We should also send out links to the financials and other documents, so that these files do not end up in people's personal email. The documents stay on the drive, with access to the relevant people as folks come and go.

Alicia: Yes, I really want every executive board member to have an account and have a group with all the members on it. Next thing is, I do want an email for donations.

Joshua: I do want to thank you all for the opportunity, I also learned a lot from you guys.

Alicia: Please, you kids are so smart! Thank you.

Sneha, you wanted to discuss something if I am not mistaken.

ACH transfer update.

(presented by Sneha Melkote)

Sneha: I wanted to discuss an [ACH transfer](#) that was made from the SMB account. On the 29th of August, our old bank account was closed. We moved all funds into the new bank account. I noticed that there was a \$99 charge for QuickBooks to renew the subscription that was made through an ACH transfer payment. Once we closed the account, we were hit with that amount. ACH is like an automatic bank transfer. I was surprised how it went through, since I am the treasurer, and I have access to all this. As per the bylaws, we cannot do ACH transfer - whether you are the treasurer or not.

Summary of Motions

Approval of August SMB Meeting Minutes	Vrinda moves, Mrudula seconds, motion carries.
Approval of July, August transactions	Ramya moves, Dongni seconds, motion carries.
Approval of Amendment to SHS Percussion Midwest Clinic Trip Budget	Vrinda moves, Mrudula seconds, motion carries.
Approval of SMB grant for 1/8 bass rental for RMS	Richard moves, Vrinda seconds, motion carries
Approval of RMS Color Guard program grant	Ramya moves, Suzie seconds, motion carries
Approval of 2023-24 end-of-fiscal-year financials	Vrinda moves, Ramya seconds, motion carries

The meeting adjourned at 9:30 pm.

Bharti Ramaswamy/ Nisha Hebbalae
Co-Recording Secretaries