

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 Jan 9th, 2024, for 2 Hour 25 Minutes

Attendance: total number of attendees = 18

Attendees

Executive Board

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

Music Directors

Name	School
Isabel McPherson	RMS
Jemal Ramirez	RMS
Jon Jow	RMS
Beth Nitzan	SHS
Jason Shiuan	SHS
Michael Boitz	SHS

Booster Members

Name	Role
Rashi Sanghi	Publicity
Ruchi Joshi	Publicity
Richard Aochi	Controller
Thea Widmer	Parent Webmaster
Vrinda Gopal	SHS Percussion Liaison
Josh Rupert	RMS Choir Liaison

Alicia calls the meeting to order at 7:08 pm.

November Meeting Minutes Approval

(presented by Alicia de Fuentes)

Alicia: Thank you everyone for coming today. Happy New Year to everyone! 2023 was a fabulous year for our music program. We had many amazing events throughout the year, and the whole community came together in support of our kids.

Hopefully everyone got a chance to review the November meeting minutes that I shared. Does anyone have comments, questions, observations, or corrections? If not, may I please request the board to approve the minutes?

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

Update on e-vote to approve 2023-24 Winter Guard & Winter Perc budgets
(presented by Nisha Hebbalae)

2023-2024 Winter Guard Budget v1 - Total Based off of 28 students				
Item	Revenue	Expenses	Total	Notes 1
4106 SHS Winter Guard Income			-	The revenue is "Suggested Contribution" x # of students
4130 Winter Guard Show			-	
4131 Guard Spinathon			-	
5158 Reduced Fees			-	
5151 Winter Guard Uniforms		4,675	(4,675)	VARSITY Uniform: \$1500 (\$100 x 15), including tax Gloves & Tights: \$600 JV Uniform: \$1500 (\$100 x 15), including tax Gloves & Tights: \$600 Music Department Jacket: \$95x5 = \$475
5152 Winter Guard Instructor		5,500	(5,500)	Instructors: \$13,694 DO 10%: 1,349.40 Total: \$15,063.40 (Included in Marching Band Staffing at beginning of the year) Additional Staffing Needs: \$5000 + DO10% = \$5500
5153 Supplies		5,800	(5,800)	Flags/Tape: \$1850 Props: \$1450 Floor: \$2500
5154 Competition fees		1,320	(1,320)	CCGC: \$700 (two groups) WGI: \$495 (1 show total) Extra wristbands: \$125
5155 Transportation		4,675	(4,675)	Gas for travel to bring equipment on location: \$50 x 6 = \$300 Truck Rental: \$250 x 6 = \$1500 Buses (38-passenger): -James Logan (CCGC): \$1500 -Live Oak (CCGC): \$1675
5156 Show Expenses			-	
5159 Other		10,100	(10,100)	Show Design: \$2000 Drill Design: \$4000 Performance Meals: 6 x \$10 x 35: \$2100 Banquet: \$2000
4195 SHS WG2021 Trip Revenue			-	
5197 WG2021 Trip Expenses			-	
Winter Guard Sub-Total	-	32,070	(32,070)	
Program Grant		10,100		
Total		32,070		
Total (after program grant)		21,970		
Per Student	25	879		
WG Contribution Request for 2324 will be \$880				
<i>WG Contribution 2023 was \$600 + \$870 for SoCal Tour</i>				

Figure 1 2023-24 Winter Guard budget version 1 (final)

2023-2024 Winter Percussion Budget - Total Based off of 77 students				
Item	Revenue	Expenses	Total	Notes 1
4107 SHS Winter Percussion Income			-	The revenue is "Suggested Contribution" x # of students
5142 Percussion Instructors		3,300	(3,300)	Instructors: \$40,264 DO 10% \$4,026.40 Total: \$44,290.40 (Included in Marching Band Staffing at beginning of the year) Additional Staffing Needs: \$3300 (includes DO 10%)
5145 Music/Design		23,450	(23,450)	WORLD CLASS Show Design: \$5000 (Visual) + \$1500 (Choreo) Music: \$12000 (Front Ensemble + Battery) Sound: \$2000 A CLASS Music: \$1750 Consultation: \$500 MISC Voice/Narration: \$250 Copyrights: \$450
5146 Competitions Fees		1,500	(1,500)	NCPA Competition: \$1500 (2 ensembles x 3 shows x \$250 each) NCPA Championships: \$0 (2 entries x \$400 per)
5147 Buses and Trucks		14,100	(14,100)	Trucks (2-26' truck + 1-16' truck): \$5000 Buses (56-passenger x2): -American Canyon: \$4900 -James Logan: \$4200 --TOTAL: \$9100
5148 Percussion Supplies		20,900	(20,900)	Drum Heads/Sticks: \$2500 Drum Slips/Covers: \$400 Electronics/Cables: \$2500 Floor: \$3500 (World); \$0 (A, reusing floor) Props: \$12000 (\$9500 for props, \$2500 for masks)
5144 Percussion Other		17,250	(17,250)	Uniform: \$11250 (\$8250 for W, \$3000 for A), including tax/shipping Shoes: \$250 (\$50 each, \$50x5=\$250 including tax/shipping) Performance Meals: 5 x \$12 x 80 = \$4800 Music Dpt Jackets \$95 x 10 = \$950
5196 WP Trip Expense		104,024	(104,024)	WGI DAYTON WGI Competition Fee: \$840 (\$575 fee, \$265 plus pass) Flights: \$22,262.04 (58 x \$383.83) Trucks (including semi, insurance, driver, hotel, etc.): \$23000 Food: \$3500 (6 meals + pizza dinner) Bus: \$10000 Hotels: \$21250 (24 rooms x 5 nights x \$177 per room) includes tax Rehearsal Facility: \$2000 Wristbands for Finals: \$5125 TOTAL: \$88,000 WGI SOCIAL WGI Competition Fee: \$720 Hotels: \$5250 (\$175 x 15 rooms x 2 nights) Diesel: \$1250 Trucks: \$2250 Bus: \$6554 TOTAL: \$16,024
Winter Percussion Sub-Total	-	184,524	(184,524)	
Program Grant		11,000		
Total (without Dayton)		86,524		
Total (after Program Grant)				
Per student:	69	1,254		
WP Contribution Request for 2324 will be \$1270				
Per student Dayton cost only (with program grant)	35	2,200		
<i>Registration was \$1230 for 2022-2023</i>				

Figure 2 2023-24 Winter Percussion budget

In December, the board held an e-vote to approve the budgets for the 2023-24 Winter Percussion and Winter Guard programs. Mr. Shiuan gave us all a detailed overview of the budgets during the November 2023 board meeting, where he presented two versions of the WG budget; the version selected was dependent on the number of participants. Since 28 students enrolled in the program, we can support 2 ensembles: varsity and JV, and therefore version 1 of the WG budget was selected for the e-vote.

We held an e-vote to approve the budgets in late November. Thank you to all the board members who voted. The 2023-24 Winter Guard and Winter Percussion program budgets were approved unanimously by a vote of 15 – 0. 6 members of the SMB executive board voted in favor of the motion.

Approval of SMB Insurance renewal with AIM

(Presented by Alicia de Fuentes)

Alicia: This is an FYI for everybody. [AIM Inc](#) is the SMB insurance provider; we will be seeking to renew our annual insurance with them. Also, the Winter Percussion trip to the World Championships in Dayton, Ohio in April needs travel insurance. Vanguard rentals requires insurance, and so do the truck drivers who will be driving the equipment. And SMB Pancake Breakfast needs a certificate of insurance (COI) too; the school requires us to have coverage in case something happens (it hasn't in the past). Any questions?

Ramya: How much does it cost, and what is the coverage?

Alicia: The coverage needs to be what each organization sets. For example, for the school it is \$1.5M. For the drivers, it is \$1M, I think, Mr. Clark was going to confirm this. I am working on the premium and coverage numbers for insurance for SMB as a whole and will report it in the next meeting. Without further ado, may I please request the board to approve the request to work with AIM to renew the SMB annual insurance and to purchase insurance for the WP Ohio trip and a COI for Pancake Breakfast?

Ramya makes the motion to approve work with AIM to renew the SMB annual insurance and to purchase insurance for the WP Ohio trip and a COI for Pancake Breakfast, seconded by **Rashi**. May the record show that the motion passed unanimously.

Pancake Breakfast Update

(Presented by Alicia de Fuentes on behalf of Mrudula Prashant)

Alicia: We were in the process of reserving the location for pancake breakfast and learned that the school admin has changed the way we do this. Now we must do it through a facility management platform called [Facilitron](#).

Jason: I am familiar with it. If you can email me what you need, I will enter the information into the tool.

Alicia: Every year we confirm the following locations: the quad, the kitchen, library, gym, music building, dance studio.

Mrudula: Facilitron did not have some of these rooms, and some of them are not available on the morning of the Pancake Breakfast. I could only reserve them from 3PM onwards.

Jason: I can check that for you. In April 2023, when we reserved for the upcoming year, we may have already booked the rooms.

Alicia: Jason, can you please check this and let us know, so that we can confirm that it is locked in? We appreciate it.

Jason: It is blocked off for us already, that's why you couldn't reserve it. We blocked off the quad, large gym, cafeteria, dance studio. I will block the library and student center.

Alicia: Do we need the student center?

Jason: Not really required since we are on the stage a lot.

Alicia: Oh yeah, I was confused with the CCC. We don't want to use the CCC only for storage. We did not use it as a heavy storage area, the cafeteria was enough.

Mrudula: Do we need to reserve the kitchen as well?

Jason: We only need to send an email to the school that we have booked it.

Alicia: Then, the only thing that is pending is the event insurance.

Jason: Last year the school required it.

Alicia: Oh, every year they do.

Mrudula: We will be sending out the paperwork for the permit next week. Alicia and I are looking for shadows this year so that we can bring them up to speed and hand it over next year.

Alicia: Yes, we need shadows. Mrudula was literally thrown into it from zero and she did a great job running the event. Also thank you to Beth and Annie (parent alumni) who were kind enough to come back and guide us during the first year we chaired Pancake Breakfast (2021-22).

Approval of SMB Publicity & Marketing Budget for 2024

(Presented by Alicia de Fuentes)

All our events have their own publicity budget. For example, Pancake Breakfast has a publicity budget of \$1500 for 1 month. It is time to support publicity for all of SMB. This will be beneficial in the long run. I am proposing that SMB also have a publicity and marketing budget of \$3000. This means that if the need arises, such as when we needed to print a poster to share some information, we have a budget for it. Are there questions, comments, or concerns?

Ruchi: Curious. So far whatever budget is required for a fundraiser is sanctioned by the program for the fundraiser. Does this \$3K mean that each program no longer has a budget?

Alicia: No, each program still has an allocated budget. But the SMB organization did not have a budget before, which we are trying to resolve. This will not stop the budget for each event.

Ruchi: What do you have in mind for the \$3K?

Alicia: For example: there was a need for a vertical banner, which is not owned by any fundraiser event. SMB will now own it. I don't see us spending it all just for SMB. However, I would like us to have funds allocated if we need them.

Josh: Does this include outreach to folks who donate?

Alicia: Outreach is nominal. Currently we send fliers for a nominal fee through the district schools. We also email our donors. We are economical with that. If our funding reaches a critical phase, we have this tool to reach our donors. The vertical banner that we needed was in a no-man's land for budgeting, and therefore needed an overall SMB Publicity & Marketing budget to fulfill this need.

Ruchi: SMB has no publicity budget, but specific events do. SEF and other organizations have an allocated marketing budget, so it is a good idea for us to have it.

Alicia: If this amount is not enough, then next year, we can revisit it.

Ramya: This is fantastic. I wish we had it in last year's budget.

Ramya makes the motion to approve the SMB Publicity Budget, seconded by **Ruchi**. May the record show that the motion passed unanimously.

Alicia: Rev, we just approved the new SMB Publicity and Marketing Budget.

Update on SMB financials (2022-23) audit

(Presented by Richard Aochi)

The SMB audit is currently in progress. We met with the auditing firm yesterday. We sent the 1099 transaction report and a list of contractors without tax information to Ms. Hasegawa for review and collection of W-2s. We need the 1099 tax ids by the end of this month, so we can support our contractors who need to do their own taxes in a timely manner.

Jason: Can you please include Ms. Hasegawa on the thread and cc me on it?

Richard: I can do that.

Approval of program grant to purchase tuba and oboes

(Presented by Jason Shiuan)

Tuba (1 count)

Recently a college friend of mine (now a professional gigging musician in LA) offered to sell one of his miraphone186 Bb tuba with rotary valves. It's in a very good condition - he took it for another overhaul just recently. He is offering it to us for less than half the price of what you would find in the market. This particular find fills one of our current needs as we only have enough tubas to allow students to share across 2 periods at the moment (which is fine in normal times - but when one needs to get repaired, we are stuck in a difficult bind). Gaining this particular tuba will allow our students to play on a very high-quality instrument and we will also have a back-up if a tuba needs to get sent to the shop).

We would like to request a program grant of \$7500 to purchase the miraphone186 Bb tuba with rotary valves.

Oboe (2 counts)

We are continuing to build up our oboe students at SHS, and finally have 4 players this year (and we will be welcoming a few more in the coming years)! Unfortunately, the 4th player is currently using a less than ideal school instrument (one we only prefer to use in desperate/temporary times - i.e. when an oboe is being repaired). We'd like to purchase 2 more oboes so that we can give our students better instruments and feel more confident about the instrument they use. Oboe is one of those instruments that has a steep learning curve / on ramp, so this purchase will make a big difference in keeping the oboe players feeling successful and contributing positively to the ensemble. We had emailed a few vendors prior to heading to Chicago requesting a quote, and one of them just got back to us with a quote.

We would like to request a program grant of \$8000 (\$4k per oboe).

Alicia: Always a good idea for our students to have spare instruments and it looks like these are available at a great price. If there are no questions, can we have a motion to approve the SMB program grant to purchase 1 tuba and 2 oboes?

Vrinda makes the motion to approve the SMB program grant to purchase 1 tuba and 2 oboes, seconded by **Ruchi**. May the record show that the motion passed unanimously.

SMB Publicity Update

(Presented by Ruchi Joshi and Rashi Sanghi)

Ruchi: Last year, when we started making the SMB social media updates, we started to have a comprehensive plan – such as defining various channels of reaching people. I work closely with Rashi, and she is so organized. But we were missing one thing.

Previously what we were posting on the feeds was not a very comprehensive view of what the music program does. Every parent volunteer was gathering information about only what their child was doing – taking pictures, posting them, writing about that specific program etc.

Our goal is much different; how do we project the entire Saratoga music program comprehensively? Not just marching band or choir or color guard. Band parents were very active, other parents were also active but only when they met with their group. For this year our goal is: we cultivate a more robust community that recognizes the importance of the entire Saratoga music program. The end goal for SMB publicity is fundraising and recruiting volunteers.

We are a group of two, and that helps. Rashi goes to all the meetings and is very good at collecting information from various sources. Not just SHS, but SUSD as well.

As a parent if I am donating and volunteering, what would I like to see? Rashi and I talked a lot about this, and so many things were missing in the publicity updates. Half the time, the kids do not share information, or kids are not part of the program.

Communication channels have stayed the same, but it is a lot more efficient now. We post more frequent updates and have more followers from parents and students. This gives us a lot of visibility. WhatsApp groups have been very successful. We now have several small communication groups with parent representatives from each grade or group. We can spread messages more efficiently. For us, it is a one-stop shop, and we are now able to spread the message by just posting one message in the “parent update” WhatsApp group. Each representative then reposts it in their respective group.

Ramya: Do we have a 5th grade group?

Ruchi: Not yet. We thought about it last year. We do not want to inundate parents since it does not make sense to involve them yet. We reached out to the 5th grade group only at the time of Pancake Breakfast. But we can send out the invites for concerts going forward.

Alicia: It is important to involve the 5th grade parents and get them excited about the forthcoming music programs in middle school. We are good at reaching out to middle school and high school parents, but elementary schools' outreach is thinning out.

Ruchi: We don't want to give too much information. We can do what Mr. Jow thinks is right, but elementary parents might find it very overwhelming.

Alicia: On the other hand, we can never have too much information. It is up to the parents to filter out the information.

Jon: Isabel can message all the 5th grade parents. She sent out a summary after the winter concerts. We do have a way to reach the 5th grade parents as and when needed. So that's always there.

Ruchi: Maybe we can ask them to follow our social media channels. It is up to them to follow or not. Sometimes they are not interested, unless they have an older kid in middle or high school. What would you like to see posted in the 5th grade groups?

Alicia: I would love to see any upcoming performances posted, kids who are interested in pursuing music in middle school can attend.

Isabel: We do message parents in that group, but I don't want to bother them too much.

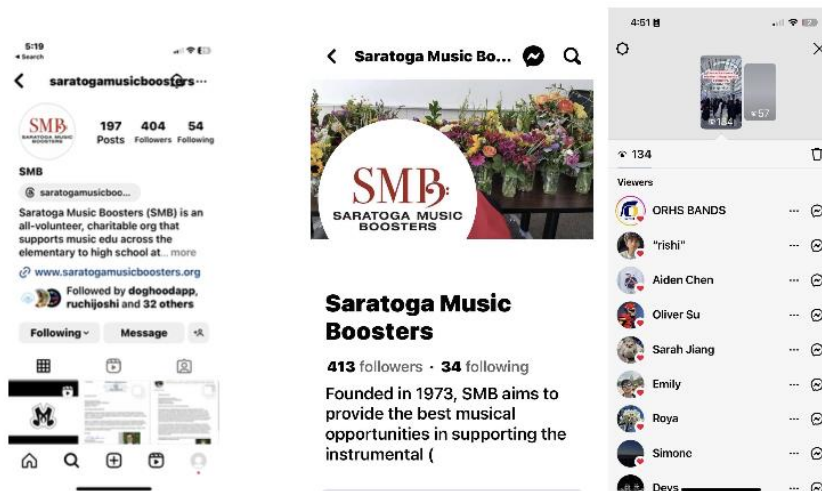
Ruchi: We can find a representative who can post in the broader 5th grade group. We also want to give a shoutout to Oliver and Thea for keeping the website updated. We also tried to use

digital communication channels for a wider reach, rather than flyers. We have noticed that Directors' emails have more reach, hopefully everyone reads them.

Followers:

Facebook: 413 subscribers (50+ added in the last 8 months)

Instagram: 406 followers (Gunn Instrumental Music, CMEA Bay Section, ORHS Bands) - We doubled our followers in the last 8 months



WA SHS MB/CG/Perc: 244 participants - Original group created in October 2019, with RMS Santa Cruz Parade.

Community Fraction that came out of this group and are very active now -

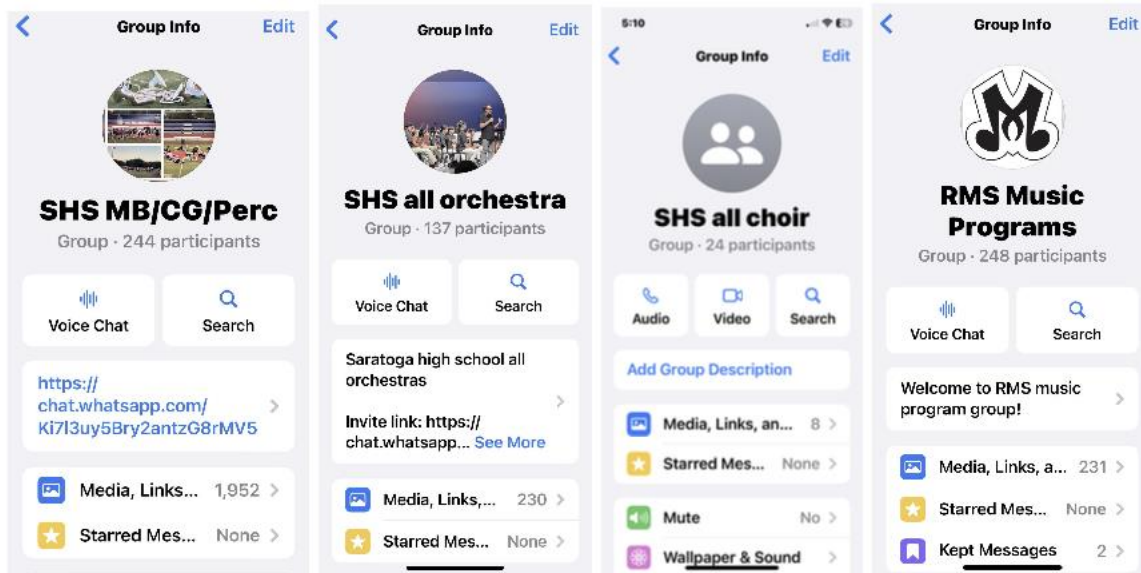
WA SHS All choir: 24 participants

WA SHS WG: ??

WA RMS Music Programs: 248 participants

WA SHS Orchestra: 137 participants

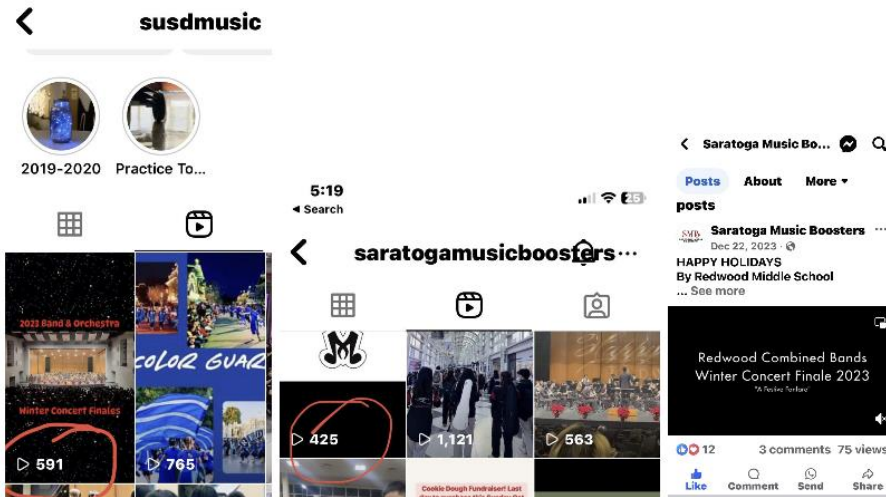
Ruchi: This is our update; we are very proud of it. 40% more followers on Facebook and more people are reading our stories. We doubled the number of people following us on Instagram. Earlier when we posted stories, there used to be about 10 people reading them. Now it is about 150! So, our messages are reaching a wider audience.



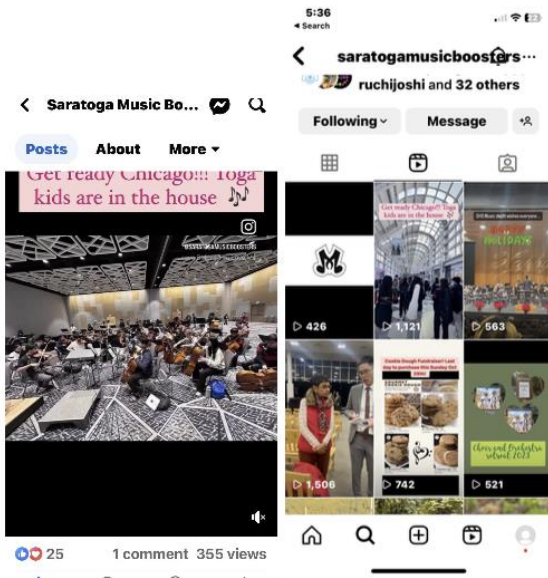
Our first WhatsApp group started in 2019 with the Santa Cruz parade. We have about 244 participants now in that group. We also have WhatsApp groups for SHS Orchestra, SHS Choir, SHS Winter Guard, RMS music program, and a new one for SHS Winter Percussion. Pictures are shared on these groups, and there is a lot of excitement during performances and trips. There are lots of compliments flying around, I wish the directors were in the groups to see all this.

Recent trending posts:

RMS dec band/orchestra grand finale: 425 views on SMB insta + 591 susdmusic insta + 75 on SMB FB + website/youtube



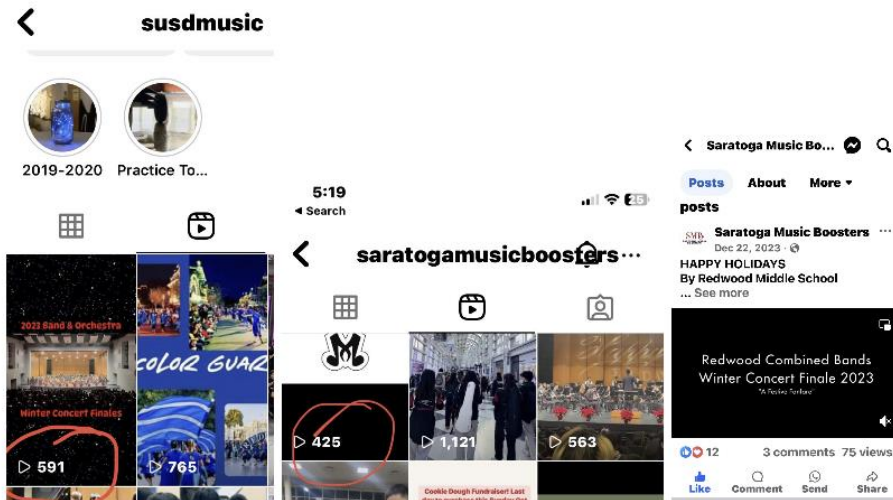
SHS Midwest clinic: 1121 SMB insta + 347 SMB FB + whatsapp groups (500+ views in less than 24 hours)



These are some of the recent trending posts. We have had a great reach, and many views for our posts. There was a video put together by Mr. Jow, which had quite a few views and likes. For the SHS Orchestra Midwest Clinic performance, one post got 500 views within the first 4 hours.

Recent trending posts:

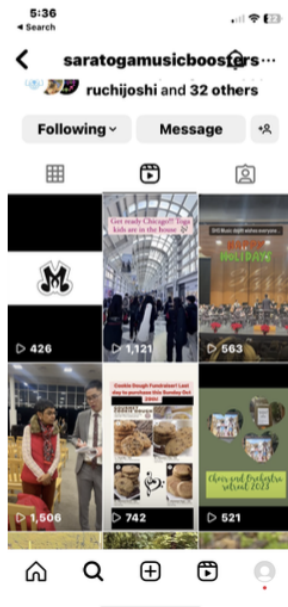
RMS dec band/orchestra grand finale: 425 views on SMB insta + 591 susdmusic insta + 75 on SMB FB + website/youtube



SHS Midwest clinic: 1121 SMB insta + 347 SMB FB + whatsapp groups (500+ views in less than 24 hours)

Advanced Jazz – there was one post with 1000 views within 24 hours. Having an in-house celebrity certainly helped 😊

SHS Advanced Jazz concert: 1500+ Insta views (1000+ views in less than 24 hours without tagging the city)



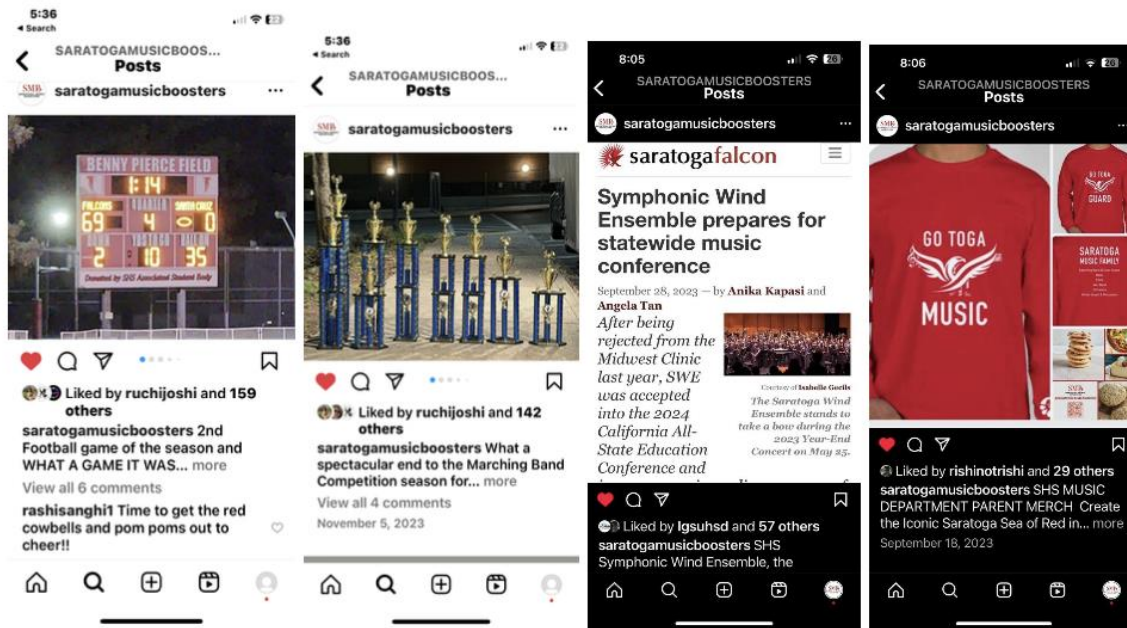
SHS Pep band at 2nd football game: 160 insta likes

Awards won at Sacramento MB: 143 insta likes

Alicia: If I viewed the same post again, would it count as a new view?

Ruchi: No, only unique views get counted.

School spirit - Shoutout to other groups such as sports, falcon news, teachers at music events etc & recruitment of parent volunteers



We also try to increase the school spirit with School spirit shoutouts. We try to tag other schools sometimes. These are some of the most liked posts.

These kinds of posts get a lot more views – something like this is helpful because it reaches more people.

Steps for further traction:

- MESH program on website
- Mention insta/FB in program brochures and event emails
- **Info about masterclasses, workshops, guest speakers**
- If all Music Groups can tag SMB, we can repost them to show their progress
- Music directors should continue sharing info reg upcoming events
- Dedicated Publicity email address

Handover plans:

- Use SMB Publicity email for future events
- CC interested volunteers for PB2024 activities
- Introduce them post PB2024
- Guide them to lead May SHS/RMS concerts

Rashi: This is what we would like to see going forward. For the MESH program it will be nice to have a single go-to place. I see a lot of questions about the MESH program from middle school kids and parents.

If we can do a specific shoutout to SMB Instagram or Facebook in the program brochure flyer/email, that will help. Folks don't scan the QR code when posted in the McAfee lobby.

We would really like to mention guest speakers conducting masterclasses and workshops at our schools in posts. But often we do not have all the information – their correct names, designation etc. If the directors can include this in their communication, that will be great. Especially because the directors have such excellent connections, you have a better reach with the parents. Parents who are not that active on social media do not come to know of these things. Email sent by directors are read by everyone, that is the best communication channel. But people also skim through emails and do not read them fully. If you give them information in small posts, it is more consumable. Student groups have been tagging SMB, and re-posts help too.

Finally, it will be good to have a dedicated SMB publicity email address, like the one for our webmaster. When we start the publicity team handover to new parent volunteers at the end of this academic year, it will be helpful. We can start communicating using that email, so that there will be a history. For this year's Pancake Breakfast, we can copy whoever is interested in taking over the SMB publicity and introduce them to the city officials. And we can let them take the lead with publicity for the May concerts.

Alicia: Do you think we will have people who can take over the SMB publicity by then?

Rashi: Depends on the nomination committee, I guess.

Ramya: I have sent you 2 names.

Ruchi: Ideally, we would like to have one of the two volunteers to be from SHS, preferably a band parent since there is so much activity happening in band.

Alicia: That is a recommendation and ideal. But not a restriction.

Ruchi: We did what worked for us. But the new volunteers may take a different approach based on what they think is right.

Michael: From educators' perspective, the students' biggest hurdle is self-confidence. It must be authentic; you cannot manufacture confidence. Publicity does this – every time the student reads publicity posts, they feel proud of what they have achieved.

Rashi: It is great to showcase their efforts. It is also a great way to involve the alumni. It just feels so nice.

Ruchi: Every time we repost, even if it is the same post, we get many likes and comments. There is camaraderie and healthy competition between groups.

Alicia: We got comments on the SMB social media posts from those who watched our performance at the Midwest Clinic expressing their appreciation. It was great for students to read these comments and feel a sense of accomplishment, they had worked so hard from the beginning of the year.

Josh: Where did the letters to the student performers for the Midwest Clinic from representatives and leaders come from? Did we request them?

Michael: Midwest Clinic lets the representatives know when we are accepted - they get a memo, and we also send a release to their aides. We involve the kids in emailing them.

Josh: It was fantastic to see the encouraging messages.

Alicia: The kids felt so validated by that.

Ruchi: Social activity in all the groups has really gone up recently. We have 1 umbrella group, and we post about all our programs, and the information is out there. We have worked so hard,

mainly due to Rashi's efforts. It is not a one-person job, and it is very hard since it is all volunteering. But we love doing what we do, and we are very excited that it has come to this! We request everyone to send us an email if they would like to share information about an event or activity. Beth and Mr. Jow do it very well and it helps us get the information out to the community.

Alicia: You guys are rock stars! Please create the email id for the publicity team. Circulate to the music directors so they can give you the information on what is happening to share with the community.

Rashi: Who creates the email? Should we ask our webmaster?

Ruchi: I will create a Gmail account and send the information.

Alicia: Give it a name and share it with the webmaster. I am so impressed with what you two have achieved as the publicity team.

Ruchi: I think we will have a lot of withdrawal symptoms ☺.

Jason: You guys have accomplished what a lot of students have been trying to do.

Rashi: Just have a quick question. You created beautiful brochures for all the concerts. Can program brochures be stored on the SMB website? Without the students' names, for privacy, if needed. There is in-depth background information about the performance pieces, and so much effort goes into creating the brochure. It will be nice to archive the recordings and this information, for future reference.

Michael: We used to collect CDs of recordings when the school first opened.

Rashi: Going forward is there a way to save this on a website? Since we are saving it digitally, perhaps we can give access to parents to view this online.

BofA Special Business Savings Rate Update

(Presented by Alicia de Fuentes)

During the last SMB meeting in November 2023, the board voted in favor of accepting the Bank of America offer to increase the interest rate on our savings account. We have since signed the offer and the minimum deposit due has been made. We should be getting a confirmation from the bank soon. Our current tier is at a 4.55% interest rate for 12 months.

December 2023/ January 2024 Financials

(Presented by Revathi Koteeswaran)


Transactions List from November 2023

Rev: What matters from November is transactions. Other information is not relevant anymore since we have cumulative data from December 2023.

Alicia: Board, for November 2023, we are looking to approve transactions 1421-1473. Can we have a motion to approve the transactions?

Vrinda makes the motion to approve November 2023 transactions 1421-1473, seconded by **Ramya**. May the record show that the motion passed unanimously.

Cash Flow for December 2023

 Saratoga Music Boosters Cash Flow 12/31/23					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	223,950	171,260	96,134	43,444	254,370	278,539	19,275
SHS Concert Band	0		6,192	(6,192)	0		11,275	(11,275)
SHS Jazz Band	0			0	0		8,000	(8,000)
SHS Winter Guard	8,000	5,280	1,445	11,835	8,000	22,000	32,095	(2,095)
SHS Winter Percussion	10,000	45,120	19,980	35,140	10,000	87,630	80,500	17,130
SHS Orchestra	0	88,189	43,475	44,714	0	101,380	101,352	28
SHS Choir	16,575	15,200	10,023	21,752	16,575	18,000	34,575	0
SHS Band Trip		0	0	0				0
SHS Orchestra Trip		140,069	145,727	(5,658)				0
SHS Choir Trip		38,163	16,300	21,863		36,000	36,000	0
SHS WP Trip		0	8,865	(8,865)		77,000	104,024	(27,024)
SHS WG Trip		0	0	0				0
SHS International Trip		0	0	0				0
SHS Totals	78,019	555,971	423,267	210,724	78,019	596,380	686,360	(11,961)
Redwood Marching Band	0		747	(747)	0	17,500	17,400	100
Redwood Ensemble	150	41,614	10,371	31,393	150	47,850	48,000	0
Redwood Upper Strings	0	17,575	13,603	3,972	0	30,745	30,600	145
RMS Color Guard	5,500	2,100	1,794	5,806	5,500	4,200	9,700	0
Redwood Chorus	9,625	1,050		10,675	9,625	7,700	17,325	0
RMS Trip/Tour	0	0	8,689	(8,689)	0	130,000	130,000	0
Redwood Total	15,275	62,339	35,205	42,409	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	62,339	35,205	42,409	15,275	249,215	263,525	965
Cookie Dough Sales		30,330	18,318	12,012		28,000	20,000	8,000
Jazz Cabaret		0		0				0
Misc Fundraising				0		0	0	0
Pancake Breakfast		1,500	489	1,011		34,000	17,500	16,500
Spirit Sales				0		0	0	0
Alumni Fundraiser				0		0		0
Bank Interest/Charges/Sale		1,098		1,098		700	1,000	(300)
Benefactors/Matching/NonCash		173,112		173,112		120,000	0	120,000
Admin			3,568	(3,568)		0	19,000	(19,000)
Credit Card Fees			6,954	(6,954)		0	8,000	(8,000)
Other		21,674 [1]	2,620	19,055		0	7,000	(7,000)
SMB Unrestricted Funds		227,715	31,949	195,766		182,700	72,500	110,200
Unallocated	367,398			367,398	367,398	0	0	367,398
Program Wishlist			254,460	(254,460)		0	224,617	(224,617)
WP Instrument Fundraiser	0			0	0	0	0	0
Allen Orchestra Scholarship	2,875			2,875	2,875	0	200	2,675
Rowland Schwab	500			500	500	0	500	0
Southgate-Johnson Scholarship	10,000		1,000	9,000	10,000		2,000	
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	620,644	0	255,460	365,184	620,644	0	227,317	385,328
SMB Totals	620,644	227,715	287,409	560,951	620,644	182,700	299,817	495,528
Current Totals	713,938	846,025	745,880	814,083	713,938	1,028,295	1,249,702	484,532
SHS Trip Accruals		0	0	0				0
RMS Trip Accruals								
Grand Totals	713,938	846,025	745,880	814,083	713,938	1,028,295	1,249,702	484,532
			Net Revenue	100,145.26				

Let me cover the highlights here. For SHS jazz band, I do not see a budgeted income, but I see a budgeted expense.

Jason: Jazz band budget is lumped into Marching Band budget. It has its own budget. But, just like a concert band, it is part of the Marching Band and Color Guard income.

Rev: I see the expense line item, but not income line item for this.

Jason: Let us take this offline.

Rev: Winter Guard data has been updated since the last meeting and we have a budget now. For the SHS orchestra trip to Midwest Clinic, I don't see budgeted income and expense.

Michael: The itinerary broke it down in detail. I can share that information with you.

Alicia: This information should be available from last fiscal year (2022-23); the SMB board approved the Midwest Clinic budget in [June 2023](#). Tim asked for financials, did he get it?

Michael: All inclusions for the budget for the tour were provided to him. We have it too. This includes an estimate of the tour cost based on approximate flight cost, hotel cost etc.

Rev: Good news is that for the trip the income collected exceeds what we spent on the trip.

Michael: What else do we need?

Rev: Let me see what is already there and get back to you. And maybe we need a motion to approve it.

Rev: Winter Percussion trip budgeted income of \$77K vs expense of \$104K. Did the board approve it? We do not usually sponsor trips. I want to make sure that this was approved by the board.

Alicia: The board approved the budget by e-vote in November/December 2023.

Rev: Moving on, RMS trip income and expense budgeted are the same, and this is typical.

For program wish list: we spent more than what we budgeted. I suspect about \$20K is misclassified and needs to be reconciled. I emailed Ms. Hasegawa to make sure the data we have is accurate.

Ramya: Donations question. In the Cashflows statement for December, there are no actuals for 5th grade. Is that true?

Isabel: There has been a budget for 5th grade, but we do not ask families for donations.

Jon: We have promoted it, but not pushed for it. It is difficult to find time to ask parents for donations.

Alicia: For elementary schools, it is difficult to request donations since now the music elective is during the school day, unlike previous years when it was after school.

Isabel: This year's music program at the elementary schools is a trial run. If we continue doing this, we should revisit it and see if we should request a donation from parents.

Jon: At the very least, when we send the next message to our parents, we can say that SMB supports the instruments used by the kids through community donations and see if parents want to support it.

Isabel: With our current 5th grade music program, the kids get to try all instruments. We did it this way because we did not have enough instruments and kids were going to be put on a wait list and parents did not like it. Now they rotate through all the instruments and get to try everything.

Jon: Earlier we had 3 teachers teaching elementary school music, now it is just Isabel responsible for all of it.

Alicia: It took a lot of creativity and smarts to make the schedule happen, and full credit to Isabel for that.

Ramya: I want to see what programs need more donation requests.

Alicia: Mrudula has been tasked with Tista to give us RMS Band donation breakdown. I asked them to follow up with Mr. Jow to make sure this information is correct. They were slotted to present to the board today, but it is not ready yet.

Ramya: RMS upper strings are over 50%, which is good.

Isabel: That is better than last year.

Ramya: RMS Color Guard and Choir parents need some more push to donate.

Transactions List from December 2023

Rev: December transactions are checks 1474-1519 and need approval from the board.

Alicia: Board, for December 2023, can we have a vote to approve transactions 1474-1519?

Vrinda makes the motion to approve December 2023 transactions 1474-1519, seconded by **Ramya**. May the record show that the motion passed unanimously.

Music Directors' Reports

Beth Nitzan

We have had a very busy end of the year. Our kids performed at 3 different holiday gigs: the Saratoga tree lighting ceremony, the Foothill club and the combined concert with Los Gatos High and RMS choir. We delivered CarolGrams: candy and carol, which was fun. One of our students got accepted to the All-State choir. The bar was very high to be accepted into the program, so we are proud of this. Our choir fun night is next week. Also, we purchased a harp, it should come next week.

Rashi: Can you please share the unboxing pictures when you open and set up the harp with us?

Beth: Yes, will do.

Ruchi: The activity that stood out for me was the Friday choir. I saw people from all different age groups. Beth conducts this activity every Friday and it is fun to see adults and children all come together and sing. You have a fun name for it too.

Beth: Yes, it is fun, and for many folks, it is their first time singing. We call it the Pizza Choir; all our participants get free pizza.

Alicia: This is of such value to us; it brings us all together as a community.

Ruchi: It is such a great idea to get people together.

Beth: Yes, that is our goal.

Jason Shiuan

So much has happened since our last meeting. The percussion concert went well. Students performed solo, small chamber and ensemble pieces that they had been working on. Both Winter Percussion and Winter Guard programs have started and are running at full speed.

California All-State Band and Orchestra results came out. 20 students from SHS were accepted (12 students in band and 8 in orchestra), which is a big accomplishment. We are the 3rd most represented and the smallest school in the California All-State. Many students who should have auditioned would have made it, but did not audition for many reasons, such as schedule conflict. The kids who were accepted will go to Sacramento in about 1 month.

We had a jazz concert in December. I must thank our publicity team for getting the word out to our parents and community. The attendance at all concerts has gone up.

Ruchi: Jazz was so well attended, and the food was great.

Rashi: Tina has done a wonderful job and raised the bar for food at concerts.

Jason: We had our annual concerto competition. We received 20+ entries. We invited 5 adjudicators to judge the performances, and they spent hours determining who would win. It was a difficult job since the kids are all such great musicians, and we directors are so glad that we

don't have to do it. We have 4 winners this year. Violinist: Chloe L., violist: Tejas T., violist: David K., and Saxophonist: Vidur S. The piece that we are performing this year is written for chamber musicians.

We also had results for the auditions for the [Santa Clara County Honor Band](#). This year, the [conductor](#) is [Jerry Junkin](#), one of the world's most highly regarded wind conductors.

Alicia: Is it also an audition group?

Jason: Yes, this year 14 kids got accepted into the program. Our band concert had a full house. Few more things on band: on January 24, we have a shared concert with Homestead, both the SHS and Homestead wind ensembles have been invited to perform at [CASMEC](#). Featured guest artists and conductors include Jason Shiuan, Michael Boitz, Sean Clark, Chavadith Tantavirojn, Dr. John Zarco, Norman Dea, Jonathan Jow, Naoki Taniguchi, Jonathan Hostottle, Michael Pakaluk, John Burn, Craig Bryant, and Aaron Shaul. We will hold a preview concert for families who can't make it to the performance. The SHS SWE concert at CASMEC is on February 2 at 3pm. Homestead brass players will play in our concert, and ours will play a fanfare at the beginning of theirs. More details [here](#).

In other news, one of our drum majors, Cameron N. performed at the city of London New Year's Day parade. He was at drum majors' camp when he got the news that he was selected. They did not give Cameron much guidance as to what was expected, but he stepped up and choreographed the piece himself.

Michael Boitz

Ms. Nitzan presented at the [CMEA Bay Section Conference](#) on Saturday; it is great and a big feather on our cap to have our teacher represent at a conference like that – congrats Ms. Nitzan. Ms. McPherson also did a [bass technique presentation](#) last year that was off the charts.

Speaking of publicity, folks at Saratoga Bagels and Michael Anthony Salon were talking about the Chicago Midwest Clinic concert. The students' performance was phenomenal. The kids are getting these responses too, and it's great. Even the flight attendants talked about it.

This is a very big deal, and the kids knocked it out of the park, peaking at the right time. Dr. Larry Sutherland was in tears of joy (he has conducted so many different ensembles), because our kids conducted themselves so well and responded well to him. I heard from an alumni parent that the kids are respectful and responsive. I am proud that our high school teenagers connected so well with this iconic man.

Dr Mallory Thompson has taught Jason and me at Northwestern University, and we are still in awe of her. But the kids were so comfortable working with her and the piece she conducted was performed beautifully. Tony Glausi's piece and Thomas Lim's piece went very well.

Ruchi: On your Facebook account, we saw educators congratulating you. We have screenshots that parents shared on the Midwest Clinic WhatsApp group. All of them said that the kids peaked well. Midwest is not a competition; many parents did not know that. You audition and are invited to it.

Michael: That is correct. Also, our piano player, Eric L. got invited to the Rice University piano concert in Texas. I haven't shared the email yet with everyone.

Also, what's fun is that we stayed at the Marriott since it is connected to McCormick Place where the Midwest Clinic is held. Our travel company was going to rent a storage room which costs a lot. We ended up renting a conference suite to store all the instruments in. After the performance, we had the kids come up there, and we toasted with apple juice and had cake.

Alicia: The audience peaked too. We were so into the music. We gave a standing ovation. It went on for so long that the organizers switched on the lights, to encourage us to leave 😊. It was

very touching when directors recognized the person who composed each of the world premier pieces and also the parent chaperones and attendees.

Michael: Randall Steven writes middle school and high school band and orchestra music, and the kids got to meet him.

On Friday we have [Chamber Music by the Bay](#)'s 11th Season Concert at the SHS Music Building. The organization was founded by our own alum Jessica Chang. After she graduated from SHS in 2004, she has been playing with a professional quartet, and is an amazing musician. They dedicate a week every year to Chamber Music by the Bay. They visit local schools and libraries and perform there. They presented it to our orchestra classes today. Thomas Lim will be playing cello at the Friday concert. They will perform a piece that includes an SHS orchestra player from each section. It is an informal concert on Friday night, and everyone is welcome to attend.

Finally, thanks to the SMB board for your support in making the Midwest Clinic a smooth experience for the directors and performers. There is a resounding sentiment in the community that the Saratoga music boosters' program is wonderfully supportive. The Midwest Clinic preparation happened at such a short time, and we were able to accomplish everything with such a quick turnaround. It could not have happened without your support and commitment. We can advocate all we want, but the people behind the scenes are the ones that make it happen in the end.

Alicia: That is our mission.

Michael: On the plane ride home, we were talking of our next project ☺

Alicia: Bring it on! We will be there right by you.

Isabel McPherson

10 RMS students got accepted into California All State– 4 from band and 6 from orchestra. This is the 2nd year in a row where at least one orchestra player got into every section, which is not surprising since we have strong players in every section. Our concerts in December went well, I have a video to show later. We did reflections after the concert to help the kids find good things about their performance and be positive. Based on the feedback, we had advanced and chamber groups make improvements on one piece and play it for the office staff, who really appreciated it.

Josh: Did the students think of it themselves?

Isabel: I brought up the idea that that they could apply the feedback and work on improvement and play it for someone. They are usually only focusing on negative things; it is hard to turn it off and just enjoy yourself. I have been working to get them out of that mode, without stifling them.

Michael: While it is a good problem to have, we also want kids to focus on improvement. But kids are so self-critical that we must coach them on recognizing the improvement in themselves. Middle school kids on their own, working on the improvements and presenting, it is wonderful.

Isabel: The December concert finale had 170 kids on stage. Every year, we think “how are we going to do this?” and it is nerve wracking, yet somehow, it all comes together in the end.

In other news, I was able to participate in the Midwest Clinic and conduct a performance piece. Just being there and being part of the group was a cherished experience. Just to give an idea how well our students did, a random person approached me and complimented me on the students' performance. Everyone was appreciative of what they achieved.

The 5th graders are almost done learning their first instrument. They get to now learn a second instrument, and hopefully pick up both. We will get them excited about middle school in a few weeks.

Jemal Ramirez

I know some of your faces from RMS days. My job description at Redwood has changed. First period: beginner band with almost 40 kids which is a lot of fun. Second period: 25 choir members – mostly 6th and a few 7th and 8th graders. 3rd period: beginner percussion, which feeds into beginner band; we have about 17 percussionists. Jon also has 40 beginner band students.

For the year end performance band concert, we had almost 90 students performing together for the first time. It is a testament to how long we have worked with each other. I am here mostly because of the choir aspect, which is new to me. I must work more closely with Beth and Marisol from Los Gatos to bounce ideas off of them. The kids from the RMS choir were blown away by the high school performances, and we want to bring some of that into our own performances. We started working on an unaccompanied piece by Shubert and added some foot-stomps, like what the high school choir has done. Just trying to piggyback on their excitement from the year end concert. I am trying to find out where the kids are and push them as much as possible. I do like being in choir, my whole family likes singing. It is a nice change of pace for me and quite refreshing. I appreciate the opportunity.

Alicia: SMB is here to support you with any vision or plan that you have for the students.

Jemal: Thanks. Will pick Beth's brain a little bit to see what more we can do.

Jon Jow

- We made it back onto the streets of Los Gatos for the holiday parade! Many thanks to our parent volunteers who helped us via uniform fittings/chaperoning and SHS students who joined us to perform. It was such a fun morning!
- We had a successful winter concert series! The beginning band and beginning orchestra had fantastic debut performances. Both band and orchestra concerts also ended with combined pieces with all students in the full program taking the stage together. Collectively, these two finales featured more than half of Redwood's student population.
- We're now looking forward to preparing our music for the spring, including CMEA festivals, Pancake Breakfast, spring concerts, and our Southern California trip.
- We have about 160 students signed up for the trip across eligible band and orchestra musicians. Disney has a minimum requirement of 20 performers, so the choir will not be traveling this year. Mr. Ramirez is planning a separate local field trip for them. Color guard had no performance footage from the past year to submit for a Disney performance (an application requirement), and so also will not be traveling. However, we are considering this year the "prep" year and hope to submit performance footage from this upcoming semester for a future trip.
- We will be sending 10 Redwood students to the 2024 All-State Band next month. Looking forward to seeing them in Sacramento in a few weeks!

Miscellaneous

Alicia: Is it appropriate for RMS to do a fundraising concert for the Saratoga family that lost their house in a fire?

Jon: There are limitations, but we can find some way to do it

Ruchi: We need to make sure that the family is fine with it.

Alicia: Also, how about bringing back jazz band at RMS?

Jon: Mr. Ramirez taught it earlier, but now we need to find a teacher to take it up.

Summary of Motions

Approval of November Minutes	Ramya moves, Thea seconds, motion carries.
Approval of SMB insurance renewal	Ramya moves, Rashi seconds, motion carries.
Approval of SMB publicity and marketing budget	Ramya moves, Ruchi seconds, motion carries.
Approval of program grant for tuba & oboe purchase	Vrinda moves, Ruchi seconds, motion carries.
Approval of November transactions 1421-1473	Vrinda moves, Ramya seconds, motion carries.
Approval of December transactions 1474-1519	Vrinda moves, Ramya seconds, motion carries.

Meeting adjourned at 9.32 pm.

Bharti Ramaswamy/ Nisha Hebbalae
Co-Recording Secretaries