

Saratoga Music Boosters (SMB)

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

Regular Meeting in-person, September 13th, 2022: **Minutes**

Attendance: total number of attendees = 15

Executive Board

Dave Holt President	Alicia de Fuentes Recording Secretary	Tim Tang Accounts Receivable/Treasurer	Vidya Vineet VP Donations
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Music Directors

Isabel McPherson RMS	Jon Jow RMS	Michael Boitz SHS	Beth Nitzan RMS Choir/SHS
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Booster Members

Senthil Krishnamurthy	Dongni Chen	Ramya Vasu	Chris Schilling
Rashi Sanghi	Olivia Zhou	Lily Chow	

Dave Holt calls the meeting to order at 7:30 pm

2022-2023 SMB Board Meeting Dates presented by Dave Holt

Dates to be considered: 08/23, 09/13, 10/11, 11/08, 01/10/23, 02/14, 03/14 (Jason Shiuan's birthday), 04/18, 05/09, 06/06 (Jon Jow's birthday).

August Meeting Minutes presented by Dave Holt

Dave Holt asks all present if there are any comments regarding the minutes. No comments are made then he asks for the motion to approve the August minutes as submitted.

Ramya Vasu motions for the approval of the minutes, Senthil Krishnamurthy seconds.

Motion passes unanimously.

2021-2022 (Revised) Year End Financials Report & Approval presented by Tim Tang

Monthly financials are not available till I close the books.

So, to close a budget I need a place holder amount for winter guard and winter percussion. I have based all numbers on the Actuals of last year.

Dave Holt: When I first became president we decided to move to having a professional audit which will cost \$7000.

Vidya Vineet: Is the plan to have a one time audit?

Dave Holt: This is up to the next president and board to decide but this year I would like to do this.

Vidya Vineet: I fully support the idea of an external audit.

Dave Holt: Revathi Koteeswaran was overloaded with being president of drama boosters as well as the treasurer of SMB, so she was unable to perform an internal audit.

Alicia de Fuentes: When do we follow up with the external audit?

Dave Holt: I recommend an external audit every time.

Vidya Vineet: PTA CAPTA requires 2 audits a year, SEF does it once a year.

Dave Holt will pursue the audit and offer information by the next meeting.

Dave Holt: Any further discussion on proposed budget? I would entertain the motion to approve the budget as presented and revised.

Alicia de Fuentes motions to approve, Ramya Vasu seconds.
Motion passes unanimously.

2022-2023 (Revised) Budget Review & Approval presented by Tim Tang

Given that the revised budget was presented along with the Year End Financials report above and little change from last month's presentation was noted, no further discussions were noted.

Dave Holt: makes a motion to approve the budget as presented.

Alicia de Fuentes seconds.

Dave Holt: Any further discussions?

None noted.

Motion passes unanimously.

Cheque Approval presented by Tim Tang

Seeking the approval of cheque numbers 15200 through to and including 15248.

Dave Holt: Cheques need to be approved by directors as expenses and Tim Tang or myself will approve an SMB administrative cost. Ms Hasegawa is the final control of cheques.

Dave Holt: Any motion to approve the transactions as presented?

Rashi Sanghi motions to approve transactions as presented.

Olivia Zhou seconds

Motion passes unanimously

Cookie Dough Plans presented by Lily Chow

Meghana Palande and I have finalized on the distribution date which is Nov. 18.

Meghana will remain as co-chair for a year or two.

Dave Holt: I think recruiting another person to shadow would be wise.

I have worked with Vidya Vineet on final details and flavors. The Harmony company is really short staffed.

Cookie Dough sales start Sept 22nd.

We asked Harmony to revise the list with options we have chosen to sell.

Dave Holt: 2 years ago we made a modification to allow only electronic ordering

Lily Chow: We are keeping that to not deal with cash or cheques. The prices have gone up. Harmony will honor the price of 40% gift over sales profit.

Dave Holt: So, we are on track.

Rashi Sanghi: So we just have to send out fliers and the music directors will promote the fundraiser?

Ramya Vasu: Is it the Middle and High School kids who sell the cookies?

Lily Chow: That is my understanding?

Jon Jow: I think we could promote the online sales for elementary schools too.

Dave Holt: We have transitioned to one SMB account and not a student account.

Rashi Sanghi: Do we need to print fliers?

Ramya Vasu: I would suggest printing a few to place around downtown Saratoga like the chamber of commerce because the villagers like to buy that.

Lily Chow: We are thinking of opening the cookie pick up time at 12:30pm. I'm going to have more volunteers because we were swamped last year.

Rashi Sanghi: So, teachers are not distributing fliers?

Lily Chow: I think it's good to hand out fliers.

Vidya Vineet: All payment is online. When it is close to the pick up date let's remind folks to pick up their orders.

Lily Chow: I will.

Dave Holt: Use Blind Carbon Copy (BCC) to avoid email identities being exposed.

Rashi Sanghi: Let me know if Harmony will distribute sample cookies.

Discuss Open and Filled Positions presented by Dave Holt

We will use this meeting to confirm the following open and filled positions:

Remaining Open Positions:

All liaison slots have one person filling one of the two open positions except for RMS color guard, it has no one.

Co-recording secretary still has one opening.

Account receivable Secretary is open

Alumni liaisons: Beth Kingsley she has two spreadsheets with alumni and is thinking of combining them. There is still one opening here too.

RMS is all filled except for RMS color guard.

Dave Holt: Let's work on getting a cookie dough person.

Scholarships Discussion presented by Tim Tang

Rolling SCHWAB is a scholarship for RMS band where we award 5 kids with \$100 funded by SMB.

Scholarship setup by Allen family is strictly to honor RMS orchestra kids and have been funding this since Oct 16, 2020 and it's coming out of SMB fund. We are short \$1100.

Dave Holt: Music Directors can you talk to us about the value of the scholarships?

Michael Boitz: From SHS' perspective, \$100 is not a remarkable gift but they can be used to acknowledge many achieving students.

The John Phillip Souza award and the Senior award are strictly voted by the students but the other scholarships encourage loyal, strong membership, etc., it is a nice way to recognize a whole group of students. We make sure many deserving kids are recognized.

Jon Jow: We have the star award that recognizes students who have participated in band or orchestra for a year or more. For us it encourages continuance of music. It goes to the student continuing music into highschool We don't pass out many other awards and that is basically what we do.

The scholarships are voted by the students.

Tim Tang: Do we want to contact the Allen family?

Michael Boitz: Their award goes to a junior high kid that is going on to be a kid moving on to high school music. Their younger son excelled in the music program boosting his confidence.

Dave Holt: Do we continue with the Allen name if they don't want to continue sponsoring this award?

Jon Jow: We call it the orchestra scholarship.

Summer Music Tour Retrospective Update Pre-Trip

How can SMB help the workload to make the back end of the trip less stressful in the following areas:

1. Send trip info
2. Set up database with interested parties
3. Prepare the financial team to set them up for success
4. Set up data display required by music directors
5. Keep private information private
6. Set up channels of communication to target tour families

This past month we established channels of communication between the treasurer of the Tour and the treasurer of SMB who were tasked to deal with sensitive data. The message conveyed to the mentioned individuals was the following: 'In the spirit of preparing ourselves on the right foot for the next tour we want to report on improving the process of payments, donations categories, and the minimum number of people required to do the job in a less stressful manner. This should also include the building of the database of all traveling individuals.'

Findings:

- The check gathering and data processing on the Euro trip is actually a teamwork of SMB members overseen by Mrs. Hasagawa.

On this point, sitting down with the main players will help us define the process.

- Donations and corporate matches are new for this year.

The Tour treasurer adds that Donations and corporate matches are a new introduction this year and believes this process can be streamlined based on our SMB treasurer's experience in this matter.

- The tour treasurer collects the cheque, records to whom the cheque is associated, and deposits the cheque.
- SMB treasurer helps with SMB Donations with the corporate matching part by identifying all donations that are designated for the tour and passes them on to the tour treasurer who then records this information on a spreadsheet.
- Given the sensitivity of the information our SMB treasurer deals with, trust was granted to that role to enter passport information onto the tour treasurer's master list.

Did the spreadsheet evolve into the Master database? Why was passport data added to the treasurer's tour spreadsheet?

- Ms. Hasegawa tracks who missed payments and contacts the families. She also contacts families if their cheques bounced. The SMB treasurer notifies Ms Hasegawa

of the latter and identifies whether the cheque was intended for the tour or not as she always contacts families regardless of the intended item being covered.

- All forms and scanned cheques are vital for auditing purposes as well as keeping track of payments made (or missed).

Are we using forms redundantly? From a simple traveler it felt that way. Please clarify.

- The last Euro trip was in 2017. The SMB volunteers for 2017 all left, so any guidance or tips/experiences on handling tourists data was not available. Adding to this was the fact that the number of people who traveled doubled and required data increased as vaccine records were also required.

HARDWARE Requirement identified by tour treasurer, need to find out more on this point.

SMB really needs to buy a check scanner instead of using Mrs. Hasegawa's personal scanner.

What's the process? Where do we keep it? Who's computer will it connect to? SMB Hardware ideally is not just for one type of use, there are regular donations that our financial secretary processes too.

- Ms. Hasegawa has suggested writing up a clause to remove any claims by families to take legal action against persons involved in processing tour data

By signing this form you provide permission to SHS Music Faculty, SMB Tour Financial/Logistics volunteers and the representative of the _____ (tour company's name) to collect/save/handle your financial record, passport information only for the tour use" or something like that.

Is this enough?

Moving forward to close this first phase we hope to have a sit down conversation with the music directors involved in the initial phase and Ms Hasegawa. Of course, we understand the start of school is a priority so if we may suggest a working dinner meeting (or similar), if this is 'easier' to fit it then please consider the invitation.

World project processes the credit cards.

Directors' Reports

Isabel McPherson: It has been a great start to the year, starting with lunch time practices with chamber kids. The plan is to hold a mini performance soon featuring Spooky pieces. Clinicians were able to come in and they will return to play with all the groups. Specialized instruction is super valuable. All 5th grade instrumental music students were accepted to the music program on a

first come first serve basis, so even if they filled their form before the deadline some were not accepted. We did have to leave kids out due to equipment limitation, limiting space and personnel.

Dave Holt: How many 5th graders are there and how many are enrolled?

Isabel McPherson: We had to cap at 120 students and have 30 students waitlisted. We tried to balance the number of kids accepted from all schools because Argonaut has three fifth grade classes. So, we strived to have an equal representation from all schools.

Dave Holt: So we are at $\frac{2}{3}$ of the kids (band and orchestra).

Vidya Vineet: Do we have any idea how we may accommodate everybody?

Ramya Vasu: If we extend to 4th grade will that make it easier?

Jon Jow: It depends how many people we can fit in the room and if we have teachers to teach the program. Ms Jones has the regular music curriculum. We had an issue at Foothill elementary where our designated room was used by a Yoga class.

Vidya Vineet: Is there a cap on middle school?

Isabel McPherson: We tell parents whose child has missed the cut that we start learning from scratch in 6th grade and we have not been told that we have limitations at RMS.

Dave Holt: If there are two 5th grade classes in two schools and three in Argonaut. It doesn't make sense to penalize the other two schools.

Ramya Vasu: Is there any way we can talk to the district to have a stable room for music?

Jon Jow: It is not meant to be like that. We are supposed to have a fixed room.

Vidya Vineet: Can Yoga move?

Isabel McPherson: Yoga takes the MPR once a week.

Vidya Vineet: Why does it conflict with you? What can we do? I don't want to talk about it and drop it.

Jon Jow: If we look at other districts they have someone at the district level to advocate for the music teachers. We, ourselves, need to make sure we have what we need, etc. We have at most 30 minutes to get to the school and set up the room to play music, we do not have time to deal with logistical mishaps.

Dave Holt will talk to the Foothill principal, to explain the needs of the RMS Music Directors.

Vidya Vineet: It would be ideal to have a music representative from each school.

Jon Jow: There are so many new administrators district wide. The original plan was to have a dedicated room under superintendent Nancy Johnson.

Now, we are only in shared spaces which means we need to set up chairs each time we go.

Ramya Vasu: For structure's sake, it is important to have a space. Now that covid is over we wish to keep the teaching as it was before.

Vidya Vineet: Space should not be an issue since they say enrollment is falling.

Jon Jow: Many little fires are being put out.

Jon Jow: Finally we have instruments in every band kids hands and things are starting to smooth out as we are getting into a routine for each class period. Beginners made their first sounds last week. We have 4-5 tubas in 6th grade and trombones. They sound glorious and out of tune, but it is fabulous. We've also been able to start bringing in coaches for band and strings. It has been fantastic seeing the pros working with our students again. For band instruction, we had Jennifer Wisdom's daughter Melinda Wisdom work with trombone students (tuba as well).

Sometimes we are playing outside, other times inside but we have good problems. We have had a couple of choir meetings and after-school percussion now. Choir has had about 35-40 students showing up and percussion about 15-20 students. We're excited to work with Ms. Nitzan and Mr. Clark to grow these programs

Alicia de Fuentes: Do you think the boost in music student numbers is attributed, in part, to the informative band/orchestra/color guard/ etc. night?

Jon Jow: I think kids are really excited because they see the many avenues their music experience can take them.

Beth Nitzan: We have had two meetings with the RMS choir group so far with lots of email questions, which is a good thing because they are energized. Hoping the next step is to bring choir into the school day.

Saratoga High School choir is exciting and they also enjoyed their retreat at Saratoga Springs. Clinicians are coming next week. Chamber choir is performing the anthem in the upcoming homecoming game. Lunch time tenor choir is doing well, it seems the pizza lure is working. Rule is you must sing if you eat pizza.

The Philharmonic strings orchestra is doing good work, and clinicians are coming in to work with them.

Michael Boitz: Philharmonic strings orchestra is now split in two groups due to kids' scheduling requirements. Not easy for Beth Nitzan though, but when they come together it will work. Jason Shiuan is at Lincoln center at Stanford

in the amphitheater. We held our Informance August 27th where Dave Holt offered an inspiring talk, it was a positive night altogether. I'm hoping it helped with forms and contributions. I have been bringing my twins to performances and they love percussion and saxophones. The Orchestra kids have a lot of spirit, they pushed me in the pool on Saturday during their retreat. The managers had cool games and one asked if I could be a prize of the scavenger hunt. So, I was convinced by savvy kids using words taught by Scott Lang.

Vidya Vineet: To your point on donations, we have had a good chunk that has come in. We will have the monthlies soon, hopefully, before the next meeting. We are easily hitting 300K in the first three months.

There is a Saratoga city invite to have the schools bring their choir students to perform during the Tree Lighting ceremony that takes place the day after Thanksgiving, and for another event that takes place on the first Sunday of December. Is the high school choir open to performing? There is actually a piano at Blaney plaza. Do any of these opportunities appeal to band/orchestra or percussion groups, as these are open opportunities? If so, please let us know.

There is also an open community event after the SEF 5K run where Ms Jones will bring some of the 6th graders in the morning, RMS' field will be open and it is there for the taking if you choose to perform.

Other Business

Tim Tang: Isabel and Jon, if you need money to purchase more instruments, know you have it upon request.

Dave Holt: I believe Tim Tang's point is to highlight our bank account is healthy.

Jon Jow: We want to use district money first.

Michael Boitz: Come to the homecoming game on September 23rd, it's really fun. On October 14th we have our SHS Music Department Fall Showcase Concert and Senior Night where we close the event by honoring our senior band students as they walk down the halfway line and a short blurb written by the students is read aloud by us, the music directors. No other business was discussed, the meeting adjourned at 9:20pm.

Summary of Motions

Approval of August Minutes

Ramya Vasu moves, Senthil Krishnamurthy seconds: motion carries.

Approval of 2021-2022 (Revised) Year End Financials Report
Alicia de Fuentes moves, Ramya Vasu seconds: motion carries.

Approval of 2022-2023 (Revised) Budget Review
Dave Holt moves, Alicia de Fuentes seconds: motion carries.

Approval of Cheques
Rashi Sanghi moves, Olivia Zhou seconds: motion carries.

Submitted by,

Alicia de Fuentes
Recording Secretary