

EWHS MUSIC BOOSTERS BOARD MEETING

Location: Zoom Meeting Room
Date: October 6, 2020
Time: 7:00 PM
Chair: John Aaby, Vice President

Agenda Items

7:00 pm – 7:10 pm	Call the meeting to order. Welcome and introductions.	John Aaby
7:10 pm – 7:12 pm	Approve Agenda	John Aaby
7:12 pm – 7:15 pm	Review and approve the minutes from the last Music Boosters meeting	John Aaby
7:15 pm – 7:20 pm	Financial Report	Dawn Sorensen
7:20 pm – 7:30 pm	Teachers' Reports	Jake Bergevin Brittany Newell Charlotte Reese
7:30 pm – 7:35 pm	Election of Officers Proposed slate of officers: President – Tiina Freeman Vice President – John Aaby Secretary – Denise Wechsler Treasurer – Dawn Sorensen	John Aaby

7:35 pm – 7:45 pm

Discussion on volunteer positions - call for volunteers

John Aaby
Tiina Freeman

Newsletter: Lori Scobie
Orchestra Parent: Shannon Alyea
Choir Liaison: Melissa Weakland
Band Liaison: Open
Uniform Lead for Band: Open
Uniform Lead for Orchestra: Open
Uniform Lead for Choirs: Open
Video Recording Lead: Open
Photographer: Open
Webmaster: Open
Future officers - shadow this year

7:45 pm – 7:55 pm

Discussion on fundraising ideas for 2020-2021

John Aaby
Tiina Freeman

7:55 pm – 8:00 pm

Introduction to the bylaw update – call for volunteers for a taskforce

John Aaby
Tiina Freeman

8:00 pm – 8:05 pm

Other business

John Aaby

8:05 pm

Adjournment

John Aaby

EWHS Music Boosters

Minutes for: Music Boosters Board Meeting

Date: 1-22-2020

Time: 7pm

Location: EWHS Orchestra/Choir room A111

Present: Tim and Michelle Nye, Tiina Freeman, Denise Wechsler, Heidi Sadler, Dawn Sorensen, Ryan McLaughlin, Lori Scobie, Allison Wilhelm, Brittany Newell, Beth Villanencio, and Charlotte Reese.
Guest:
Minutes By: Michelle Nye

AGENDA TOPIC	DISCUSSION	COMMITTEE ACTION
<ul style="list-style-type: none"> ● Introductions 	<ul style="list-style-type: none"> ● Went around the room introducing ourselves 	<ul style="list-style-type: none"> ●
<ul style="list-style-type: none"> ● Minutes 	<ul style="list-style-type: none"> ● Minutes from the November 12, 2019 were gone over 	<ul style="list-style-type: none"> ● It was moved and seconded to approve the minutes. The motion carried.
<ul style="list-style-type: none"> ● Treasurer Info 	<ul style="list-style-type: none"> ● Dawn sent out an email treasurer report for this meeting due to the snow closure and meeting postponement. See attachment A. ● We have some students who earned money from our fall mattress fundraiser. 	<ul style="list-style-type: none"> ● Dawn will email families who students earned money from the mattress fundraiser to get information to issue checks to those families directly or turn a check to ASB for Lionel Hampton for those students who are in the Jazz program.
<ul style="list-style-type: none"> ● Gala 	<ul style="list-style-type: none"> ● Tickets site is up and running and so far, in less than a week, we have \$660 in ticket sales. Tickets are \$60 each and include a drink ticket. On our tickets we are requesting which music class their student participates in or if they are a community member instead of table hosts. Our plan is to seat per program Band, Orchestra or Choir to eliminate the stress of finding table hosts. Attendees can still write in any seating requests. Michelle made a cheat guide for how to set up the ticket site to help make the process easier for the next year. ● Gala committee is asking all the parents in the music program for donations and to help with procurement. This went out in an email from the directors. Due date for donations is 2-14-2020. Michelle Sinnett graciously agreed to be a contact person for these donations. Tiina will continue to send out email update to parents through the directors. ● Tiina inquired about a possibility of class baskets made up by the students. 	<ul style="list-style-type: none"> ● Brittany said she would bring up in a department meeting classes doing a basket donation for the Gala ● Michelle will contact Joey Mircea and see about availability and ask for a quote for sound. ● Brittany will find out how we can get address labels for the postcards to be mailed out.

	<ul style="list-style-type: none"> ● We will have a new table configuration to allow for a dance floor and we will be encouraging dancing with lessons. ● We will contact Joey Mircea to see if he is available for that date for sound. ● Do we want a slide show? We will need to figure out AV equipment. The family that set that up in the past years have graduated out. Do we have anyone who is willing to work on a slide show? ● Everyone will be getting a dance card. We are using this to encourage parents to mix and mingle with new families or families with students in a different music class than their student. ● We are hoping that we can mail postcards inviting all parents to attend the Gala ● One idea to encourage freshmen parents to attend is providing a carpool to get musicians to and from the Gala since the students are encouraged not to stay unless they are performing. ● Sign-ups will be going out to all music families for volunteers along with trading with ABC and possibly MLT for their auctions. ● We are replacing our next Music Boosters Meeting with a Gala meeting for the same date and time, 2-4-2020 at 7PM at the Nye's. 	
<ul style="list-style-type: none"> ● JEN 	<ul style="list-style-type: none"> ● Charlotte shared a short slide show presentation about the Mello-Aires trip to New Orleans for the Jazz Education Network conference January 7-12, 2020. She thanked the Music Boosters for all the support, Edmonds Rotary for the bus to the airport and airport shuttle in NOLA and a huge thank you to Kirk Marcy for coordinating the trip. 	<ul style="list-style-type: none"> ●
<ul style="list-style-type: none"> ● Orchestra Updates 	<ul style="list-style-type: none"> ● Masterworks auditions will be this Thursday. ● Orchestra Tour 3/12-3/15 to Portland Oregon. Brittany asked Music Boosters if we could offset the cost to student of \$40 per student which would equal \$1,400. This amount is in line with past trips for band and choir. ● UW Orchestra Festival will be 2/13. She is asking the Orchestra parents for chaperones. ● Tri-M recital will be 1/24 it is a great way to hear solo ensemble performances. ● Solo Ensemble 2/1 Lynnwood High School ● Orchestra Quad Concert 2/24 7PM in the Gym 	<ul style="list-style-type: none"> ● It was moved and seconded to approve offsetting the cost for the Portland Tour \$40 per student totaling \$1,400. The motion carried. ● Music Booster Parents will pass out programs and sell Hot Java tickets. Donations are not collected at this concert.
<ul style="list-style-type: none"> ● Choir Updates 	<ul style="list-style-type: none"> ● Mello-Aires will be attending Bellevue Jazz Festival 1/25. ● Mello-Aires will be recording a few tunes this year. ● Choir Quad concert 2/11, 7PM in the Great Hall. 	<ul style="list-style-type: none"> ● Music Booster Parents will pass out programs and sell Hot Java tickets. Donations are not collected at this concert.
<ul style="list-style-type: none"> ● Band Updates 	<ul style="list-style-type: none"> ● Jake was absent but we went over upcoming events ● Denise Wechsler has volunteered to coordinate the selling of Hot Java/Cool Jazz tickets. She will sell them at Quad concerts and other days. She will talk to Jake to get more information. Dawn has requested that we sell the tickets cash/check only to make it easier to process. ● Michelle talked about the Jazz Band Lionel Hampton trip. All is on track trip is 2/27-3/1. There will be a pizza and bowling night, baked potato 	<ul style="list-style-type: none"> ● Music Booster Parents will pass out programs and sell Hot Java tickets. Donations are not collected at this concert.

	<p>bar dinner and 2 night concerts included in the cost per student of \$360. Deposits have been collected and the remainder will be paid in the next couple of weeks. Dawn said that her and her husband are planning on going over and watching and will be available to help transport equipment.</p> <ul style="list-style-type: none"> ● Solo Ensemble 2/1 at Lynnwood High School ● Band Quad Concert 2/25 7PM in the gym 	
<ul style="list-style-type: none"> ● Other info 	<ul style="list-style-type: none"> ● CPM Music Boosters big fundraiser, Tamales and Tunes, will be 2/5. Denise asked Music Boosters for 2 donations on behalf of the CPM Music Boosters. One donation to Tamale and Tunes for \$300 and another donation of \$500 towards the summer Jazz Colony at the middle school. The donation for Jazz Colony would go towards scholarships first and then paying for student clinicians, Discussion was in regard to making a donation that has been consistent to years passed. Last year there was a misunderstanding about the amount of our donation. Historically, our donations for Tamale and Tunes have been 2017-\$300, 2018-\$350 and 2019-\$500; Jazz Colony 2017-\$300, 2018-\$350, 2019-\$350. Last year there was a misunderstanding about the amount of our donation, our treasurer misquoted what our prior years donations amount. We decided we should go back to the donation amount from 2 years ago. ● Lori Scobie had volunteered to publish our Newsletter not weekly but probably bi-weekly. Thank you Lori!! 	<ul style="list-style-type: none"> ● It was moved and seconded to donate \$350 towards Tamale and Tunes and \$350 to the Jazz Colony. The motion carried. ● Denise will ask the middle school if they would like any volunteers for Tamale and Tunes from our booster parents.

Committee Action Items: Inform, Discussion/Feedback, Decision
Include: Who, What, When

**Next Meeting: No meeting in February, next meeting is March 10, 2020 at 7PM in the Orchestra/Choir room, A111
Gala Meeting February 4, 2020 7PM at the Nye's**

Treasurer Report 1.14.2020 (Emailed to Board members and Staff; no meeting today)

As of 1/14/2020: Account Balances in account are as follows:

Checking \$ 28,961

Savings \$ 61,535

Preparing for outflow in the next couple months as we prepare for 2020 Gala.

CRAFT FAIR FINAL NET

∨ \$3077

∨ Notes for next year: custodial fees were for 11 hours and totaled \$575... let's see how to reduce this next year. Concessions netted about \$80, and that's only due to \$100 Winco donation. Let's look at how we can reduce costs next year and possibly raise fees just a tad...

BUDGET REVIEW

∨ We made it into *Hot Java Cool Jazz* so this is an opportunity to make more funds for the Boosters; we did not budget any income for this event so anything is a plus this year.

∨ Equipment Purchase & Repair Budget line was at \$5000; we are currently at \$4500

∨ In review of budget, I'm not 100% I ever sent out any revisions after our budget approval meeting in November so I can look at that more closely and re-send if necessary.

∨ Coaching costs are tracking to date as follows (includes most Dec hours I believe):

BAND - \$5300

CHOIR - \$475 (last year June invoice for Dorian singers)

JAZZ - \$3300 (includes fall Fort Casey retreat)

ORCHESTRA - \$2,075

TOTAL \$11,200

∨ Concert Donations Budget line was at \$3800; we are at \$2925 received to date.

CPA / TAX FILING UPDATE:

∨ CPA firm *Huebner, Dooley & McGinness, P.S.* has filed 2018 Tax Return on our behalf. Yay!

∨ Cost for preparation and filing was \$500.

∨ \$1000 is in the budget in case I need help throughout the year preparing for next year's taxes, getting all the accounts in order, etc. but after that, costs should settle back into the \$500 range.

EDMONDS WOODWAY MUSIC BOOSTERS 2020-2021

Treasurer Report 10.6.2020 by Dawn Sorensen, Treasurer

As of 9/28/20: Balances in account are as follows:

Checking \$ 32,201

Savings \$ 84,507

Total Cash \$ 116,708

INCOME RECAP 2019-20

Income from donations: \$14,197 (includes concert donations, program-specific donations, general fund donations, misc)

Net income from fundraisers: \$ 31,138 (includes gala, mattress sale, Starbucks donation HJCJ)

Total net income for 2019-20: \$ 45,335

Budgeted net income: \$46,114

Difference: \$ -779

EXPENSES RECAP 2019-20

Admin Expense: \$ 1,561 (includes \$500 for tax return) (\$2278 budgeted)

Program support expenses:

- Equipment purchases & repair \$ 5,246 (\$ 4,000 budgeted)
- Coaching \$ 14,568 (\$ 20,500 budgeted)
- Misc program support, prof development \$ 8,584 (\$ 18,300 budgeted)
- Uniform net \$-1,217 (\$ - 2,225 budgeted)
- Masterworks expense: initial deposit was returned so net \$0 (nothing in or out)
- New Orleans Choir Trip \$5400
- Orchestra Trip to Portland \$1400

BOTTOM LINE

We anticipated losing \$8962 this year, we ended up gaining \$15,911.

Important note: \$7000 of this "income" is actually a grant for Jazz Colony that was not spent. Hazel Miller has allowed us to keep the funds, provided we use the funds for Jazz Colony next year, summer of 2021. (Accounting-wise, these funds must show received in the 2019-2020 year so this year we will need to budget that extra \$7k for Jazz Colony.)

Remaining difference would be based on the relatively positive Fundraising campaigns and generous support of Starbucks for the cancelled Hot Java Cool Jazz, in addition to expenses being lower than anticipated, mostly for coaching and program support.

CURRENT TASKS

- Dawn is currently renewing Insurance Policy, working with PSO and ABC.
- Dawn will begin process of reaching out to Accountants to start tax return.

TASKS FOR BOARD:

- VOTE NEW BOARD MEMBERS & BANK SIGNERS

Once Board members are voted on, we will need to approve the change of signers on the bank account by voting OFF old signers (Michelle Nye and Allison Wilhelm), KEEPING current signer (Dawn Sorensen), and ADDING new signer(s). I suggest at least 1 additional, such as Tiina. I don't think we ever added John as a signer, although he is a cardholder.

We should probably vote on cardholders as well.. I can provide more info on that as needed.

- MAKE MEETING AT BANK TO ARRANGE NEW SIGNERS

- ALL BOARD MEMBERS SHOULD REVIEW BYLAWS AND WE COME UP WITH REVISED SET TO VOTE ON IN GENERAL MEETING

- BUDGET NEEDS TO BE CREATED AND VOTED ON

Dawn suggests budget should be voted on by mid-November. Board would have a budget meeting with input from the teachers prior to presenting to membership.

EDMONDS-WOODWAY MUSIC BOOSTERS CHARTER

Article I

1. The Edmonds-Woodway Music Boosters Club is a nonprofit, charitable association organized for the purpose of raising supplementary funds to be used exclusively for the benefit of all segments of the Edmonds-Woodway High School Music Department.

Article II

ORGANIZATION

1. All parents and guardians of all music students are automatically Club members. Other interested parties, including students, may be honorary members.
2. The Club will generally operate independent of the Music Teachers.
3. The Club will be organized as follows:
 - 3.1 Executive Committee
 - 3.1.1 President (or Co-Presidents)
 - 3.1.2 Vice President
 - 3.1.3 Secretary
 - 3.1.4 Treasurer
 - 3.2 Board of Directors - will consist of the Executive Committee and may consist of the following:
 - 3.2.1 Publicity Chairman
 - 3.2.2 Telephone Chairman
 - 3.2.3 Event Chairman (each event)
 - 3.2.4 Uniform Chairman
 - 3.2.5 Band Representative
 - 3.2.6 Choir Representative
 - 3.2.7 Orchestra Representative
 - 3.2.8 Additional Chairmen as deemed necessary by the board
 - 3.2.9 At-large members
 - 3.2.10 Student music group presidents (ex-officio)

- 3.3 Voting members
 - 3.3.1 Voting members are parents of currently enrolled music students. Those parents must be in attendance at meetings to cast a vote for the election of new officers.
 - 3.3.2 Voting members are also all members of the Executive Committee.
 - 3.3.3 Ex-officio members are nonvoting members.
 - 3.3.4 Voting membership, with a maximum of one year, can be granted to parents of students who temporarily leave the music program or to parents of former students who have other siblings due to begin participation in EWHS music groups within one year.
4. Each Chairman will be responsible for his/her committee, including but not limited to the following:
 - 4.1 Maintaining a detailed workbook or notebook concerning his/her particular activity.
 - 4.2 Encouraging participation on the committee by new music student parents.

Article III

EXECUTIVE COMMITTEE

1. The President, Vice President, Secretary, and Treasurer will be elected for the next school year at the last Board meeting of each school year. Nominations for these positions will be made from the floor and an election conducted by the President or in his/her absence the Vice President. These officers will compose the Executive Committee.
 - 1.1 No two people from the same family shall hold separate Executive Committee positions.
 - 1.2 The President shall have the power to appoint a member to the Executive Committee in the absence of the officer for two meetings and, if necessary, reopen the position for permanent reappointment.
2. The Executive Committee will have the following powers:
 - 2.1 It may make emergency appointments to positions, both Board and Executive Committee, to fill vacancies which may occur during the school year. The appointment will be in affect until the next official election.
 - 2.2 It may make other emergency decisions, including but not limited to the changing of dates of events, after consultation with the Music teachers.

3. In case of the absence of the President, the Vice President shall assume the duties of the President.

Article IV

BOARD AND COMMITTEE MEETINGS

1. The Board will meet periodically, as required, to establish proper coordination of projects and Club business. The President will call and chair all board meetings.
2. Event and Committee Chairmen will call meetings as the find it necessary.
3. The Student Music Group Presidents and the Music Boosters President will be invited to attend all appropriate meetings.
4. Any Club member may attend any Board meeting at his/her option.
5. A minimum of one Board meeting per quarter will be held.

Article V

GENERAL MEMBERSHIP MEETINGS

1. General membership meetings will be conducted periodically during the school year as considered advisable by the President.
2. Sign-up sheets or other techniques for soliciting volunteers will be used at the first membership meeting of the year. Board chairmen will be determined from the volunteers. Volunteers will be contacted by the appropriate chairmen to establish committees.

Article VI

FUND RAISING

1. All fund raising will be accomplished through projects selected by the Board.
2. Projects will be selected which, in addition to raising funds, will provide some form of entertainment or other benefit to the members and guests.
 - 2.1 The Big Band Dance is considered traditional and will be conducted annually.
3. No dues nor assessment will be levied against any member of the Club.

Article VII

USE OF FUNDS

1. Money earned by the Music Boosters will be expended or designated for specific future use during the year it is earned.
2. An amount will be carried over to the next year for initial operating expenses.
3. A budget will be prepared by the High School Music Teachers each year and submitted to the Music Boosters Board each school year. The budget will be reviewed by the Board and will be accepted as submitted or amended during the meeting at which it is presented. The Music Teachers may select any objective use of the requested funds within the following limits:
 - 3.1 All budget entries must be for the exclusive use of the music groups.
 - 3.2 A minimum of three recognition scholarships will be funded at a minimum of \$50.00 each. The method of selection of these recipients shall be determined by the Music Teachers.
 - 3.3 Money will be placed in the Uniform Fund each year.
4. The Board will have the authority to change the approved budget selections during the school year as determined necessary.

Article VIII

DISBURSEMENT OF FUNDS

1. The Treasurer will be responsible for all funds collected, banking, and control of payments.
2. The signature of the Treasurer OR another predetermined officer will be required on all checks.
3. The signature of the Treasurer OR another predetermined officer will be required on all savings deposit withdrawals.
4. Small cash disbursements of \$200.00 or less, except for reimbursements, may be made directly by the Treasurer.
5. An accounting of all expenditures will be reviewed by the Treasurer at all board and membership meetings and as required by the President.
6. An audit of the books will be conducted at the close of the school by the Executive Committee.

Article IX

AMENDMENTS TO THE CHARTER

1. This charter may be amended by a vote of two-thirds of the members present at any Board meeting. Prior notice of intention to amend the Charter must be given. An annual review of the Charter shall be held at the April meeting.

Revised: 04-23-90
10-11-93
05-11-95
01-26-98
04-06-99