



## **Bellbrook Music Boosters**

**06May2020**

**6:30 pm**

**Zoom Video Call, # 896 6049 4218**

**Meeting Recorded in its Entirety**

**Executive Board Meeting Agenda**

**Call to Order:** 6:36 pm

**Roll Call:** Melanie Glover, Danielle Woeste, Heather Newell, Kevin Hobbs, Al Astroski, Larissa Scott, Phoebe Dickman, Jen Volmer, Rodney Silva, Barb Siler, Andy Soloman, Todd Whalen

**Welcome/Introduction of Special Guests:** Kathy Astroski

**Approval of Attestation to Executive Board Action 06Apr2020:**

*Appendix A*

Phoebe Dickman, 1<sup>st</sup> motion, Kevin Hobbs, 2<sup>nd</sup>

**Old Business: Updates/Informational Items**

- **Mehaffies pie sales**

- The spring 2020 sale was cancelled due to Covid-19. The sale has not been rescheduled at this time.

- **Euchre tournament**

- The Euchre tournament was rescheduled from 11Apr2020 to 27June2020. However, large gatherings will not be permitted by the new tournament date, so it has been cancelled.
- Kevin Hobbs is working on issuing refunds to everyone who had already purchased tickets for the event.
- Jen Volmer will cancel the venue this week.

- **2020 New York Trip for Seniors**

The annual trip as been cancelled due to Covid-19. Barb Siler has been working with Kevin Hobbs (Treasurer Officer) to refund all payments to the families of Seniors. All vendors have issued refunds at this point except for Ellen's Stardust Diner (\$300). Barb will outreach to management to request a refund. Worst case scenario, the deposit can be pushed forward to 2021.

- **Charms**

- Kevin introduced the discussion that Charms is not user friendly.
- Barb Siler stated that the platform will be evolving to "Charms Legacy" by the end of 2020. She is uncertain if it will be easier to navigate.
- Andy Solomon states that there is a new platform that some schools are switching to named, "Cut Time". It is \$300 per year.
- Kevin Hobbs to further investigate how long the Boosters have left on our Charms subscription. He will gather additional data to present to the Executive Board about potentially switching to Cut Time.

- **Berry Group UD concessions**

- Per Al Astroski, volunteers worked 4 events in total. No one worked more than two games, so no credits were distributed. Al will maintain his relationship with the Berry Group, but it is unlikely that we will be participating in staffing concessions during the 2020-2021 season due to lack of volunteer support amongst the General BMB Membership.

## **New Business**

- **Treasurer's report (Kevin Hobbs)**

- 1) Review of finances**

- *Appendix B-Treasurer's Report*
    - Rodney Silva, Ways & Means/Fundraising Trustee, to collaborate with Kevin Hobbs to ascertain the amount of expected income from each event/fundraiser for planning purposes.

## **2) Confirmation of treasury committee**

- Kevin Hobbs wishes to continue with the same Treasury Committee that served in 2019-2020. Al Astroski, Depositor; Sheena Swihart, Check Writer; Tracey Waller, Scrip Chairperson. He has confirmed that Al and Tracey are agreeable to continuing on in their roles. He will verify with Sheena as well.
- Melanie Glover challenged the Executive Board to begin succession planning for the role of Scrip Chairperson, as Tracey Waller has verbalized a desire to relinquish the role in the near future.

## **3) Assignment of audit committee**

- Per the P&P, the audit committee is to be comprised of the Finance Trustee, the Vice President or Secretary, and an at large member. The Treasurer/Treasury Committee is excluded from the audit due to a conflict of interest. Al Astroski is excluded from the audit since he is also the Depositor. Kevin Hobbs actually is able to be on the audit committee this year since he was not the treasurer for the records that are to be audited.
- The Executive Board needs to look at the general membership for those with financial experience.
- Special Guest Kathy Astroski discussed her role when she was on the audit committee two years ago. She will look through her notes at the procedure they used and update the Executive Board.
- Melanie Glover stated that the audit needs to be a priority since it was due in Jan2020. Kevin Hobbs will create an algorithm for this year's audit committee to follow.

- **Board of Trustees' (BOT) Report (Larissa Scott), to include review and approval of meeting minutes 28Apr2020**

- *Appendix C-BOT Meeting Minutes*

- Regarding section 5.3 in the BOT meeting minutes
  - 1) The Executive Board agreed that the budget review should start in April of each year, and the budget needs to be approved by the end of June each year. The fiscal year is July 1st to June 30<sup>th</sup>.
- Regarding Appendix A.3 of the BOT meeting minutes:
  - 1) Danielle Woeste reports that no event reports have been published to BellbrookMusic.org since 2015-2016.
  - 2) Process for event reporting reviewed:
    - The Chairperson of an event/fundraiser is to submit an event reporting worksheet at the conclusion of their event.
    - The worksheet is to then be reviewed and approved by the Executive Board.
    - The worksheet will then be publicly posted by the Vice President Officer on BellbrookMusic.org
    - The event reporting worksheet will be archived by the Secretary Officer.
- Larissa Scott, BOT Chair, tasked with creating document of the proposed amendments to the P&P that will be presented to the General Membership on 7May2020 for approval.
- Motion to approve the BOT meeting minutes 28Apr2020: Phoebe Dickman, 1<sup>st</sup> motion, Al Astroski, 2<sup>nd</sup>

- **Officers Report-to include review and approval of meeting minutes 28Apr2020**

- *Appendix D-Officer Meeting Minutes*
- Regarding article 5, section 5.02, C1 of *Appendix D*
  - 1) This section describes the role of (Money) Depositor. Kevin Hobbs state that there are two accounts: one for Scrip and one for all other Booster funds. There is no mention in the By-Laws or P&P of who is to deposit Scrip funds.
  - 2) Currently Tracey Waller, Scrip Chair, writes a check from the Scrip account to the Booster account quarterly.

- 3) There was a discussion as to whether or not Tracey Waller selling, checking inventory before and after weekly Scrip sale, and maintaining the Scrip box is a conflict of interest. Also, if a separate Scrip depositor is required, the By-Laws and/or P&P will need to be amended. No conclusion reached at this time. To be discussed further at the next Executive Board meeting.
- Melanie Glover posed the question: “Can Venmo, or similar financial platforms, can be used by the BMB for events/fundraising efforts?” Kevin Hobbs will investigate the fees associated with using the service and if it could be beneficial to use at the upcoming Fall Invitational.
  - Melanie Glover described a potential conflict of interest surrounding charitable contributions that will be made to the Bellbrook Music Boosters in her name since the Booster President is to receive the funds. Al Astroski Finance Trustee, stated that a COI does not exist as long as “Bellbrook Music Boosters” is written on the check.
  - Heather Newell, Secretary Officer, tasked with creating document of the proposed amendments to the By-Laws that will be presented to the General Membership on 7May2020 for approval.
  - Motion to approve the Executive Officer meeting minutes 28th Apr 2020: Larissa Scott, 1<sup>st</sup> motion, Phoebe Dickman, 2<sup>nd</sup>

● **Director’s Report (Andy Soloman, Barb Siler)**

- *Appendix E*
- Andy Soloman and Barb Siler will be sending detailed emails to the students with directions for: retrieving items in band lockers, turning in instruments if the student is graduating/no longer going to be in band, turning in the original orchestra books for “Peter Pan”, picking up marching instruments and guard equipment. They are working with District Principals on the latter.
- Andy Soloman informed the Executive Board that Marching Band fees will be increasing by \$50 since in the BSS District Phase III reductions, \$50 from

all music programs was diverted to the general fund. Marching Band will now be \$745.

- **Administrators' Report**

- BHS Vice Principal, Todd Whalen, spoke on behalf of the BSS District Administration. He thanked the Executive Board for the open communication, but noted that he would be playing a more observational role, as the Music Boosters are independent from the District.

- **Discussion of Election of Trustees (positions vacated by Melanie Glover and Amy Bouchard)**

- Per Melanie Glover, thus far Amy Theodor and Kristin Selvaraj have accepted nominations for the two open Trustee positions. Nominations will remain open until prior to the General Membership meeting, tomorrow, 07May2020.
- Larissa Scott will send out a final call for nominations via Charms.
- Kevin Hobbs to provide the ballot for Trustee voting in the General Membership meeting.

- **Fundraising during Covid-19**

- 1) Alternative to traditional Berns flower sale (Heather Newell)
  - Heather Newell, Spring Flower Chairperson, has been in contact with Sarah at Berns Garden Center. Berns is enthusiastic about the BMB opting for a gift card sale this year since the traditional spring flower sale was not approved by Dr. Cozad nor Police Chief Doherty.
  - Gift Cards would be sold via a website that has been created by Kevin Hobbs from 09May2020-29May2020. Gift cards are in \$25 denominations and can be used at either Berns location (Middletown and Beaver creek).

- Profit from the gift card sale is \$5 per card.
  - Kevin Hobbs will donate envelopes and postage for customers preferring that their gift cards be mailed. Heather (and Kevin) will deliver gift cards when requested.
  - The Executive Board is agreeable to proceed with the Berns Gift Card Sale.
- 2) As President of the Bellbrook Music Boosters, Melanie Glover has drafted a letter to be sent to Dr. Cozad and Mr. Hann regarding the fact that the Spring Flower Sale was unable to proceed while multiple Athletic Booster sales were permitted to do so. The Executive Board verbalized approval of the letter being sent. Melanie will update the Executive Board with any responses that she receives.
- ❖ See *Appendix F* for the President's letter.
- 3) Discussion of a Mum sale with Berns Garden Center in the Fall
- Barb Siler stated that the Choir holds an annual mum sale each year. It is their only fundraiser.
  - Discussion as to how the BMB can collaborate with the Choir to create a larger sale that benefits all of the music programs. Choir does fall under the BMB "umbrella" even though it has not traditionally been involved in Booster activities.
  - Rod Silva, under the lead of Barb Siler, will outreach to Katie Blankenship, Choir Director, to discuss broadening the fall mum sale to benefit all music programs.
- 4) Scrip, Amazon Smile, Kroger (Andy Soloman)
- Andy Soloman discussed passive fundraising by enrolling parents, friends, and relatives in Amazon Smile and Kroger Rewards to benefit the BMB. Along with Scrip, Andy, broached the idea of creating "sign up drives" to boost participation. For example, if a parent were to sign up and send the BMB a screenshot, they would be entered to win a gift card.

- Rod Silva will begin work on “sign up drives” for Scrip, Kroger, and Amazon Smile.

- **Open Floor**

- Danielle Woeste started a discussion that every event and fundraiser needs to have a Chairperson(s) and Committees that, ideally, would be formed six months in advance. The Executive Board is in agreement and will begin broaching conversations with the General Membership looking for volunteers.
- Danielle Woeste has been writing a provision so that the By-Laws can be amended to allow the BMB to meet virtually. Danielle was empowered by the Executive Board to proceed with the provision that can be voted on by the General Membership at the 07May2020 meeting.
- Ice Breaker:
  - 1) Since the Ice Breaker will be a virtual event this year over Google Meet, the Executive Board needs to create a slide show that Andy Soloman can present. Slides needed for:
    - Each Officer and Trustee Position
    - Pit Dads
    - Fundraising
    - Chaperones
    - Uniforms
    - Food Committee
    - Social Committee/Crafty Peeps
  - 2) The Executive Board agreed that all 8<sup>th</sup> graders should be invited, not just Marching Band students. We want all of the parents to understand that the BMB is not just for the Marching Band but for all of the music programs. Barb Siler will send out an email on Charms to all of the 8<sup>th</sup> graders and their families.



3) Andy Soloman will present the slides that the Executive Board creates, along with several videos.

- A discussion began asking who would be “Pit Boss” this year. The entire Executive Board agreed that it should be a co-chair position between Brett Woeste and Chris Metzler.

**Notification of next meeting date/time:** The entire Executive Board agreed to at least having an Officer’s Meeting and a BOT Meeting in June since there is so much happening at this time. Date/time to be forthcoming.

**Adjourn:** 9:31 pm

Melanie Glover, 1<sup>st</sup> motion, Heather Newell, 2<sup>nd</sup>

## **APPENDIX A**

### **Attestation to Executive Board Action 06Apr2020:**

On 09Mar2020 Ohio Governor Mike DeWine took a number of actions in response to the coronavirus (COVID-19). He signed [Executive Order 2020-01D](#), declaring a state of emergency in Ohio to protect the well-being of Ohioans from the dangerous effects of COVID-19. In accordance to the emergency order, the Bellbrook Music Boosters did not congregate for their scheduled meetings of the Executive Board and General Membership on 06 April2020.

Election of the next panel of officers as dictated by the Bellbrook Music Boosters' governing documents was affirmed by then President Heather Blakely to be the most pressing matter of business, therefore, the President arranged an online vote. The president asked of each Trustee their consent to vote online, and the majority approved. The consents are archived in the President's email [bhsbandpres@gmail.com](mailto:bhsbandpres@gmail.com).

Each Trustee was assigned a number (Trustee 1-7) by the President and an electronic ballot formatted in Excel was sent individually to each Trustee on 06Apr2020. The votes were blinded to the General Membership and the Board of Trustees; however, the votes were not blinded to the President who gathered and tallied the votes. The vote of each Trustee is archived in the President's email [bhsbandpres@gmail.com](mailto:bhsbandpres@gmail.com). The offices of President, Vice President, and Secretary were uncontested and unanimously confirmed by the seven Trustees. The office of Treasurer was contested and confirmed by a simple majority vote by the seven Trustees in accordance to the governing documents of the Bellbrook Music Boosters.

The results of the 06Apr2020 vote for the incoming Officers of the Bellbrook Music Boosters (12 month terms) are as follows: President—Melanie Glover; Vice President--Danielle Woeste; Treasurer—Kevin Hobbs; Secretary—Heather Newell.

The above attestation was created after careful review of the [bhsbandpres@gmail.com](mailto:bhsbandpres@gmail.com) email account by the newly elected Bellbrook Music President, Melanie Glover. This attestation will be presented for approval at the 06May2020 Executive Board meeting.

Respectfully,

Melanie Glover, President, Bellbrook Music Boosters

## APPENDIX B

### By the Numbers

#### In the Bank

Checking: \$  
6,228

Savings: 91,470

#### Actual

Income: \$ 80,746

Expenses: 76,780

#### Variances

Income: \$  
-22,803

Expenses:  
-26,748

#### Scrip

Budget \$ 10,000

Actual  
6,510



### Current Activities

- Completing Refunds for NYC Trip
- Completed Refunds for Euchre Tournament
- Continuing to perform transition activities
- Creation of a strawman 2020-2021 Budget
- Identify a "Buddy" to assist with Deposits

### Fundraising Update

- Annual Flower Sale – Cancelled \$ -10,000
- Euchre Tournament – Cancelled \$ -3,000
- Pie Sales – Cancelled \$ -3,000
- Sunwapie Festival \$
- Bern's Gift Card Sale?

Buy Scrip Today!!

### Notes

- Goals for 2020-2021
  - o Standard Treasurers Report per meeting
  - o Extended Analysis on Annual Basis
  - o Add additional payment options for Invitationals
  - o Create a Treasurer's Playbook
  - o Complete the Annual Financial Audit

### Treasury Committee

- Treasurer – Kevin Hobbs
- Depositor – Al Astroski
- Checkwriter – Sheena Swihart

### Audit Committee

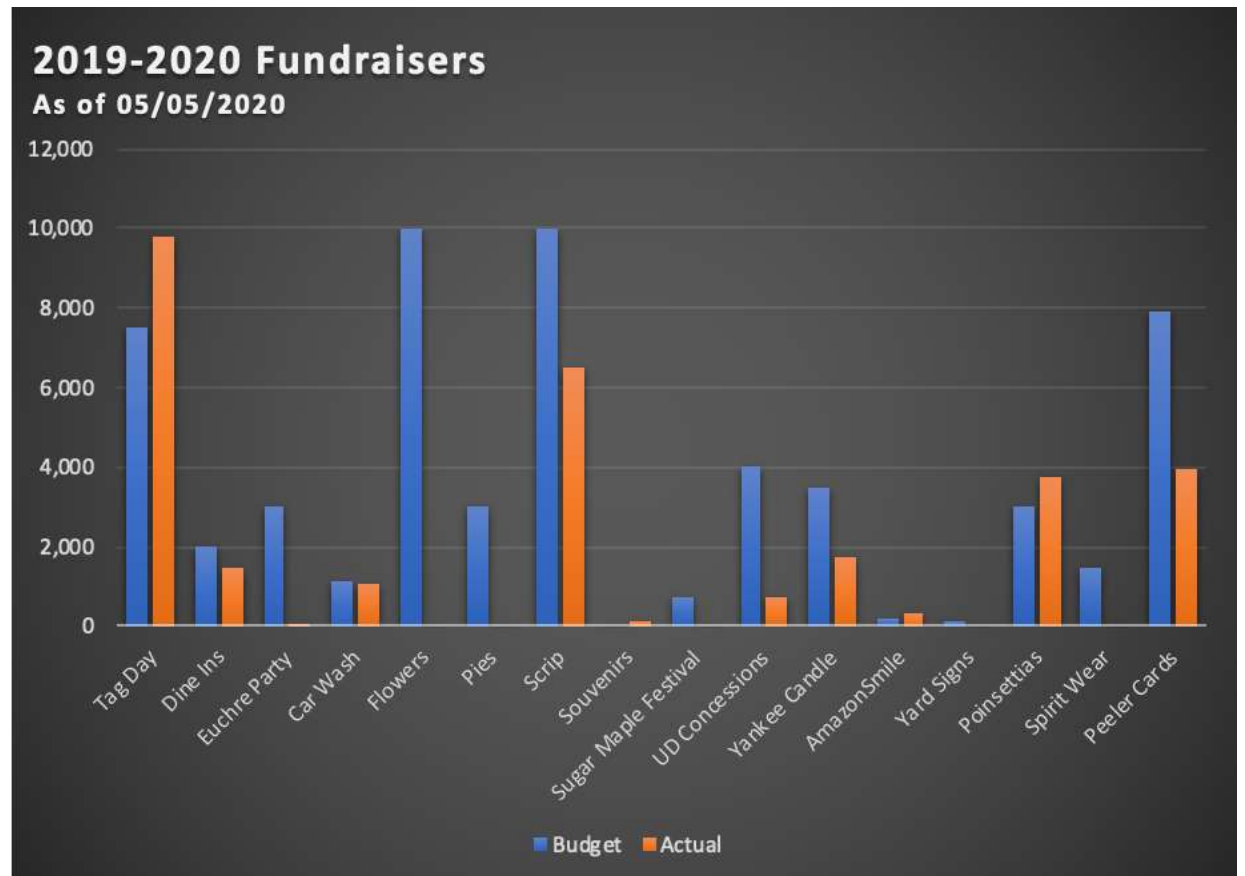
#### Members

- Booster Vice President
- Finance/Audit Trustee
- 2 Members At Large

#### Goals

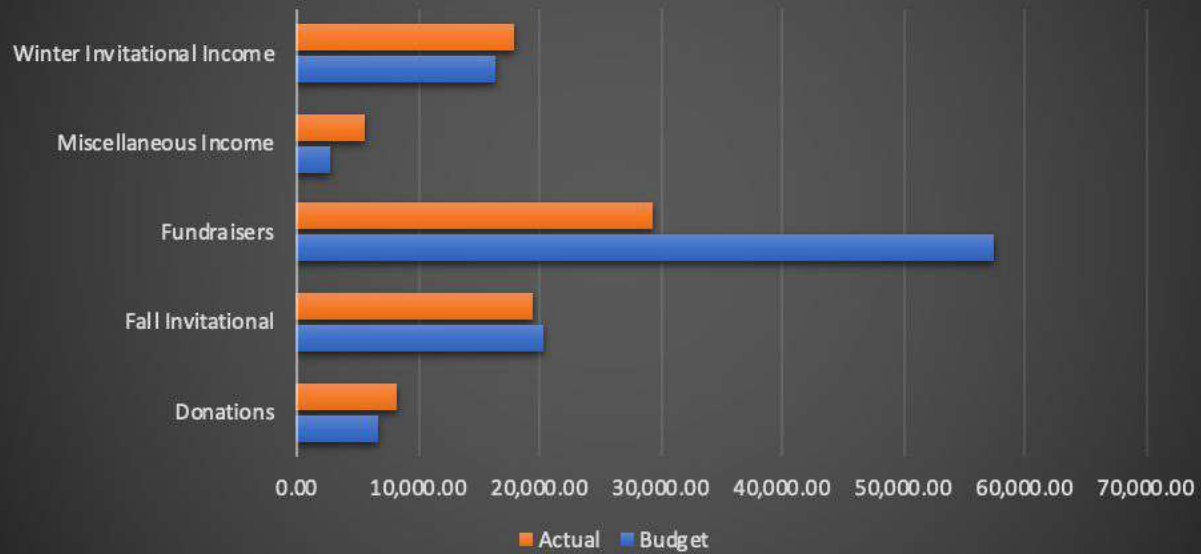
Documentation of Audit Test Methodology

Fundraisers	Budget	Actual	Variance
Tag Day	7,500.00	9,764.04	2,264.04
Dine Ins	2,000.00	1,453.58	-546.42
Euchre Party	3,000.00	60.00	-2,940.00
Car Wash	1,100.00	1,059.72	(40.28)
Flowers	10,000.00	-	(10,000.00)
Pies	3,000.00	-	(3,000.00)
Scrip	10,000.00	6,509.58	(3,490.42)
Souvenirs	-	120.00	120.00
Sugar Maple Festival	750.00	-	(750.00)
UD Concessions	4,000.00	711.94	(3,288.06)
Yankee Candle	3,500.00	1,732.60	(1,767.40)
AmazonSmile	200.00	335.30	135.30
Yard Signs	100.00	-	(100.00)
Poinsettias	3,000.00	3,734.00	734.00
Spirit Wear	1,500.00	-	(1,500.00)
Peeler Cards	7,900.00	3,932.50	(3,967.50)
<b>Totals</b>	<b>57,550.00</b>	<b>29,413.26</b>	<b>(28,136.74)</b>



## 2019-2020 Income

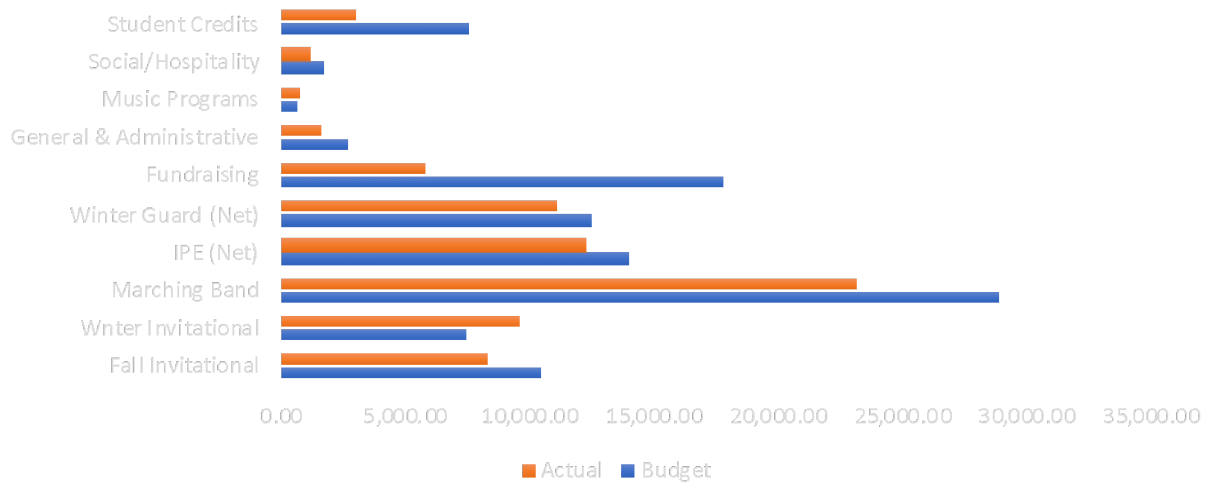
As of 05/05/2020



Income	Budget	Actual	Variance	Variance %
Donations	6,600.00	8,171.10	1,571.10	24
Fall Invitational	20,250.00	19,546.21	(703.79)	-3
Fundraisers	57,550.00	29,413.28	(28,136.74)	-49
Miscellaneous Income	2,800.00	5,607.60	2,807.60	100
Winter Invitational Income	16,350.00	18,008.37	1,658.37	10
Winter Program	-	-	-	N
<b>Total</b>	103,550.00	80,746.54	(22,803.46)	-22

## 2019-2020 Expenses

As of 05/05/2020



Expenses	Budget	Actual	Variance	Variance %
Fall Invitational	10,450.00	8,278.32	-2,171.68	-21%
Winter Invitational	7,400.00	9,590.07	2,190.07	30%
Marching Band	28,878.00	23,163.22	(5,714.78)	-20%
IPE (Net)	13,950.00	12,242.48	(1,707.52)	-12%
Winter Guard (Net)	12,500.00	11,144.66	(1,355.34)	-11%
Fundraising	17,800.00	5,828.91	(11,971.09)	-67%
General & Administrative	2,700.00	1,599.78	(1,100.22)	-41%
Music Programs	600.00	726.98	126.98	21%
Social/Hospitality	1,750.00	1,170.48	(579.52)	-33%
Student Credits	7,500.00	3,035.24	(4,464.76)	-60%
Student Activities (Net)*	-	(15,358.65)	(15,358.65)	N/A
<b>Total</b>	<b>103,528.00</b>	<b>76,780.14</b>	<b>(26,747.86)</b>	<b>-26%</b>

## Income - Year over Year

As of 05/05/2020



## Expenses - Year over Year

As of 05/05/2020



## **APPENDIX C**

**Bellbrook Music Boosters**

**Board of Trustees Policies & Procedures Minutes**

**28Apr2020**

**7:00 pm**

**Zoom Video Call**

**Meeting recorded in its entirety**

Board of Trustee Policies & Procedures Review Meeting –

April 28,2020 7:00 pm

- -The 2020 P&P revision meeting was conducted online via Zoom due to the stay at home order for the state of Ohio.
- In attendance: Al Atroski, Phoebe Dickman, Larissa Scott, Rodney Silva, Jen Volmer.
- The board of trustees met to review the Bellbrook Music Boosters Policies and Procedures.
- Notes were taken by the Communication Trustee, Larissa Scott. All suggested changes will be sent to the executive board for review and discussed at the May Executive Booster meeting on May 6, 2020.



- **Review of Policies & Procedures:**
- Page 2: 1.3 – Figure 2: It was suggested to change the flow of the graphic to show the Officer positions, Trustee/Representative, general membership. It was recommended to change the title of secretary trustee to Communications Trustee in accordance to the role change made last year.
- Page 3, Table 1: Add Jen Volmers name to the 2018 incoming trustees to reflect that she took on the role after the resignation of Amy Clack. As well as adding Amy Bouchard in 2019 after Samantha Ladd's resignation.
- **The following roles were decided:**
- Chairperson : Larissa Scott
- Secretary/Communications: (open)
- Logistics. Pit Crew/Facilities: Jen Volmer
- Finance/Audit: Al Atroski
- Fundraiser/Ways and Means: Rodney Silva
- Membership: Phoebe Dickman
- Sponsorship and Donations: (open)
- The two open positions will be overseen by current trustees until new ones are elected. Larissa Scott will handle communications and Rodney Silva will take on any sponsorship needs.
- 2.1- It was recommended that the chairperson have an additional role of mentoring new trustees as they are elected by contacting them and going over their job descriptions and answering any questions they may have about being on the booster board.
- 2.5- Recommended to eliminate one portion of Logistics :  
"Communicate budgets with pit dads, food committees, uniform committees etc." It was discussed and everyone felt that this would fall under the treasurer's role.

- 2.8 Discussion about booster membership and how we can communicate and encourage involvement. Phoebe Dickman will create a google document form so we can gain more information on interests and talents, and communicate that to the appropriate committees.
- 2.10- All trustees reviewed the COI document and will send a signed copy to secretary Heather Newell.
- 4.4 Last year's P&P change stated that the pit crew will gain permission for purchases, but didn't specify a monetary amount or guidelines. It was discussed and recommended that the pit crew acquires permission before purchasing script cards for materials and/or anything over \$500 in accordance with the RFP guidelines.
- 4.7- Uniform Committee: The uniform coordinator primarily works with the marching band, but the trustees have noticed that the directors are often scrambling to find help with fittings for concert band attire. A suggested recommendation would be to add a co-chairperson who directly oversees concert band uniforms.
- 4.9 Fall and Winter Committee.
- 4.11.11 Outlined detail of volunteer duties for each invitational. It was discussed and recommended that the volunteer duty details be added as a separate Appendix for easier access for members to read about the needs for each invitational. If this change is approved, the description underneath 4.9 will state that the details can be found in the appendix instead of 4.11.11.
- 5.3 Last year the boosters changed the budget timeline to coordinate with the school fiscal year. The P&P needs to change the months that are designated to budget review. It currently states that the budget process is to be initiated in November and set for approval in December. The P&P needs to state that the

budget process is to begin with the school fiscal year. (Initiate in July, approve in Aug?)

- 7.2 Last year a suggestion was made to ask about the school purchasing a new wrap on the Bird Feeder as part of its maintenance. It was discussed and determined that due to the schools current financial situation this would not be a request that is warranted at this time.
  
- Appendix A.2 – The parent scholarship letter states that the recipients will try and repay the scholarship by working on fundraisers. One of the fundraisers, Dayton Dragons, needs to be removed as this is no longer a booster fundraiser. It was suggested that the Euchre Tournament committee be added in its place.
  
- Appendix A.3 Event Reporting Template: The question was brought up and discussed as to whether these reports have been filled out on a regular basis, and who files them for record keeping purposes. Do they need to be sent to the Secretary Officer?
  
- There was a discussion for further meetings and the need to meet on a more regular basis to check in with trustees to ensure that committees and roles are being fulfilled, as well as planning for upcoming events.
  
- There was a general consensus that the trustee roles have not been mentored very well in the past and have led to people not fully understanding their roles or how to fulfill them. It was agreed that coming together as trustees more often will ensure that everyone is kept up to date and increase communication as a board.

Meeting adjourned at 8:43pm.

## **APPENDIX D**

**Bellbrook Music Boosters**

**Officer Meeting Minutes**

**April 28, 2020**

**7:00 pm**

**Zoom Video Call, #913 156 9591**

**Meeting recorded in its entirety**

**Call to Order:** The meeting was called to order at 7:08 pm by President Melanie Glover.

**In attendance:** Melanie Glover (President), Danielle Woeste (Vice President), Heather Newell (Secretary), Kevin Hobbs (Treasurer)

**Purpose:** This meeting of the Bellbrook Music Boosters Officers was held as an open forum to discuss pertinent matters in need of attention, namely, the updating of the By-Laws, by the Elected Officers of the Bellbrook Music Boosters.

### **DISCUSSION OF BY-LAWS**

#### **Article II-Purpose, Section 2.01, (f) Administer a Needs-Based Scholarship Program**

- Language needs to be changed to make it the scholarship “as available”. This is the approved change that was made to the 2019 P&P.

#### **Article IV-Board of Trustees, Section 4.06, (b) Minutes of the meeting will be kept by a member of the Trustees and made available to the General Membership**

- Heather Newell discussed with Larissa Scott, Communication Trustee, prior to the Trustee meeting being held on this date. She will record minutes of their meeting and forward to Heather Newell.

**Article V-Booster Officers, section 5.02, (b, 4.) *VP shall coordinate a yearly review of the By-Laws and P&P.***

- Heather Newell is reviewing all of the By-Laws and has made note of potential changes that are being discussed at this meeting. All proposed changes in these minutes will be forwarded to the Executive Board, after President approval, so that they can be discussed at the Executive Meeting on 5/6/2020. Changes will then be voted upon by the General Membership.
- Danielle Woeste reached out to Larissa Scott. At the Trustee meeting being held tonight, 4/28/2020, the Trustees will review the Policies & Procedures and document changes, so they can be presented to the Executive Board and voted on by the General Membership.

**Article V-Booster Officers, section 5.02, (c,1.) *Treasurer will appoint and oversee a Treasury Committee (Money Depositor, Check Writer, and Scrip Chairperson)***

- Kevin Hobbs requests that the Treasury Committee stays the same if the participants are willing. Outreach needed to Al Astroski (Depositor), Sheena Swihart (Check Writer) and Tracey Waller (Scrip Chair) to ensure that they have a desire to continue in their present roles.
- If it is not already in place, there needs to a “buddy system” for depositing checks, especially large sums of money. The Depositor should not be holding onto checks, if at all possible, to ensure safety and timely accounting of Booster funds.
- Kevin Hobbs to find out specifics of the current banking system and explore the structure with our current accounts. He will find out if there is any limitation on the number of deposits, as well as any other limitations that might hinder the efficient and effective management of this organization. He (Kevin Hobbs) plans to make an appt with the Finance Manager at the bank and report back to the Executive Board.

- Kevin Hobbs states that he would like to continue using the same bank if at all possible due to multiple issues associated with transferring the account. However, the Scrip account is at a different bank.
- Question arose: Does Tracey Waller deposit the Scrip money? If so, that would lead to a change in the By-Laws, as well as the P&P, if applicable, since she is not the Treasury Depositor.

**Article V-Booster Officers, section 5.02, (c,5) Treasurer will Submit a written financial report listing income, expenses and ending balances of all Booster accounts for all Executive Board Meetings.**

- Previously, only the ending balances for checking and savings were being reported at Executive Meetings. Kevin Hobbs plans to present various levels of detail regarding the accounts to find out what works best for this organization. If we deviate from the By-Laws, they will need to be amended. Perhaps change it to: “A financial report will be submitted at each executive meeting, as determined by the Treasurer, to satisfy the needs of the organization”?

**Article V-Booster Officers, section 5.02, (c,6) Treasurer will prepare a financial summary at the end of each calendar year...**

- By-Laws need to be amended to reflect that our fiscal year is the school calendar year, not the traditional calendar year.
- Kevin Hobbs is going to find out if there is an IRS form that makes the fiscal year change.

**Article V-Booster Officers, section 5.02, (c,9) Treasurer will work with BSS District Treasurer to maintain records of the individual student’s financial accounts for co-curricular programs.**

- Kevin Hobbs will outreach to BSS District Treasurer, Kevin Price, to discuss the collaboration of the School Board and the Music Boosters Board.

**Article V-Booster Officers, section 5.02, (d,2) Secretary shall distribute copies of the meeting minutes to applicable membership through electronic means within ten days of each meeting and provide minutes to the VP, to post of the website, after approved by the president.**

- Previously, this process has not been followed. The flow shall be: Secretary will take minutes, and then send to the President for approval. After approval, Secretary will forward the minutes to the Vice President for uploading to the website. This process must occur within 10 days.
- Discussion of Heather Newell utilizing the Secretary email's Google drive to store minutes, COI's, etc. to align with current technology. A project for the year would be to input all minutes contained in the Secretary binder (dating back to 2015) into the Secretary Google drive.

**Article V-Booster Officers, section 5.02, (d,7) Secretary will maintain all Conflict of Interest forms for the Executive Board.**

- There have been no COI forms completed since 2017. Blank form available in the P&P. Heather Newell will send the form to the Officers for completion. Larissa Scott, who is the new Trustee Chair, will collaborate with the Trustees to collect all of their COI forms and forward to Heather Newell. She will add all COI forms to the Secretary Google Drive.

**Article VI-Executive Board, section 6.02, (e) The Executive Board shall secure the fidelity of the Booster President, Treasurer, Check Writer, Money Depositor and Scrip Chairperson with at least a \$50,000 bond per individual.**

- Kevin Hobbs has no knowledge of any of the above positions being bonded. It seems that the bond would have to be reflective of the person that holds the position that year, not just the position itself. Kevin will investigate further.

**Article VI-Executive Board, section 6.03 The Executive Board shall meet on a monthly or as-needed basis...**

- Danielle Woeste introduced the fact that the By-laws need to be amended to include that Virtual/Zoom meetings may be held in place of in-person meetings.

**Article IX-Property and Financial Requirements, section 9.01-Funding The funds of the Boosters shall consist of monies received from any fund raising projects, donations and fees...**

- Melanie Glover introduced and explained the 501(c)(3) Charitable Credits she has earned through her employer. The current flow of funds dictates that the disbursement is received by the President of the Music Boosters (at the time this donation was initiated, the President was Heather Blakely). At this time the exchange of funds is still in process. Now that Melanie Glover is President this represents a conflict of interest. It is suggested that the By-Laws and/or P&P be amended to allow the Booster Treasurer to receive these funds on behalf of the Bellbrook Music Boosters for this and similar future charitable contributions.

**Article IX-Property and Financial Requirements, section 9.02-Budget** *An annual budget will be prepared by the Treasurer...and approved before the end of the calendar year.*

- As previously stated, the By-laws and P&P need to be amended to reflect that the fiscal year is now the school year, ending in June.
- Kevin Hobbs is questioning what his budget consists of and if there is a philosophy of how much money should be in the Booster's savings account. He will outreach to Brad Schock (most recent past Boosters Treasurer) again for guidance/information. Per the By-laws (Article IV, section 5.04), *"To ease the financial transition, the out-going treasurer will serve as the assistant treasurer for up to 30 days after the election..."*

**Article IX-Property and Financial Requirements, section 9.08-Checks and Balances** *The Executive Board shall assure that an audit of the Booster accounts is conducted on an annual basis.*

- Per P&P Section 3.4, the audit of all Booster accounts, including a Scrip audit, is to be performed each year in January. This was never done as far as the four present officers are aware. This needs to be scheduled ASAP.
- Melanie Glover commented that this is an opportunity to recruit, from the general Booster membership, for individuals with accounting and finance experience who would be willing to assist with the audits.

## **GENERAL DISCUSSION**



## **Policies and Procedures**

- The P&P were updated and approved in 2019. However, the actual changes were never made in the document, and it was not dispersed.
- Per Danielle Woeste, the Trustees are meeting presently to make any additional updates. Larissa Scott, new BOT Chair will bring the proposed changes to the meeting of the Executive Board on 5/6/2020, so that the changes can be discussed. They will then need to be approved at the General Membership meeting and posted on the website.

## **Booster Secretary Email Address**

- Heather Newell changed the secretary email to [BHSbandboosterssecretary@gmail.com](mailto:BHSbandboosterssecretary@gmail.com), with the approval of Melanie, after she and past secretary, Jen Huff, found that the account had been compromised. Danielle Woeste stated that the old email, [BHSbandrecorder@gmail.com](mailto:BHSbandrecorder@gmail.com), (which is still active at this time), is an official District email, despite the office no longer being called “band recorder”. Danielle Woeste will outreach to BSS IT to ascertain if the new email can be adopted as the official secretary email, or if IT wants to secure the old account.

## **Annual Spring Flower Sale**

- Heather Newell and Michaela Kronenberger (incoming Freshman, Arthur, who plans to march flute) have been working on the sale since mid-March. The traditional sale was converted to an online sale, but pick up vs. delivery on school vs. private property was in question. To summarize the flurry of activity, after consultation with Dr. Cozad and Bellbrook Police Chief Doherty, the 2020 sale has been cancelled to abide by the restrictions given to us and out of concern for public safety.
- Heather Newell will outreach to Sarah at Berns to inform her of our decision, and will deliver a token of our appreciation to Berns (three boxes of Esther Price candy) next week. After Berns has been informed, she will

post a graphic on social media with a notice that this year's sale has been cancelled. Michaela Kronenberger states that she will "absolutely" co-chair the sale in 2021.

### **Fundraising**

- Three 2019-2020 fundraisers that were in the Booster Budget to bring in positive cash flow have now been cancelled/postponed: Spring pies, Spring flowers, and the Euchre Tournament. However, with the 2020 marching season in serious question, there may be a lot fewer expenditures. Melanie Glover stated that the Executive Board will focus on "foundational clean up" at this time. There was a consensus that all of our traditional fundraisers need to be reassessed and new ideas are needed that could possibly be more successful.

### **Marching Band Fees**

- There was a discussion as to if the marching band fees will be increased since \$50 of each student's fees will be re-directed to the District as Part of Phase III Reductions. The Boosters will await further information from Mr. Soloman.

### **Virtual Ice Breaker**

- Our challenge will be ENGAGEMENT since it will not be in person this year. How do we impart all of the information that we usually do while engaging parents/students and not overwhelming them? Another concern is the reliability of Zoom.

### **Content Ideas:**

- Dispersing sections of information (various committees, events, etc.) leading up to the Ice Breaker?
- Getting to know your Executive Board.

- Statement about how the music program is adapting to Covid-19.
- Pit Dads (plus Moms).
- Uniforms.
- Fact sheets.
- Video introduction.
- There will be further discussion with Mr. Soloman and Mrs. Siler at the Executive Meeting on 5/6/2020.

### **Vacant Trustee Positions**

- The two vacant Trustee positions need to be filled ASAP.
- A call for nominations to the General Booster Membership has to be made a MINIMUM of seven days prior to the vote by the Executive Board. Melanie Glover will create an email to be sent out on Charms regarding the election, nominations, and the duties/terms/details of the trustee positions. A request will be made for Larissa Scott, Communications Trustee, to distribute the information on Charms and social media.
- Vote will take place at the Booster Executive Board Meeting on 5/6/2020.

Motion to adjourn- Heather Newell

Second-Kevin Hobbs

Adjourn 9:42 pm

## **APPENDIX E**

- Congratulations to Winter guard and Indoor Percussion students on their outstanding seasons!
- Congratulations to all our SENIOR students and their families!
- Congratulations to our Concert Band Award recipients!
- Wrapping up the year
  - Instruments/Guard Equipment
  - Tuxes and Gowns
  - Band lockers
  - Access to school building/equipment
- Looking forward
  - Ice Breaker on May 13
  - Commitment Fee (\$115) and forms due May 13
  - IPE Virtual Banquet on May 14
  - Be flexible and ready to adapt
  - Plan to utilize Google Classroom and online learning this summer for Marching Band, regardless
  - Devices other than Chromebooks to access online content (phone, PC, tablet, etc.)

## **APPENDIX F**

Dear Dr. Cozad and Mr. Hann,

This correspondence is on behalf of the Bellbrook Music Boosters and the students they support. Amid this difficult and unprecedented time for our community and schools due to the Covid-19 pandemic, we appreciate your consideration, leadership, and guidance.

The Bellbrook Music Boosters organization is committed to adapting activities (including and especially Fundraising) as per the governance and orders of Governor Mike DeWine. Likewise, the organization is committed to abiding by the directions and recommendations of the Bellbrook-Sugarcreek Board of Education and the established chain-of-command. Please allow me to illustrate to you an example of our commitment to support our students while following new directions and orders. In brief, we cosponsor an annual spring flower sale in partnership with Berns Garden Center. Per tradition, our students are the face-to-face presence within our community to generate sales, and they also participate in the product distribution and pick-up on school property. In response to the orders of Governor DeWine, we reorganized to establish and support the evolving practices of staying-in and social distancing. Mr. Hann instructed the Boosters that under these orders we were not allowed to provide pick-up on school property. Also, we were not allowed to drop off product at the buyer's private residences. Furthermore, we would not be allowed to utilize students in the product distribution and pick-up process. The Bellbrook Music Boosters made the following adaptations:

- 1) We eliminated face-to-face transactions and transitioned to an online platform for sales.
- 2) Students were removed from the workflow.
- 3) Parent volunteers were organized to facilitate product distribution and pickup. The parent volunteers were to be screened on the days leading up to service for

Covid-19 risk factors by me personally. Personal protective equipment (PPE) was to be enforced and utilized per the active order of the Governor.

4) We arranged pick-up to occur in an organized “drive through” (no contact) fashion on a (side street) private property with a two-driveway set up to allow efficient pull-up receipt of product (aligned with the usual flow of traffic) while maintaining social distancing (to be marked and reinforced by a medical professional).

Per Mr. Hann’s instruction, this proposal was taken to the City of Bellbrook Chief of Police, Chief Doherty, for final approval. Chief Doherty denied our request to distribute product from private property despite the adaptations as detailed above. Additionally, we were cautioned not to distribute our product [in any location] if it were not considered “essential”. We respectfully took these instructions and cautions into consideration. Ultimately, the executive officers of the Bellbrook Music Boosters notified our Board of Trustees and General Membership that there were no (immediately) viable options to move forward with a physical spring flower sale. Sadly, this is one of our most successful annual fundraisers. Our Board of Trustees and General Membership were appropriately upset by the decision. Likewise, the Bellbrook-Sugarcreek community is disappointed by the cancellation of this fundraiser.

Since terminating our spring flower sale, we have become aware of other (similar) Bellbrook Booster Organizations’ fundraising activities that are currently active in our community. I have received numerous personal communications from Music Boosters and others who support the music program. They are asking, “Why the other sales, but not the spring flower sale?” Members of our community are expressing concerns for discrepancies by the administration of Bellbrook-Sugarcreek Schools specifically regarding fundraising activities. Out of respect I feel compelled to deliver this message to you personally and hopefully start a constructive conversation. In no way do the Bellbrook Music Boosters seek or encourage termination of the fundraising efforts of other Booster Organizations. We are committed to fostering a sense of community in Bellbrook-Sugarcreek Schools and will continue to endorse and otherwise support other Booster Organizations. The Bellbrook Music Boosters are seeking

consistency in guidance for all Bellbrook Booster Organizations. Please note the attachments to this email as reference for similar active fundraisers.

Gentlemen, thank you again for your time and consideration of this correspondence. I eagerly await your response to share with the Bellbrook Music Boosters Executive Board and General Membership.

Respectfully,

Melanie M. Glover, MD

President, Bellbrook Music Boosters