

CHSBPA Board Meeting
July 11, 2017

Members Present: Ryan Addair, Alison List, Jennifer Price, Sherri Walter, Mandy Roberts, Andrea Chew, Tracy Stone

Call to order: Alison, 4:08 PM

Brief discussion of an email Ryan did not get

Approval of minutes: Jennifer

- Corrections: email for student accounts; Andrea to Sherri
- Motion to Approve: Alison, Second: Tracy

Meeting Schedule: Alison

- Board meeting: Scheduled for after practice at 5:30 on 8/17, Thurs day
- Parent meeting: 8/31 potluck at 6 PM
- Parent meeting on 8/31 Address Financial Review; 30 days prior to their vote
- Concession assessment: should be just Alison & Scott, TBD

Officer Reports

President: Alison

- Virginia Beach agreement has been signed
- Mr. Ovidio Escalante has agreed to be Basketball and Soccer Concessions
- Need a 3rd person on Gift Wrap
- Variety Show and Nominating Committee still vacant

V.P.: Sherri

- Krispy Kreme: 20 students participated; 190 boxes; one final payment expected 7/11 at practice delivery on July 15th; Ryan would send out email
- No fund raisers planned for July; several activities for August

Treasurer: Andrea

- Chris was finalizing End of Year Report
- Got checkbook
- Suggested that the By-Laws be revised to offer more detailed instruction on treasurer turnover process.

1. When was the last time a professional audit was performed?

Alison: By-laws say it can take whatever form the treasurer wants with the Financial Review committee.

2. loan payment for TUBAS (for 3)

Alison: always brought before board because of sum.

- Has 4th annual Tuba payment out of 5
- need to confirm; to the best of Alison's knowledge

3. need to schedule for the President, Vice President, Treasurer and Assistant Treasure to go to the bank to complete in-person officer turnover of the bank account: 4PM 7/12 at PNC in Massaponax;

Mandy was checking schedule

- letter
- minutes from April or June
- needs to be printed on letterhead

Jennifer: Shannon & Scott should have on web set

Asst. Treasurer: Mandy

- still waiting on CHARMS turnover so she can make deposit of payment #1; delaying payment
- CHARMS needs to be update
 - Ryan: can I press the button?
 - Should be able to
 - Alison: everything has been printed
- CHARMS roster

Secretary: Jennifer

- minutes approved

Web: Scott (Not present)

- concessions

Rookie Rep: Kristen (Not present)

- needs rookie email contact info

Lobbyist: Tracy

- nothing; no agenda posted for next School Board Meeting

Director's Report: Ryan

- slot to sign up for food Bank; will talk to students; dates still good @ library
- K Elkins (Ni River) passed (will effect donuts; Alison will pick up.)
- Alison: do we need chaperones for Food Bank days
 - Ryan: yes; 10-15 students to play / handout / probably at least one adult needs to be there
- only a few times Battery can do it
- Scott has the sign ups
- Ryan will ask Kathy (Chaperone Chair)

Old Business

1. -- By laws: have you read it...
 - Alison may chair
 - Alison: will you, Ryan, be on it in an advisory position?
 - Andrea: clarify transitions
 - February to May; work in tandem; to be available for consultation
 - minor details; ex., wind ensemble
2. -- Payments:
 - Andrea requested the purchase of a deposit bag, either zip lock or lock bag?
 - Student payments need to be in envelopes; Ryan: easier to track marching band kids / non MB
 - envelopes would be an office expense
 - helps with line items
 - needs a roster; Ryan got Solo/Ensemble payments from MB kids except for a few not in MB or graduated
 - Mandy wants envelopes in mail box
 - A: slips, easiest, cheapest, preprinted envelopes
3. -- Bonding Insurance
 - State Farm quote
 - Bonding Fidelity (employee honesty statement)
 - \$25 K worth of Insurance
 - would need to be a Budget item: \$90 annual expense

- Could go higher
- Alison suggests \$25 K now
- By-laws says it should be President, Treasurer & Assistant Treasurer
- Quote was for 2 people/ \$25 K because most organizations do not have president bonded ; we are not an organization that requires 2 signatures
- \$55K is our operating budget; bonding for \$50K had a quote of \$102 annually
- purpose is to insure what would be mishandled
- Alison will recommend change to By-Laws to remove bonding the President; wants it in the minutes to show we are By-Laws compliant

4. -- Com list needs to be turned over

5. -- Fund raising: Sherri

need to fill \$4,000 hole

Spirit Nights

-- can we have volunteers play for tips?

-- would depend on the business

Yard Sale in April; hope to make at least 2K

Car show postponed until July/August next year

Mandy: How much did we make on the Subway night last year?

Alison: \$245

Ritas planned for the short week

Subway on long week and we can order for kids

Ryan asked that he be emailed the fund raising list so that it can get to J B-F

6. -- Budget: Alison

-- green amounts were Chris' suggested changes

-- one yellow item (Spirit Wear) will be removed because it is NOT actual income; still in CHARMS

-- Add \$90 for bonding insurance

-- Definitely need to take down soccer

-- Add \$ for Homecoming Raffle (we did not do one 16/17)

-- Chris recommends lowering Banquet; Alison not for it unless we know exactly how many seniors

-- Cannot lower Field show props

-- raise football to \$7,000; All good with decision

-- Funnell cake to \$ 1K

Tracey: who does funnel cake?

Alison: part of Football concessions

-- raise basketball concession

-- Soccer should be lowered; discussed why sales were down

-- add Home Coming Raffle \$1 K

-- add back in car wash \$500 (August)

-- raise Band Aid Day to \$1K; chair will be Jerry Slezak

-- add Yard Sale

-- Gap: \$3,750

-- Flat Spirit Night Income rather individual

--Tracey: would Wreaths go to student accounts like the Krispy Kreme fund raiser?

\$2,000 add \$1,150 for additional Spirit Night Income (already have \$850 on budget)

--Ryan suggested maybe avoid / remove Chic Fila

--Sherri asked about Discount cards

Ryan will not do with the Football team; wants to avoid the 12-hour days

-- Motion to approve budget as discussed: Sherri, Second: Jennifer

New Business

-- Form 102 has been sent; Chris says they always "Find "something

-- Financial Review Committee needs to schedule an initial meeting

-- Band Camp Needs/Planning: Mandy, Alison

needs Pop Ups

water balloons

sign-up for chaperones - Scott

Motion to Adjourn: Sherri

Second: Ryan

Respectfully Submitted,

Jennifer M. Price

CHSBPA Secretary