

## Minutes from RHS Band Boosters Monthly Meeting

February 28, 2023

Attendees: Sarah Thomas, Raj Kapur, Balika Haakanson, Jennifer C. and Bill (Bridget's parents), Tina Gourd, Maya Pawlitschek, and one non-Board member

### I. Booster Chair Opening Comments (Sarah)

- A. Request that any important emails for Sarah be sent to [sathomas@seattleschools.org](mailto:sathomas@seattleschools.org) or [sarah1165@gmail.com](mailto:sarah1165@gmail.com).
- B. Potential demographic changes for incoming freshman class may affect booster resources and expenditures. SPS is projecting an increase (possibly doubling) of freshman students who qualify for reduced or free lunch subsidy. The RHS Band program remains committed to inclusiveness and providing opportunities to participate for any students with an interest in music. We may have to adjust budget to accommodate increased need for band subsidies and/or reduced donations.

### II. Director's Comments (Hannah Mowry in absentia as relayed and supplemented with additional information by Sarah Thomas and Raj Kapur)

- A. First and foremost - things are going well! We're busy and happy! The kids are enjoying band! Yay! Thanks for having awesome students and for all the work the Boosters do behind the scenes.
- B. Considerable confusion and some uncertainty exists at present with regard to accounting for the music (and many other) programs at RHS. Rayna Bauer (RHS Fiscal Specialist) and Sarah Thomas (Booster President) are working to correct potential accounting issues with Band Booster accounts.

By way of background, there are 3 separate funds that the Band program utilizes to support band-related activities:

- a. **General Self-Help (or "Building") Fund (GSF)** – supported in part by SPS and in part from portion of Lab Fees paid by students who enroll in band classes each year. This fund can only be used to support classroom-associated expenses (e.g., sheet music purchases, instrument repairs, buses and registration for field trips).
- b. **Associated Student Body Fund (ASBF)** – supported by ASB fees charged to all students and divvied up amongst all extra-curricular programs including sports and fine arts. The Band Program portion of this fund is modest. It can be used to support extra-curricular activities (e.g., buses for Marching Band).
- c. **Band Boosters Fund (BBF)** – currently supported by donations, revenue generated by some performances (e.g., drumline gigs), bake and swag sales, and Husky football game clean-ups. This fund is entirely controlled by the parent-run Band Boosters and is used to support classroom (e.g., invited music coaches) and extra-curricular (e.g., Fall Band Mini-Retreat, Spring Neighborhood parade) activities. The BBF makes up for deficits in the GSF and ASBF and covers expenses which are outside the scope of the other two funds (e.g., music coaches).

In addition to these 3 funds, the Band Director can apply for grant support from the Roosevelt High School Foundation, an alumni organization that collects donations to support a myriad of RHS program needs. (This past year, Ms. Mowry applied for and received ~\$5000 to purchase a conductor's podium for the marching band).

Potential Concern: The RHS administration has questioned whether revenue obtained from student activities (e.g., Husky clean-ups, Halloween neighborhood parade, drumline performances) should be captured by the BBF or GSF. As these sources of revenue account for the vast majority of the financial support for the BBF and the BBF allows for the greatest flexibility (and arguably the best accounting) of the band-related funds, the members of the Band Booster Board believe it is very important that the boosters retain control of these revenues. The RHS Band Booster president and representatives of other Fine Arts and Athletic Booster organizations plan to be actively involved in administrative deliberations of this issue. Legal consultation may be required.

C. Pending Issues

Issue	Comment	Resolution
Conductor's podium has not been ordered yet	Funding was obtained from RHS Foundation	Ms. Mowry needs to identify storage space and order podium

D. Resolved Issues from January Booster Meeting

Issue	Comment	Resolution
Request for funding to pay clinicians to work with students during the remainder of the year	Approval has already been given for Dan Adams to provide ~10 weekly 1-hour sessions (\$100 per session)	Dan Adams has been providing monthly invoices for payment by RHS Boosters
Request to reimburse band director for pizza purchases for summer 2022 student organization of music library	Discussed and approved	Ms. Mowry provided treasurer with receipt and treasurer issued check
Request to reimburse band director for percussion music purchases	Discussed and approved	It appears these were purchased with GSF funds

E. In other news: when tasks are needed of me, I would LOVE for them to be laid out as in the treasurer's report with highlighted action items. I have a crazy insane to-do list and if stuff isn't laid out clearly for me, they won't happen. The organization helps so much.

III. Treasurer's Report (Raj)

A. Current Financial Status

1. Band Booster Fund reserves are ~\$46,000, which is similar to balance one year ago.
2. This balance excludes outstanding revenues to be collected (Husky Band Clean-Up - ~\$9,000; ASB reimbursement for Fall MiniRetreat food and HUB rental (~\$600).
3. This balance does not include outstanding revenues from unpaid Lab Fees (see below) or anticipated coaching fees (~\$6,000)

4. 1099-NET forms were sent to two coaches who received more than \$600 from Boosters in 2022.

B. Outstanding Issues

Issue	Comment	Status
Accounting for Mr. Meechan coaching activities	It appears that in 2021-22, Mr. Meechan received a single end-of-year payment (~\$3600 per year)	HM needs to clarify whether this is preferred arrangement for 2022-23 and to have method to account for Mr. Meechan's hours.
Replace PO Box with school address (e.g., RHS Band Boosters, c/o Hannah Mowry ...)	Began using RHS return address Purchased RHS return address labels	Still want to trial this system to determine whether it works. If so, notify post-office and bank (RK) and update website (MP)
Motion to consider terminating QuickBooks online accounting software (\$392 annual fee)	Determined that software facilitates 1099-NET preparation and submission	Monitor utility of the software and terminate autopayment before end of year (RK)
Outstanding Lab Fees (only 53 students have paid to date; expected ~100)	Treasurer compiled list of delinquent students	Ms. Mowry to send emails
Confirmation of dates for 2023 Fall Band Camp (Pack Forest has reserved Sept 8-10)	Ms. Mowry will find out about athletic schedule, but we will probably stick with the Sept 8-10 weekend (HM)	Once decided – notify Pack Forest
Problem with ASB Funds and Fiscal Specialist	Finances have been mixed up with other parts of music program; slow and limited help with expenses	See Director's Comments
Square Sales Device	Used for bake and swag sales	Balika will continue to manage device and treasurer will control funds

C. Upcoming Events

Event	Comment	Action Items (person responsible)	Status
Western Washington University Wind Festival (Saturday, March 4, 2023 at WWU)	Wind Ensemble and some percussion (61 students) Students will have to cover cost of their meals	File Field Trip Form (ST) Order 2 First Student yellow buses (ST) Inform students to bring meals or cash for meals	Boosters paid (\$400) registration Buses to be paid by GSF
April Fool's Concert (Monday, April 3, 2023) at RHS	Will need bake sale	Organization of Bake Sale (BH)	Pending

Hyack Parade and Spring Band Camp (May 27-28, 2023) in Vancouver with night at Camp Casey	Lengthy discussion of logistical challenges with trip across border and preparation for marching; motion to consider only Spring Band Camp at Camp Casey, possibly for 2 nights. Expenses to be incurred by participants.	<b>ST to complete fiscal analysis of Canada trip.</b> <b>TG to investigate added cost to extend stay at Camp Casey.</b> <b>ST and TG to discuss with HM (and to <u>determine if coaches will be included</u>)</b>	<b>Plan to resolve by March 11</b>
Spring Fling Concert (Thursday, June 22, 2023) at RHS		Organization of Bake Sale (BH)	Pending
Neighborhood Parade and Picnic (Saturday, June 24, 2023) around RHS neighborhood ending at commons	Will need detailed route and adult volunteers to help with hydration Plan to include cheerleaders (including rising 8 <sup>th</sup> graders) and invite rising 8 <sup>th</sup> graders to potluck picnic Adult booster meeting after event to recruit Opportunity to raise funds during parade	Get detailed route (ST) Obtain necessary permit (TBD) Arrange police escort (TBD) Organize potluck (TBD) Rent commons (TBD) Post fliers in neighborhood (band students)  We need a budget estimate in order to approve	Pending
Graduation (Wednesday, June 28, 2023) at Memorial Stadium	Band will perform in dress black and led by Ms. Gero	Buses provided by school (ST) Chaperones (TBD) Water (TBD)	Pending

D. Revised Budget

<b>INCOME (excluding revenue neutral activities)</b>		
UW parking lot cleanup	8400	
Spirit gear	100	(probably less than past years since band retreat gave shirts and water bottles)
Wreath sales	1,124	
Concert bake sales	1200	
Donations	4000	(as of 1-28-2023)
Drum line performances	1000	(could be more with Roosevelt Foundation performance)
ASB fund credit	900	(figure based on 2017-18; not sure when this comes through or whether it is part of existing ASB balance)

WSS allocation (Building Allowance)	670	(figure based on 2017-18; not sure when this comes through or whether it is part of existing BA balance)
Lab Fees	4800	assumes 100 of 119 student in program make payment
Total	<b>22194</b>	
<b>Existing BA balance</b>	5700	
<b>Existing ASB balance</b>	7000	updated to include projected 2022-23 lab fees
<b>Grand Total</b>	<b>34894</b>	
<b>EXPENSES (excluding revenue neutral activities):</b>		
<b>Fall Band Camp</b>	5731	Underestimated cost: should have been revenue neutral if set fee correctly
<b>Autumn MinRetreat</b>	2200	still awaiting reimbursement of \$930 from ASB
<b>WWU Wind Festival</b>		
Registration	400	
Buses		GSF will pay this
Food		Students must pay this
<b>Hyack Parade and Camp Casey</b>		
Registration	500	
Buses		Students must pay this
Camp Casey		Students must pay this
<b>Spring Neighborhood Parade and Potluck</b>		
Permit		
Police		
Renting Commons		
<b>Instruments and Music</b>		
Purchase	2000	
Repair (school-owned used by scholarship students)	2500	
Marching band equipment	1000	
Sheet music	1600	
Music arrangements	500	
<b>School Concerts</b>		
Stage manager	400	
Student tech	300	
<b>Recognition</b>		
Senior gifts	500	

Admin staff (Marjorie, Rayna)	150	
<b>Professional Fees</b>		
Coaching (except drum line)	3,000	(based on expenses to date and projections from 2021-22)
Drum line coach	3,600	(projection from 2021-22)
<b>Administrative fees</b>		
PO Box	120	
Quikbooks	350	
Website	150	
Fall mailing	180	
<b>Food for football games and other trips</b>	2000	
<b>Uniforms</b>		
New shakos (5)	1000	
New uniforms (3)	2300	
<b>TOTAL</b>	<b>30481</b>	
<b>INCOME - EXPENSES (INCLUDING BA AND ASB)</b>	<b>4413</b>	(this excludes missing costs in highlighted areas above)
<b>Notes:</b>		
This does not include any expenses related to purchasing insurance for boosters		
This assumes scholarships for trips will be budgeted into the cost of the trip for others not receiving scholarships		
This assumes 114 total students of which 100 will not be receiving scholarships (ie, 100 students paying lab fee)		

#### IV. Uniforms

- A. Sydney's uniform and Shakos – these need to be ordered. Jennifer agreed to take responsibility for this. Treasurer will need cost estimate and eventual invoice.

#### V. Fundraising

- A. Swag – Jennifer to look into stickers

#### VI. 2023-24 Leadership Roles

- A. Incoming Board Members: President – Tina Gourd; Secretary – Balika Haakanson; Treasurer – Raj Kapur; Website – STILL OPEN; Husky Clean-Ups – Mark Conley
- B. More direct appeals from band leader to parents to become involved

#### VII. Next Meeting: March 21, 2023.