Vicksburg Band Boosters, Inc.

Minutes of the Board of Directors

February 7, 2013

The Board of Directors of Vicksburg Band Boosters, Inc. convened at approximately 7:27 p.m. at Vicksburg High School. Present were Kelly Soekarmoen, Vice President; Noreen Garrido, Treasurer; Craig Rolfe, Member-at-large; Ben Rosier, High School Band Director; Patty Stoll, Middle School Band Director; Mandy Miller, Fundraiser Coordinator; Karen Couk, Secretary; and Ravenna Myers (Ben Rosier's student intern). Absent was Melissa Stiles, President.

The meeting was called to order at 7:27 pm by Ben Rosier;

I. Approval of the November 27, 2012 minutes - Kelly Soekarmoen motioned that the minutes be approved. Craig Rolfe seconded the motion. Motion approved.

II. Approval of Financials

a) Approval of the November, December and January Reconciliation reports were tabled.

b) VBBI 2013 Budget - Includes money for new uniforms. The Instrument repair/replacement category supplements the funds the band receives from the school. We can reallocate money in budget areas. Mandy Miller motioned to approve the minutes from the budget meetings. Kelly Soekarmoen seconded the motion. Motioned carried.

III. Reports

a) Uniform - Angie has done a fine job, she did need to make a few purchases for concert uniforms.

b) Transportation - Dave e-mailed Ben with a report outlining the maintenance needs of the trailers. We are in need trailer pullers for the festivals.

c) Information - Please let Janet know of any updates to web site. Information about the spring trip is not in the trip section. Should we also post information on Facebook? We should make a calendar with a time line of things to that we need to do including posting things on the webpage and Facebook. Our web page needs to be useful. Ben could be administrator for Facebook account.

d) Middle School Report - The 7th and 8th grade bands have a concert on March 4th. The 8th grade band will go to the MSBOA festival. The 7th grade band will attend the Portage Wind Festival. The Celebration of Arts is April 18th. Solo and Ensemble is April 13th. The 6th grade band is in Encore magazine. A copy of Encore can be obtained at Miller Auditorium. Kay Bennett wrote article. The MS will need more instruments for next year.

e) Fund Raiser - The first committee meeting was Jan 24, 2013. There were 6 in attendance.

* The Party Dogs committee has 2 members that came up with a generic band t-shirt design.
* The Working Dogs committee has 2 members working on the Jazz Dinner Dance. We may have a donated car that we can raffle. There are legal issues involved with large donated items. If the value of item being raffled is over certain amount, we either pay a 25% federal withholding tax out of our earnings, or we must get the 25% from the winner. For example if the car is worth $10,000 then we need to sell at least $2,500 in tickets. If we do not pay the withholding tax then we need to put disclaimer on raffle tickets that winner is responsible for the taxes.
* Jazz Dinner Dance - The ladies that are in charge are making a save the date cards for the dance. This year's theme is Blue Brothers. Currently there are no expenses for the Jazz Dinner Dance. The committee was given numbers for cost of dinner and dessert. The committee is looking for a different venue as some did not like Lakeland.
* Currently no one is on the walk-a-thon committee.
* At the band concerts we need to make it clear the locations of the information table and the merchandise table. We need to better communicate what we want to do and where the information is. Freshman parents did not know what was going on at the band camp meeting. Would it be a good idea to have some kind of meeting to let parents know about things like volunteering?

V. Action Items

a) Approve the t-shirt design/purchase. Kim & Steve Warner are on the committee to design the shirts. Kim designed the shirts and Steve's company will print them. Mandy is not sure of the total cost per shirt at this time. The board needs to know the numbers for the total cost per shirt, number of shirts to be ordered, and the projected earnings on the sale of the shirts before they can vote.

Post Meeting Note- Below are the costs of the t-shirts and the projected profits

|  |  |
| --- | --- |
| **TOTAL COST OF PURCHASE**  Small = 60  Med = 60  Large = 94  XL = 50  XXL = 24  The cost estimated at $5.50 x 264 = $1,452                             XXL's at $7 x 24 = $168                                     Total cost at $1,620 | **TOTAL PROJECTED PROFIT**  Charge $13 per shirt and $15 for XXL  Special deal 2 for $24 and 2 for $28 on XXL    Estimated Profit at $13 and $15    264 shirts @ $13 = $3,432  24 shirts @ $15 = $360  Total $3,792  Cost $1.620  Total estimated profit $2,172 |

b) Legal items

* Request for exemption under COSA. The information needed is not complicated or detailed as long as our earnings stay under $250,000. The information needed is similar to what is needed for 990N form. The Request for Exemption needs to be filed annually and there is no fee for filing. To qualify for the exemption we will need to modify the by-laws so the organization is only for the HS bands. Ben motions that we do the annual registration paperwork so that both the Middle School and High School bands can be included. If we did not file the state would send a nice letter and then a not so gentle reminder. Craig seconded the motion. Motion carried.
* Sales tax exemption - Craig has partially prepared forms for exemption of MI sales tax for the things we buy. Craig gave some to Noreen. We do not need to collect sales tax for the items we sell.
* Craig will file the 990N. He needs information from Noreen to fill out the 990N.
* Craig will give list of things that need to be done yearly like 990N.
* Craig has had correspondence from Pfizer's matching funds. They should have everything they need now. Pfizer had conflicting address information. Craig explained why there was conflicting addresses. He suggested Pfizer use the P.O. box for checks and other information.
* Craig feels he should go through by-laws with the treasurer , secretary and vice president so there is some continuity of procedures.

VI. New Business

* We need to determine what makes a Friend of the Band (FOB)? Does the match at the Band-a-thon qualify for Friends of the Band? Kelly needs to have FOB information in time to make banners. The Money Dogs committee and Kelly need to work on FOB and the cycle of when names go on the trailers and banners.
* Should we have some standardized contribution form that can give people? Noreen came up with one. Current thinking is that we automatically give contribution form for FOB donors.
* When students turn in money for fundraisers the money will go directly to the treasurer.
* If someone makes a donation needs a form for tax purposes please e-mail the vice president. if someone asks for a tax receipt then we should give it to them. We will not provide the form unless ask for. We will post this information for the future donations.
* Ben motions that we approve the proof of donation receipt. Patty Stoll seconded. Motion passed.
* Ben has some supplies that need to be paid for. He needs to know when supplies will start coming out of his trust and agency account.
* If a coordinator is needed then Ben needs the information.

Ben Rosier motioned that we adjourn. Patty Stoll seconded. Motion carried. Meeting adjourned at 9.28pm

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Karen Couk, Secretary