

Vicksburg Band Boosters, Inc.
Minutes of the Board of Directors
December 14, 2015

The Board of Directors of the Vicksburg Band Boosters, Inc. convened at approximately 6:04 PM at Main Street Pub in Vicksburg, MI. Present were Tabitha Farnham, President; Tracy Locey, Treasurer; Karen Couk, Secretary; Kim Warner, Middle School Liaison; Craig Rolfe, Member-at-Large; Ben Rosier, High School Band Director; Ravenna Kahler, Assistant High School Band Director; Patty Stoll, Middle School Band Director; Donna Cratsenburg-Scott, Co-Fundraiser Coordinator, and Margit Chiu, Vice President. Absent was Linda Lane, Co-Fundraiser Coordinator.

I. Approval of Minutes from the October 20, 2015 meeting – Ben Rosier motioned that the minutes from the October 20th meeting be approved with amendments. Tracy Locey seconded the motion. Motion approved.

II. Treasurer – We currently have a balance of \$25,289.26 as of Nov. 30, 2015. Linda Lane has received invoices from the Car Raffle and is forwarding them to Tracy. Tracy provided several treasurer reports.

Donna Cratsenburg-Scott moved to accept the treasurer's report. Patty Stoll seconded the motion. Motion approved.

III. Band Director's Wish List – Both the Middle School and High School band directors have several things on their wish list.

Patty: at least 2 double horns about \$1,500 each; two 3/4 size tubas \$3,500 each; 2 xylophones – \$2,000-\$5,000 each; and a Yamaha Bari sax – \$2,800. The current 6th grade is large class because they were able to recruit incoming 6th graders last spring.

Ben: A set of 5 timpani – each drum is \$5,000 (\$5,000 each is the group price, Ben might be able work a deal with a drum corps and get the drums for maybe half price) , the current set has only 4 drums and is in bad repair; 75 music stands (38 each for each school) a carton of 6 sells for \$202; a drum set music set; marimba that could be used outside \$4000 (Ben would like 2 and the current 1 would go to MS as they don't have one); 5 sizes of bass mallets \$177; 3 symbols \$65 each; concert tubas, he has 4 that need to be replaced, \$3000 each or change tubas to contras (concert and marching) these are \$3,000 each; double French horns \$2,200 (would like 8); 6-8 uniform Z racks \$85, each; a couple of drum major podiums, the current are starting to fall apart \$250-3000 each; and a new sound system for outside marching rehearsals \$3,000-\$5,000.

IV – Budget – Tracy started with a budget based on 2015 income and expenses.

Festivals: budget \$600 but these are a wash as the school re-reimburses VBBI for the cost.

Income:

FOB Income:

Much of the 2015 business match was from the Vicksburg Community Foundation uniform grant match. For the 2015-16 school year we have received \$6,410 in FOB donations. Tracy has another \$1,000 coming. For the 2016 budget year we will budget a business match of \$5,000 and leave the FOB donation at \$7,500. We will work to earn grants again in 2016, budget \$15,000 for grants.

VBBI Fundraiser income:

- The 50/50 raffle does well: budget \$1,500 for 4 home games
- Amazon Smiles: not budgeting anything because not much is coming in
- Band-a-thon: we will not be doing this fundraiser, the glow run and hosting our own invitational will replace it
- Car Festival Craft Show: currently 3 spots have been reserved, budget \$1,500
- GFS: they have ended program, removed budget item
- Glow Run: Donna is hoping to have sponsorships to offset most of the costs. The hope is to earn \$9,000 if we have 350 people register. Budget \$6,000 income in case we don't get the sponsorships.
- Jazz Night Out – Talked about not doing because of the work involved
- Meijer: budget \$275 and see if can market better
- Spartan Stores: budget \$200
- Merchandising: Kim thinks we should leave at \$7,500
- Pop can drive: budget \$1,500
- Invitational income: \$15,000

Total income of \$70,575 last year's budget was \$59,175 and we took in \$62,005 but \$15,000 was from the Vicksburg Foundation in the form of a matching grant. This amount does not include invitational income. Realistically we could bring in \$15,000. We will not pair our invitational with another one. The date Ben is looking at (Oct. 8, 2016) conflicts with DeWitt (small) and Grandville. Expenses could be \$8,000. Ben will do the registration on line and charge about \$150 to register. We will need 7 judges. Registration fees should cover the judges. Ben picks the judges. We will leave the income numbers as is until we begin to see who registers.

Expenses:

- Administration Expense: no changes from last year.
- License & Fees: \$200.
- Tracy is recording PayPal fees, putting \$75 in band expenses
- Jazz Festival and Marching fees - \$750
- Car Festival Craft Show – \$300, this is in the form of a donation to the Vicksburg Community Association
- Ben has paid for all the marching expenses because all of the marching fees are coming to him, he is \$3,200 in the hole with school budget. Ben needs to make right by June 2016.
- Camp \$1,500
- Color Guard – Tabitha is working to get flag fabric donated next year.
- Ben would like to have a specific amount for Marching season and he can spend it where needed (ex: drum line, color guard) budget \$10,000
- Trailers need some work – budget \$1,000 in maintenance. Ben has looked at semi-trailers. One can get a trailer for \$4,000. The tractor part is the expensive part.
- Uniforms – Marching band – \$2,000 may be for additional raincoats
- Concert Uniforms – \$500
- Merchandise – \$8,000, we are not breaking this down further. We will buy more hoodies than t-shirts
- Replacement/Repair – \$1,500
- Added another category of Capital Outlay, budget \$28,255

Tabitha Farnham motioned to approve the proposed 2016 budget. Tracy Locey seconded the motion. Motion approved.

IV – Update on Mini Golf Outing – Tabitha talked to Airway Lanes. They are unable to give us an additional percentage of their profits on activities other than the mini golf as they cannot track if the user of the activity was from the fundraiser or the general public. Airway also cannot discount the wrist band. April 23, 2016 is the date for the Mini Golf fundraiser.

V. School account vs VBBI – Ben’s Trust and Agency account is in the hole about \$3,200. He needs about \$4,000 to get his school accounts order.

Additional uniform racks are \$680; a sound system about \$3,000; music stands \$2,630.24 (25 will go to MS, 50 will go to HS).

Craig Rolfe moved to distribute \$17,000 of our existing funds as a grant to the VHS and VMS band programs, with the expectation the Band Directors will use those funds as follows: \$1,500 for Middle School instrument repair, \$2,680 for new music stands, \$3,000 for a new PA system to be used during Marching Band rehearsals, \$680 for additional uniform racks, \$4,000 for Marching Band expenses, and \$5,000 for preauthorized VBBI expenses. Tabitha Farnham seconded the motion. Motion approved.

VI. Invitational Ideas – Craig has been working on a to do list. The first thing is to start inviting marching bands two counties out from Kalamazoo, including northern Indiana and then moving out from there. Based on the number who come the planning will go from there.

X. New business

Ben – Would like to send to FOB donors a Christmas card from the board. Ben Rosier motions to spend no more than \$100 on Christmas cards for FOB benefactors. Donna Cratsenburg-Scott seconded the motion. Motion approved. Margit will get the Christmas cards out.

Donna – Glow Run: She is thinking about Oct. 1st. She has talked to a timing company and just needs to give them a date. So far Donna has 1 sponsor lined up. Donna has been working on getting sponsors. If the amount of the sponsorship is high enough we will put the sponsor’s name on the trailers. Donna needs to get a date so she can put in an application to the village. Donna would like to alter the course so there is not a hairpin turn. She is also working on glow in the dark chalk rather than glow sticks which people picked up thinking someone had dropped them. Donna will not need any money until mid-to-late summer. The timing company bills after the event and the same is true with the shirt company. Donna will put out a call for help after she sets a date. Ben will give the kids the choice of running or playing and they will need to do one or the other.

Craig – 2016 registration is \$75. The 2015 COSA may be due In July. Craig will work on filing these forms after he gets all financials for the year. We will need to file a tax form. The 990ez is 4 pages and takes time. The postcard is quick but our income needs to be less than \$50,000 for 2015.

Ben Rosier motioned that we adjourn. Patty Stoll seconded the motion. Meeting adjourned at 8:14 PM.

Next meeting: Feb. 16, 2016 at 6:00 PM at Main Street Pub.

Approved: _____ Karen Couk, Secretary