

Vicksburg Band Boosters, Inc.
Minutes of the Board of Directors
February 3, 2020

The Board of Directors of the Vicksburg Band Boosters, Inc. convened at approximately 6:00 PM at the Vicksburg Main St Pub.

Present were: Tabitha Farnham, President; Erik Knedgen, Secretary; Craig Rolfe, Member at Large; Amy Green, Treasurer; Jamie Long, Vice President; Kelly Noteboom, Volunteer and Fundraiser Coordinator; Ben Rosier, HS Band Director; Ravenna Kahler, HS Band Director; Patty Stoll, MS Band Director

Absent was: Dave Soderquist MS Coordinator/Band Parent Liaison

Approval of Minutes – Minutes presented from the 1/7/20 meeting. Motion to accept minutes as written by Ben, seconded by Jamie. Minutes approved.

Approval of Financials – Amy went over the financials of December 2019 and January 2020.

Notables:

1. Only one deposit of \$30 for January
2. December bank statements now available to close out the month
3. Refund from Thornapple Travel (\$5,376.02) to be applied to the outstanding balance owed to VBBI from the check advance in December 2019
4. Merchandise sales around \$2100

December Trial Balance (as of 12/31/19): \$21,292.56

Deposits: \$3,546.57 Checks: \$7,364.70

January Trial Balance (as of 1/31/20): \$21,322.56

Deposits: \$30 Checks: \$0

Motion to approve Financials by Ben, seconded by Jamie.

Discussion: None

Financials approved.

Fundraising Update – Kelly presented on some of the fundraising events coming up:

Spring Raffle

- Hand out tickets? Timing?
- Craig needs to apply for license – date needed. Determined as 5/26/2020
- Push parents to give two weeks to the raffle
- Notify of raffle details during the 5/4/20 Informational meeting
- Ticket colors will change
- Instruments will be the primary reason for the raffle proceeds this year

- May need help collating and stuffing envelopes

Gaming Night

- Move date to 3/28/2020 from 10:00am to 8:00pm
- Kelly to email out volunteer opportunities
- Kelly will welcome coordinator roles as needed

Village Chili Cook-Off

- Held at the Pavilion
- Bake Sale as a part of the Cook-Off
- Email 3 directors for information on drop-off, location, and time for the Facebook page and website

Secretary issues – Erik presented some items to discuss regarding the secretary role in recordkeeping:

- Went through all of the records given by Karen Couk, previous Secretary
- Typically, financial records good for seven (7) years
 - Erik has past duplicates from 2009-2012 of PNC accounts and account #'s → DISPOSE
 - Receipt booklet → GIVE TO DIRECTORS
- Erik found second key to the USPS PO Box → KEEP
- Bylaws state Secretary to keep records
 - VBPA → DISPOSE
 - VBBI → GIVE TO CRAIG (Member At Large, Attorney)

VFAB

Ben discussed some of the thoughts he and others shared working along side VFAB organization. Further discussion included working with VFAB for scheduling of fundraisers to prevent overlap.

School Board Meeting Review

School Board meeting on Feb 10th, 2019 at VMS Library around 7:00pm is the VBBI scheduled time to present to the School Board:

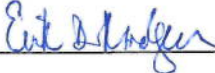
- Tabitha and Ben to speak on:
 - support of the band programs
 - budget today vs previous years
 - instrument repair budget discrepancies
 - uniform cleaning
 - larger items vs day-to-day operational expenses
- Craig – we should find wants not needs and step up our game to win support for the band programs
- Communicate and articulate needs and gaps in budgets for both MS and HS.

New Business

1. The Pavilion rental for the 9/19/2020 Glow Run bill to be paid and it was budgeted.
 - a. Motion made by Tabitha to pay \$200 to the Pavilion rental, seconded by Amy. Motion passed.
2. Dawg House bill for Judges of \$74.40 to be reimbursed.
3. Copier fix of \$231.50, motion made by Ben, seconded by Patty. Motion passed.
4. Motion not to exceed \$1000 in expenses for the Game Night made by Ben, seconded by Erik. Motion passed.
5. Motion not to exceed \$700 in expenses for the Spring Raffle made by Tabitha, seconded by Jamie. Motion passed.
6. May 4th is the next Band Parent Informational meeting

Erik motioned that we adjourn, Ravenna seconded. Meeting adjourned at 7:30 PM.

Next Board meeting: May 12, 2020 at TBD in Vicksburg at 6:00PM

Approved: 

Erik Knedgen, Secretary