

Vicksburg Band Boosters, Inc.  
Minutes of the Board of Directors  
July 9, 2018

The Board of Directors of the Vicksburg Band Boosters, Inc. convened at approximately 6:07 PM at the Vicksburg Main St Pub.

Present were: Tabitha Farnham, President; Jamie Long, Vice-President; Ben Rosier, HS Band Director; Erik Knedgen, Secretary; Craig Rolfe, Member at Large; Tracy Locey, Treasurer; Amy Green; Ann Marie Earl, Volunteer and Fundraiser Coordinator; Kelly Noteboom and Kim Warner, Middle School Liaison.

Absent were: Patty Stoll, MS Band Director and Ravenna Kahler, Assistant HS Band Director

**Approval of Minutes** – Minutes were from two meetings: 2/8/18 and 3/14/18. From the 2/8/18 meeting, amended location of 3/14/18 meeting to VHS Band Room and changed “sewing work” to “sewing supplies”. From the 3/14/18 minutes, amended the location to the VHS Band Room. Motion to accept minutes as amended by Ann, seconded by Tabitha. Minutes approved.

**Approval of Financials** – Tracy went over the finances for the past five months.

Trial Balance (as of 6/30/18): \$51,608.73

Grant was not added in until July, in the amount of \$22,982.50, that was awarded from the Vicksburg Foundation.

Craig inquired about the NSF check, and Tracy said that there were no bank fees charged from the NSF check of \$30 for the Raffle.

Motion to approve Financials by Erik, seconded by Ben. Financials approved.

**Raffle Update** – Kelly mentioned that we need more people to work this, especially getting extra push from the VBBI Board members.

We hit the goal of > 2000 tickets sold at approximately 2195 tickets.

Danielle Sackrider and Heather Simmons were noted to the Board for their help with this raffle.

For next year:

- Tweaking the letter, design, and dates
- More push from the Board – Ben challenged “What does this look like?” to Kelly
- Timing of the Raffle
- Ben – What do we need? and What do we budget?

**Legal Filings** – Craig went over what had been filed and that we (VBBI) are current.

- Attorney General (AG)/ COSA
- IRS 990 (done in April 2018)

After some discussion regarding the 50/50 Raffle during Football home games, Tabitha asked Craig to go ahead and get the licenses for doing these raffles.

It was suggested that we move the volunteers into the Gate area to help encourage sales for 50/50. Ben will also consider doing 50/50 at the home basketball games.

**Craft Show Update** – Ann mentioned that this year they separated the flea market and the craft show. We got our money, but it downpoured as the event began. Also, only 3 of the 16 vendors returned from last year.

Ann had some suggestions (Ben asked to have her send him these also):

- Moving the Craft Show inside to the old Hills Pharmacy & Gift Shop
- Put it inside and push up the cost
- Push it more on social media
- Get corporate sponsor(s)
- Advertise in the South County News

**Direct Your Dollars** – (Will need \$150K amount of receipts to generate \$1K for VBBI)

Jamie has been collecting receipts and so far, totaling \$21,000, up from \$634 (February 2018).

Tabitha asked that Jamie get a school number for parents to use to connect to the school account.

**Grant Update** – Tracy mentioned that we did a great job organizing and spelling out the grant, helps the Foundation support. Tracy also mentioned that we need to pursue every year and that they have money to give away for equipment, uniforms and instruments. The Vicksburg Foundation meets every quarter.

Craig also mentioned that we could ask the Rotary Club for grants.

Ben asked that Tracy send Ben the grant files to help in further grant requests.

Ben listed out what he will purchase with the Grant:

- 6 or 7 Mellophones
- 8 Concert French Horns
- 7 sets of Cymbals
- 3 Concert Tubas
- 1 Bass Trombone

**Glow Run Update** – Erik mentioned several things done and working on for the Glow Run 9/15/18:

- Pavilion and Village permits pulled and set for 9/15/18
- Website/RunSignUp done by Mac's Timing
- Put together Glow Run Team requirements and now seeking Coordinators listed by posting on Facebook and Remind (Ben)
- First sponsors will be Kalsec® and GQT-Celebration! Cinema
- Celebration! reached out to Tabitha and Erik for sponsorship opportunities. Erik will pursue more than the \$250 donation, including, Screen Advertising and FOB sponsorship.

- Once Coordinators on board, will submit budget needs for food, water, trophies, etc.

Erik was told ideas to look into WWMT 3 advertising and to directly talk to Meijer and Veritas Fitness

**Invitational Update** – Craig explained that the numbers are down, with 13 bands giving a firm YES. Further discussion needed on concessions. Ben then asked that we decide what's best for the Band to sell concessions.

Craig then mentioned he still needs a "Steve Warner" for a Program Ads Coordinator. By the end of this discussion, Christine Butcher was sought out and then signed on at Main Street Pub-Vicksburg.

**Friends of the Band** – Jamie discussed the need for levels of giving/donations to be developed and what that entails. This should then line up with the Program Recognition for the concerts. We also need the FOB logo put on to the Facebook Pages.

**ByLaw Review and Changes** – Craig submitted by email changes from the previous meeting in February to discuss and review.

Amend Section 5.2 – Craig will amend to create new merchandise coordinator, but wanted clarification on whether this person is a voting Board member or a non-voting coordinator. The Board clarified that the Merchandise Coordinator is strictly a coordinator, not a voting Board member.

Motion by Ben to approve the Bylaws as amended, seconded by Tabitha. Motion approved.

**Vicksburg Foundation Grant** – A motion was made by Tracy to grant the Vicksburg Community Schools, care of the Vicksburg Bands trust and agency, in coordination with the Vicksburg Foundation, for the amount of \$45,965.00. (Please see the **Grant Update** section for list of purchases applied from this Grant approval) This motion was seconded by Erik. Motion approved.

**Parent Letter/Communication** – Tabitha went over the letter for Parents as a handout on who the VBBI is.

Ben said that Board member kids and pictures be added to this letter for visibility. Tabitha said this will be updated at each concert venue to help us get us out in the open of who we are and what we are doing for Vicksburg Bands.

**Transition of Board Members** – There are three VBBI members leaving this year:

Ann Marie Earl – 2 years service

Kim Warner – 3 years service

Tracy Locey – 3 years service

Ben handed out Certificates and a small token of appreciation for their service. Motion by Ben to accept their resignations from current positions, effective on 7/9/18. Motion was seconded by Tabitha. Motion approved.

The final transition was the acceptance of the new Board members:

Kelly Noteboom – Fundraiser and Volunteer Coordinator

Amy Green – Treasurer

Motion by Tabitha to accept Amy and Kelly into their Board roles, effective on 7/9/18. Motion was seconded by Craig. Motion approved.

#### New Business

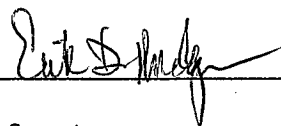
- Craig had an idea to form a committee to assess and project cost of retrofitting trailer(s). Ben countered by mentioning his exhaustive search for trailer and tractor costs, and that he found a website for the Board to check out and comment on. The website shows trailers specifically designed to meet equipment and uniform needs of the band ([www.clubhousetrailers.com](http://www.clubhousetrailers.com)). Ben would rather hire the company and get the trailers at a double or triple drop style. This means less work from parent volunteers and the focus of the design and the workmanship quality rests on the company hired.
- Glow Run – VBBI to put up a new parents table for introductions and support to show what VBBI does for the band
- Merchandise – a motion was made by Tabitha for allowance of expenses for:
  - Glow Run T-Shirts – not to exceed \$1100
  - Fall Merchandise – not to exceed \$3000

The motion was seconded by Jamie. Motion approved.

Jamie motioned that we adjourn. Amy seconded the motion. Meeting adjourned at 8:28 PM.

Next meeting: August 20, 2018 – Main St Pub-Vicksburg at 6:00PM

Approved: \_\_\_\_\_



Erik Knedgen, Secretary