VBBI Board Meeting - Unapproved

The VBBI Board meet on Oct 29, 2012. The meeting was called to order at 6: 36 P.M. by Melissa Stiles. Board members present: Melissa Stiles, Craig Rolfe, Patty Stoll, Karen Couk, Kelly Soekarmoen, Noreen Garrido, Mandy Miller. Board members absent: Ben Rosier. Others present: Dave Westman, Transportation Coordinator, Angie Vreeman, Uniform Coordinator, Janet Shankleton, Information Officer.

I. Welcome - Melissa welcomed everyone to the meeting.

II. Approval of Minutes:

a) Minutes from August 30, 2012. Questions: Raffle license with the state - Craig will talk about this license later. Melissa sees no mention of merchandise (shirts, ear plugs, decals, etc.) inventory in by-laws. We need a place to account for and store merchandise. Noreen thinks if we had some kind of a show case that can be locked would be best. Motion to approve the minutes was made by Kelly Soekarmoen. Patty Stoll seconded the motion. The motion carried.

b) The meeting on Sept 8, 2012 was to draft guidelines for handling money. Kelly Soekarmoen motioned that these minutes be approved. Noreen Garrido seconded the motion. The motion carried.

III. Treasurer's Report

a) MSBOA Band Festival - We earned $847.40 from the Festival. We have not received the earnings yet. The $847.40 was our share of the gate admissions. We earned $1,109.42 from concessions. These earnings will be deposited into Ben's trust and agency account.

b) Band-a-thon - Noreen deposited $15,501.17 from the Band-a-thon today. This amount does not include some of the promised matches. We will probably earn a little more from the Band-a-thon as not all of the students have turned in their pledges. This amount does not include Pfizer matches. The matches will be counted when the money comes in. Last year we earned $13,990.45 at the Band-a-thon. Last year's Band-a-thon also included a $416 food match. This year $76.00 was donated from food sales.

c) We earned $259 in merchandise sales at the Band-a-thon.

d) Noreen needs a receipt for the flashlights. Next time purchases are made the items need to be itemized.

Dave Westman motioned that the Treasurers Report be approved. Mandy Miller seconded the motion. The motion carried.

IV. Reports

a) Fund Raiser Coordinator - MSBOA concession comes under the treasurer. Band-a-thon - Mandy Miller organized this event and Dave Westman executed the event. The floaters were bored because they did not have much to do (a good thing). We received lots of positive feedback.

b) Information Officer - Janet tries to look at e-mails on Monday night. if something comes up mid-week call Janet at home or on her cell and ask her to check e-mail. She is working on the senior page and has all photos to update. Janet needs to put information about the kids on the page. Sandi has been helpful when she has questions.

c) Transportation/Equipment Officer - Transportation has had a good year. The group learned some things with the pit trailers. The pit trailers need maintenance. We also need a system for the chimes so they are secure on the trailers. We may have something figured out. When the trailers are painted we will put some sand on them so they are not so slippery. Eric Peterson has offered to do some work (paint, bearings, etc.) on the trailers. Dan Kalleward has helped with trailers and Dave has been teaching Dan what he needs to know. Dave has not received instructions on winterizing the golf cart. Kelly will send them to him. The golf cart will not pull the trailers at competitions as the trailers probably weigh 2000 pounds loaded. We will need the trailers for the Kalamazoo Holiday Parade and the festivals. We will also need a trailer for K-Wings game. We reimburse for fuel at .14 per mile. Individuals need to check with their tax advisor as to whether or not they can claim a tax deduction for fuel.

d) Uniform Coordinator - Jill and Angie now have a full year of service as uniform coordinators. They had all of the t-shirts ordered and laid out at Band Camp. The sweat shirts should not have had names on back so we got discount. Having 3 drum majors was different . This year we ordered Drill Masters shoes rather than Dinkles. The Drill Masters are more comfortable. We have a few extra pairs. We also have a few new pairs of Dinkles. We also have a bunch of used Dinkles and are trying to figure out what to do with them. The cage has been cleaned out. The cage only contains marching uniforms and rain coats. The rain coats came in late and they got passed out before they could be labeled. The concert uniforms are in room behind the PAC. The band keeps growing so we need to buy more uniforms. The students have been fitted for concert uniforms. We are running out and need to order more tuxes and dresses.

e) Member at Large - Craig sent a news article to the Climax Crescent paper and to Tom Haroldson at the Kalamazoo Gazette. The article in Gazette was small. The Crescent was the full article Craig sent. The Gazette talked about the Band-a-thon and the near miss 1st place at Otsego. The article should be on M-Live. Craig asked 13 people for the match at the band-a-thon and 9 said yes.

After receiving our tax exempt status Craig updated our information with Pfizer. Dave Westman will check the Pfizer giving portal to make sure it has been updated. Craig also sent letters to Charlie Glaes, Steve Goss, and Skip Knowles letting them know that we exist and have tax exempt status. He also sent similar letters to the Vicksburg Foundation and the Vicksburg Community Schools Foundation.

Raffles - we need to decide at what events we will have raffles. We need to send information for each raffle to the state. We do not make enough money with raffles at concerts to do them. We need Mike Roy's permission to have raffles at basketball games. After we get permission we can decide if it is worth doing raffles at basketball games. Craig wants dates of raffles as we need to pay a fee for each time we hold a raffle. We need to send the raffle info to the state about 6 weeks before the raffles are held. The fees for 3 dates and times is $15 additional raffles are $5 each. These fees are for small raffles where we earn less than $1000.

One thing we need to do even if we are a 501c3 organization is to register with the state as an organization that receives money. The exception is if we receive less than $25,000. If go over $25,000 then we have 30 days to register. We will need to do a registration in 2013. Noreen needs to let Craig know if VBBI revenues for 2012 reach $25,000.

Craig was asked to create a list of things that he needs to do legally for the VBBI.

f) Middle School Director - Kay Bennent who writes for the Encore magazine is writing an article on beginning band. Four middle school students tried out for the All State Band. Eleven students are going to Honor's band this year. There will only be 1 honor band this year because they commissioned a piece in honor of a band director. The Middle School winter concert is Dec. 13th.

g) Vice President - Friends of the Band (FOB) , if someone makes a donation each year then they renew their friendship. Kelly will send the list of Friends of the Band to Janet. Kelly needs some more Thank You cards. Jill Blanchett has made them in the past. Craig said yes to sending thank you notes to those who gave matches at the Band-a-thon. Kelly needs the names and addresses of those who made a match. We need to make sure the check cashes before sending thank you notes.

h) High School Band Director - Ben was unable to attend tonight's meeting.

i) President - Melissa has missed much of the marching season because she has not been feeling well. There was some confusion about who would do what a head of time, however, things flowed nicely and went well with our volunteers this fall. One lesson learned is our need to better define roles. Melissa made the Rhapsody in Blue flags. Melissa needs to get the Middle School polo shirts.

V. Action Items

a) HS Parent Liaison - Cindy Cross and Kim Warner responded to the posted position. The vision of this position is that this person will represent the parents and if they have issues with board then this person will bring the issues to the board. The coordinators will check in with parent liaison and they would help if we have volunteers that are not getting jobs. This position is not a coordinator. Section 3.7 of the By-laws states the liaison's general duties and ensures that a band parent is on board. Things would come back to board from the perspective of parents and not just band director.

The MS Parent Liaison is a coordinator and is not on the board.

Melissa moved that we table the item until we can talk to Cindy and Kim. Melissa will send Cindy e-mail about the position. Angie seconded the motion to table the HS Parent Liaison position. The motion carried.

c) We are all volunteers and we can all do each other's jobs and we will do things different than others. With that said Melissa opened the floor for discussion of roles and by-laws.

Fundraiser Coordinator - she has a passion to raise money without spending money. When have volunteers sign up we need phone numbers and e-mails. She would like to form 3 committees, the Working Dogs, Party Dogs, and Money Dogs. She would like to start as soon as possible with these committees. These committees would work at any major events hanging posters, getting gift cards, decorating, getting gifts for high dollar donors, getting merchandise, selling merchandise, marketing for our non-profit, raising money and getting donations for our program, looking for large donations, also someone who can write to corporations to get money.

We need to careful about who is authorized to collect money for VBBI (a couple of examples are someone collecting money at the Shell station during the Band-a-thon and the lady that sells pictures through our web page) The web page is band programs and is not part of VBBI. Money collected through the web page should be run through Ben's trust and agency account.

Items that need to be discussed and worked through:

\* Mandy needs to send a formal e-mail with fundraising ideas so that we can vote on them. This board needs to approve what fundraiser activities the organization will be involved in. For example if Ben decides to have a car wash and asks Mandy to help, she is helping as a mom not as the Fundraiser Coordinator.

\* Ben should give the board a want and needs list.

\* We need to set up our events in advance so we have the volunteers to help us and not the same people all the time. We need to market our program.

\* In past students have paid travel agencies for trips and not the parent organization. Do we want to go back to collecting trip monies this way and maybe offer scholarships for students who cannot pay.

\*Patty would like someone to sell decals at the Middle School concert. Noreen needs to know about it in terms of amount of merchandise and start up money.

\*DVDs - maybe have students do these next year. We should ask Troy Smith about the possibility of doing it next year.

\* The board needs to decide what fund raisers VBBI will do. Not just one person. Ben or Patty can have fund raisers that do not go through VBBI, but through their trusted agency.

\* Treasurer needs to know if things will be sold at events like the Big Red Spectacular so that he/she knows they need to handle the money received.

\* Should we include the Middle School in the Band-a-thon next year? Maybe we could have them play for a short time and let parents donate to the Band-a-thon if they want to.

Melissa motioned to adjourn the meeting at 9:24 PM. We will approve the HS Parent Liaison and Middle School Parent Liaison, and the financial reports through e-mail Kelly seconded the motion to adjourn. The motion carried.

Respectively submitted,

Karen Couk, Secretary Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_