

Meeting Minutes

Tequesta Trace Band Boosters Meeting
Tequesta Trace Boosters Association, Inc.

Board Meeting Date: **8/3/23**

Board Meeting Time: **6:02pm**

Board Meeting Called By: **Lynn Welton**

Attendees:

- Lynn Welton - President
- Mr. Curry - Band Director
- Ann Kieffer - Treasurer
- Teresa Shoshan - Vice President
- Lalith Gunawardenda - Vice President
- Diana Graudin - Correspondent Sec
- Robert Guzman - Reporting Sec
- Mariana Rodriguez - Fund raiser / Instagram

Board Meeting Motions:

- Motion to approve the payment of the registrations for the Florida School Music Association (FSMA), the Florida Bandmasters Association (FBA), and the Florida Music Education Association (FMEA) in full when they arrive, up to \$1000 maximum. The motion was made by Teresa, seconded by Robert, and passed unanimously.
- Motion to approve the minutes meetings. Ann motioned. Teresa 2nd the motion. Ann Kiefer made a mention to include the motions suggested and the motion results to be added to the minutes. Motion passed unanimously
- Lynn adjourned the meeting @ 8:31pm.

WhatsApp Motions/Votes:

- Vote to pay \$359.89 invoices for JW pepper invoice (\$299.99) and All County Music invoice (\$59.89). Vote called by Ann Kieffer. Vote passed.

- Motion to increase the budget for the Mr. Curry's Band Director Membership dues for All State, All County and MPA Solo/Ensemble events from \$500 to \$600. Lynn motioned. Terese 2nd the motion. Motion passed unanimously.

Topics Discussed:

- Band Director reported that they got approval to do the Cougar walk, which is an event to welcome the new sixth graders and showcase the band. He also shared a tentative calendar of events and activities for the upcoming year.
- The Treasurer reported that they found an error in the reporting of funds by the school bookkeeper, which resulted in having more money in their account than they expected. She also presented a preliminary budget for the next year, which included some estimates and placeholders for different categories of expenses and income. She also suggested that they need to approve the payment of the registration fees for three music associations (FSMA, FMEA, and FBA) before the budget is approved by the general membership.
- The Vice Presidents reported that they started looking at the rebranding of the website and merchandise, but they encountered some issues with the two-factor authentication. They also said that they need to meet with the treasurer to get access to the mailbox and the bank card.
- The Band Director reported that he is working on some dates for some field trips and events, such as a trip to Orlando or Busch Gardens or SeaWorld for all the band students. He also said that there are some scheduling issues with the classes and the guidance counselors, but he expects them to be fixed soon. He also said that he sent out a survey for the students who want to play at the Cougar walk, but he only got nine responses so far. He also said that he submitted the paperwork for the clinicians and they should receive their checks soon.
- The clinician contracts and payments. Mr. Curry explained that he had submitted all the contracts to the district and was waiting for approval. He also explained that he had reduced some of the clinician hours due to budget constraints and scheduling conflicts.

- The fair share amount for each band level and how to collect it from the students and parents. The beginning band might have a lower fair share than the advanced bands due to less travel and clinician costs. The participants also talked about the benefits of paying the fair share, such as trips, performances, and team building activities.
- The fundraising opportunities for the band program, such as restaurant nights, trip to Flamingo Gardens, and sponsorships. The participants also talked about how to promote the fundraising events and use the website and email accounts to communicate with the potential donors and supporters.
- The website development and maintenance, such as updating the security certificate, adding a shopping cart, and linking the email accounts to the Google Drive. The participants also talked about how to use the website to showcase the band program and sell spirit items such as hoodies, T-shirts, lanyards, and stickers.
- The hoodies inventory and ordering process. The participants discussed how many hoodies they have left from last year and previous years, and whether they want to pre-order more hoodies based on the demand. They also discussed how to sell the hoodies at different events and online.
- The upcoming events for the band program, such as Cougar Walk, Miami Sea Aquarium, Jazz Combo performances, and concerts. Mr. Curry explained the details of each event, such as the date, time, location, and requirements. He also asked for volunteers to help with setting up, decorating, selling items, and supervising the students.
- Car wash fundraiser idea was discussed. Mariana suggested we do it at Cypress Bank or the school parking lot. She recommended we pre-sell the tickets and setting a minimum number of tickets for each student to sell, as most of the tickets would not show up. She said that they did two car washes last year and made around \$2000, charging \$5 per car and giving each student four tickets to sell.