

Meeting Minutes

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

Board Meeting Date: **7/11/2023**

Board Meeting Time: **6:17pm**

Board Meeting Called By: **Lynn Welton**

Attendees:

- Lynn Welton
- Mr. Curry
- Ann Kieffer
- Teresa
- Lalith Gunawardenda
- Diana Graudin
- Robert Guzman

Topics Discussed:

- **Treasurer's report:** The treasurer, Ann, presents the year-end budget report ending June 30th, 2023. She explains the challenges and shortfalls of the income and expenses, and the adjustments made throughout the year. She also discusses the bank statements, the internal school account, and the need for new signatures and debit cards.
- **Budget:** The board members need to develop a new budget for the upcoming year, considering the costs of clinicians, trips, uniforms, equipment, and other expenses. They also need to find ways to increase the income from fair share, sponsorships, and fundraisers. They decide not to count on the all county T-shirts fundraiser as a source of income.
- **Clinician contracts:** The director, Mr. Curry, expresses his frustration with the district's delay in approving and paying the clinician contracts. He asks for the board's approval to spend the funds needed to secure the clinicians for the next year. He also mentions the importance of having clinicians to improve the quality of the program and attract more fair share payments.
- **Fair share:** The board members agree that they need to improve their communication and collection of fair share from the parents. They want to create a fair share packet that explains what fair share is, what it covers, and why it is important. They also want to distribute it through paper, email, and web page. They consider printing it through the school ~~or using SurveyMonkey for electronic voting.~~

- **Fundraising:** The board members acknowledge that they need to come up with different ways to fundraise for their expenses. They have a new fundraising chairperson who has some ideas. They also suggest doing some activities that involve the kids and build their spirit. They mention car washes, concerts, and cougar fundraisers as possible options. They also discuss the possibility of using ShopRaise, sponsorships, matching gifts, and Western Music Society memberships as sources of income.
- **Email accounts:** The board members discuss the need to streamline and consolidate their email accounts. They have different domains and providers for their emails, such as Gmail, GoDaddy, and Square. They want to have access to Google Docs and the Tequesta band email account. They assign some members to look into the options and solutions for their email issues.
- **Calendar of events:** The director shares some tentative dates for events such as all state auditions, concert MPAs, jazz band MPAs, solo and ensembles, and Orlando trip. He says he needs to see the school calendar before he can finalize them. He also says he wants to have an October concert or showcase for the bands.
- **Audit:** The board president says they need to have a committee of two to three people do a spot audit of both the recording secretary's minutes and the treasurer's books as they close out the fiscal year. He says they have one parent who volunteered and they need to find another one or two. He says it's not a big deal and it will take 20 minutes.
- **Cougar walk:** The board president asks the director if he can talk with his people at the school to have a booth at the cougar walk on August 10th from 9:00 to 11:00. He says they want to sell their T-shirts for spirit wear and have some kids demonstrating instruments. He says it will be a good way to drum up some interest in band for the incoming kids. The director says he will try but he might have a conflict with his district in service meeting that day.
- **Orlando trip:** The director says he is reviewing the dates for the Orlando trip and it will either fall in December or late February or early March or April. He says he needs to schedule a trip because it helps with collecting fair share and retaining kids in band. He says he hopes to have four bands this year: beginning, intermediate or advanced concert, symphonic, and jazz.
- **Sponsorships:** The board president talks about different ways of getting sponsorships from companies or individuals who can donate money or in kind services to the band program. He says they have different levels of sponsorships: platinum (\$1000 or more), gold (\$500), silver (\$250), and friend of the band (\$100 or more). He says they offer perks such as putting their name on the T-shirt and on the program. He also says whatever sponsorship money they bring in can offset their student's fair share.

- **Web page development:** The board president says they need to work on their web page development and affiliation of email accounts. He says they want to have a more user-friendly and updated web page that can link to Google Docs and other resources. He also says they want to consolidate their email accounts under one domain and provider. He says Anne, Robert, and Lilith are going to work on that together.
- **Social media manager:** The board president says they need a volunteer who can be their social media manager and keep their Facebook page and Instagram account updated. He says it will be a good way to communicate with the parents and the community and highlight the band program. He says Mariana and Lilith are interested in working on that and they have some ideas. He also says they need someone who can do some web page updating.