

## Tequesta Trace Band Boosters Meeting - Board Meeting Minutes (October 5, 2023)

### Call to Order

Meeting called to order by President (Lynn Welton) at 6:07 pm Tequesta Trace Band Room.

### Attendees

- Lynn Welton (President)
- Heston Curry (Band Director)
- Ann Kieffer (Treasurer)
- Teresa Ben-Shoshan (Co-Vice President)
- Robert Guzman (Recording Secretary)
- Diana Gaudin (Correspondent Secretary)

### Motions & Votes

- Lynn Welton (President) **MOTION** to approve minutes. Teresa Ben-Shoshan (Co-Vice President) ) **SECONDED MOTION. MOTION PASSED**
- Board voted to increase the new spirit shirts to \$20 to match the PTA shirts. Board approved unanimously.

**Band challenge idea:** The booster president proposes a band challenge to encourage more parents to pay their fair share. The challenge would be based on the percentage of each band class that has paid their fair share. The winning class would get a pizza or donut party, and the other classes would get smaller prizes.

**Level 2 volunteers:** The band director asks the board members to get cleared as level 2 volunteers if they want to go on the field trips with the band. He explains that level 2 clearance is required for chaperoning and supervising the students. He also says that he can add them later as chaperones if they get cleared now. Heston Curry asks the board members send email him their name and date of birth so he can submit for approval.

**Translation issue:** The board members mentioned that they had a problem with some Spanish-speaking parents who did not understand what the band director was saying at the last meeting. They suggest some possible ways to provide translation, such as using Microsoft Teams or sending emails with a translation option.

**Sponsorships:** Reviewed the list of sponsors for the band and their logos, and how to display them on the website and the T-shirts. They also suggest ways to acknowledge and promote the sponsors, such as sending pictures or creating signs.

**Fundraisers:** Reported on the results of some dining fundraisers, such as Chill-N and Crumble, and plan for future ones, such as Chipotle, Burger Fi, and Tijuana Flats. Also mentioned other opportunities, such as Waldo's Wine and Waldos.

**E-mail accounts:** Talked about the need to create or transfer e-mail accounts for the board members, such as the vice president and the recording secretary.

**Audit:** Discussed the process and timeline for auditing the financial records of the booster program. Need two volunteers to verify the treasurer's and the secretary's records.

**Field trips:** Talked about some upcoming field trips or events for the band students, such as:

- **Indian Trace Jazz Band:** A performance at Indian Trace Elementary School on October 23rd. The parents are responsible for transportation and supervision. The band director needs some parental support to help with moving equipment.
- **Western Side by Side:** A performance at Western High School on October 26th. The students will wear costumes and play Halloween music. The band director needs some chaperones and decorators to help with logistics and setup.
- **Flamingo Gardens:** A performance at Flamingo Gardens on December 21st. The symphonic and jazz bands will play holiday music<sup>1</sup>.

**Concert info:** Talked about some details for the upcoming concerts, such as:

- **October 26th Spooktacular Concert:** The beginning band will showcase their skills by playing in sections on stage. The symphonic and advanced bands will play one or two numbers each, and then combine for a finale. The jazz band will also perform. The students will wear costumes and there will be some decorations<sup>2</sup>.
- **December 21st Winter Concert:** The concert will be on a Thursday before the winter break<sup>3</sup>. The band director is not sure about the program yet, but he will work on it in the next few weeks.
- **Polo shirts, T-shirts, hoodies, and vests:** Talked about the status of ordering or cleaning these items for the band students<sup>4</sup>. They have some issues with finding a suitable color for the T-shirt design. They also ask the parents to return or exchange their polo shirts if they don't need them anymore

### Spot Audit

- Lynn Welton (President) spot audit still needs to take place. Hopefully before next Tuesday. Ann Keiffer (Treasurer) is planning to get this coordinated over the weekend.
- Ann Keiffer (Treasurer) will let Robert Guzman (Recording Secretary) know when to bring the meeting binders in for the spot audit.

### Band Uniforms

- Will need Tux shirt fittings for the Symphonic and Jazz band members. Projected for the 1<sup>st</sup> week of November.
- 16 vests went to the cleaners. Lynn and Ann ordered new polo shirts

### Adjournment

- Lynn Welton (President) adjourned the meeting at 8:15pm.
- Next meeting is Thursday November 2nd at 6pm in the cafeteria.