

**Tequesta Trace Band Boosters Meeting**  
**Tequesta Trace Band Boosters Association, Inc.**  
**Board Meeting Minutes**  
**August 18, 2022**

## **Call to Order**

Meeting called to order by President (Solange Sujovolsky) at 07:09 pm

## **Attendees**

- Heston Curry (Band Director)
- Solange Sujovolsky (President)
- Ana Plata (co-Vice President)
- Ann Kieffer (Treasurer)
- Lynn Welton (Corresponding Secretary)
- Maya Compton-Grant (Recording Secretary)
- Katherine Nava (Fundraising Chair)
- Pilar Rodriguez (Volunteer & Chaperone Chair) - virtual attendee
- Richard Gonzalez (Assistant Principal)
- Vanessa Longe (Web Designer)

## **Approval of the June 22nd, 2022 Minutes**

- Minutes were reviewed. Motion by the Treasurer to approve the minutes. Second by Corresponding Secretary. The President motioned to approve the minutes. Motion passed unanimously.

## **Treasurer's Report**

- Fair Share: \$150/regular students/ \$200/jazz and symphonic students. This will help to address the budget shortfall of \$4,000. If a surplus is received the Treasurer stated it could be used for a field trip or other band-related expense. The Treasurer motioned to keep the Fair Share amount as stated. The Corresponding Secretary seconded the motion. Motion passed.

- A copy of the Expense form was sent out by the Treasurer. The form needs to be signed by two people, the President and one other Board member.
- A copy of the Treasurer's Report was provided to all members.
- Total cash balance \$9,143.18.
  - Business Checking \$6,992.10
  - Business Market Rate Savings \$2,151.08

## **Old Business**

- Monthly Board meeting schedule set for the first Thursday of each month from September 2022 - January 2023. Some dates adjusted to account for conflicts. The Assistant Principal (R. Gonzalez), who is normally present at the school on Thursday evenings, requested to attend the Band Booster meeting. Two dates in February 2023 were provided as tentative dates and 2 meetings may need to be scheduled for March 2023. Meeting schedule needs to be approved and placed on the calendar by the school administration. The Corresponding Secretary moved to accept the meeting schedule. The President seconded the motion. Motion passed.
- The President to meet with the former President on August 19, 2022 to discuss the band t-shirts and other items associated with the running of the Board. The Band Director stated that the company Florida Tees had been used in the past and that we have the option to use old designs. The Corresponding Secretary will be working on the t-shirt design. The design needs to be finalized and approved the the school administration by August 30, 2022 so it can be presented in the parent meeting on August 31, 2022.
- The Treasurer motioned that the t-shirt design/fundraiser be moved to a committee (with Corresponding Secretary and Fundraising). The Corresponding Secretary seconded the motion. Motion passed. Committee to report on t-shirt progress at next meeting on September 8, 2022.

- Discussion regarding the setting of the Sponsorship levels. Sponsors need to be set by October 6, 2022. Corresponding Secretary motioned that the determination of the sponsorship levels be completed by a committee.
- Information regarding the levels to be sent out via email for approval by August 23, 2022. Recording Secretary seconded the motion. Motion passed.

## **New Business**

- The Assistant Principal (R. Gonzalez) requested that the Activity Approval Form be provided with a visual for his review and approval.
- Instrument fittings for beginners scheduled for August 22 and August 23, 2022. The Band Director requested a minimum of 1, but preferably 2 volunteers with Level 1 clearance for each of the two days. The President stated that she would organize the volunteers by August 19, 2022.
- The previous presentation prepared by the former President needs to be updated and reviewed by the Band Director prior to the parent meeting on August 31, 2022. The meeting materials need to be reviewed and organized prior to the meeting.
- The Assistant Principal (R. Gonzalez) discussed the expectations of the Band Booster Club, including but not limited to:
  - The Booster Club is to assist the Band Director in activities that will benefit the program;
  - Children are not allowed to handle the Booster fund money. Monies are to be handled by the Booster Club. Monies handled by children will get distributed to the Internal Fund;
  - The Booster Club records must be kept separate from school records but must be transparent and available to the administration or parents;
  - The Band Director can dissolve the Booster Club and all funds get transferred to the Internal Funds. However, all funds are for student purposes;

- Fundraising must be conducted for a specific purpose and paperwork will be sent to the Band Director for this;
- The By-Laws need to be submitted yearly since the By-Laws may not be changed but the Band Booster members change each year and are included with the By-Laws;
- Ideas and Goals for the year need to be submitted to the Assistant Principal;
- A Historian is recommended to be included to document all the information (photographers, vendors, accounts, etc.) that can be transferred to the subsequent Board members to minimize any gaps in information;
- Recommended that the Board and Chairs include 6th and 7th Grade parents to provide some overlap and not having to start from scratch each year;
- Recommended that three (3) quotes are obtained for purchases.
- All meetings need to be documented. Full transparency is required.
- The Assistant Principal (R. Gonzalez) requested that the Activity Approval Form be provided with a visual for his review and approval.
- The Tequesta band may be participating in a side-by-side with the Cypress Bay band at a Cypress Bay football game on September 9, 2022. It is a field trip that would include 25 students from 7th and 8th Grade. Two to three volunteers are needed. The co-Vice President (Ana Plata), the President, the Treasurer and the Corresponding Secretary volunteered.
- All State auditions are September 17, 2022. Therefore audition fees are required as soon as possible. The Band Director to provide the registration fees to the Treasurer once the students who are auditioning have been identified. Fees expected to be \$15/student and 4-5 students are anticipated to audition.

- The cost for the composite photo is normally off-set by photo orders by the students. However, the number of orders was lower than anticipated. The Corresponding Secretary motioned to approve a budget for \$450 to offset the costs incurred by the photographer for the composite. The Recording Secretary seconded the motion. Motion passed.
- Band Director would like to have a Halloween concert on October 27, 2022 where students dress up in costume. The event may include a haunted house.
- Band Director would like the Tequesta band students to participate in Orlandofest for a possible 2-day trip for Jazz and Symphonic band. The cost is estimated to be \$300/student. The planning needs to be started as soon as possible. Another activity to be planned for the Beginner band group.
- Discussion regarding the requirement to include a 6th Grade representative from the President's appointees, as required by the By-Laws.

## **Announcements**

- Band Boosters Board Meeting - September 8, 2022
- Parent Orientation Meeting - August 31st, 2022

## **Adjournment**

- The President adjourned the meeting at 09:07 pm.
- Recorded by the Recording Secretary on 08/18/2022.