

Tequesta Trace Band Boosters Meeting
Tequesta Trace Band Boosters Association, Inc.
Board Meeting Minutes
September 8, 2022

Call to Order

Meeting called to order by President (Solange Sujovolsky) at 06:49 pm

Attendees

- Heston Curry (Band Director)
- Solange Sujovolsky (President)
- Ana Plata (co-Vice President)
- Denise Wolfe (co-Vice President)
- Ann Kieffer (Treasurer)
- Lynn Welton (Corresponding Secretary)
- Maya Compton-Grant (Recording Secretary)

Review of the August 18th, 2022 Minutes

- Minutes were reviewed. Ann Kieffer (Treasurer)/Lynn Walton (Corresponding Secretary) **MOTION** to amend the General Meeting Minutes from August 18, 2022 to re-format language for motion related to Annual Budget to comply with Robert's Rules of Order. **MOTION PASSED.**

President's Report

- Goal to bring in new members by January 2023 to address board members leaving after this year and maintenance of consistency between existing and incoming Board members.
- Agendas and Minutes to also be provided to the Chairs.
- President thanked all members for work done in preparing budgets, assistance with presentation for General Meeting, and overall organization of the new Board.

- Multiple parents signed up as volunteers in General Meeting. Need to identify where volunteers are needed and move to place volunteers in their roles. President (Solange Sujovolsky) to coordinate with Pilar Rodriguez (Volunteer & Chaperone Chair) to contact parents.
- Lorenza Sands identified as person who has access to web page and who may be able to assist to updates and set up. Lorenza put in contact with Vanessa Longe for webpage set up.

Vice-President's Report

- No Report.

Corresponding Secretary's Report

- Request for list of students from Mr. Curry to be provided to Corresponding Secretary for emails. List already provided to Treasurer to maintain accounts associated with Fair Share. Mr. Curry may have the students update the list once all paper forms and electronic forms received (with all confidential information removed for student check).

Treasurer's Report

- A copy of the Treasurer's Report was provided to all members.
- Total cash balance \$8, 555.41
 - Business Checking \$6,704.30
 - Business Market Rate Savings \$2,151.11
- \$36 received from Amazon Smile. Co-Vice President (Denise Wolfe) suggested including the Amazon Smile in the email correspondence signature.
- Income vs. Expenses - \$36/income vs. \$853/expenses. Fair Share payments have not yet been included in income calculations.

- Two (2) board members (other than Treasurer) required to review and sign off on Fair Share payments received into account via Zelle. Vice President (Ana Plata) and Recording Secretary (Maya Compton-Grant) signed receipt form confirming Zelle payment. Vice President (Ana Plata) and President (Solange Sujolvolsky) signed receipt form confirming Fair Share payments via cash/check from the General Meeting.
- Recommended that 1 board member/1 non-board member or 2 non-board members be designated to verify the deposits or payments from the accounts.

Chairs Report

- No Report.
- Melissa Nunez has been contacted as Uniform Chair. However, she has not been able to participate so, may look for an alternate chair.
- Lorenza Sands recommended as option for Chair. Contact information provided by Vice President (Denise Wolfe) to President (Solange Sujovolsky).

Old Business

• T-Shirts

- Multiple T-shirt designs presented to the Board. Designs narrowed down to two (2) designs. Two (2) options to be generated as T-shirt samples to be presented to the students for the student vote.

• Sponsorship Levels

- Treasurer (Ann Kiefer) provided copy of sponsorship letter, including Post Office box number (suite number) to the board members. Copy of sponsorship letter also forwarded to Katherine Nava (Fundraising Chair) for further distribution to parents and other potential sponsors.
- Parents can get corporate matching or other sponsorships which can be used for their Fair Share. Treasurer (Ann Kiefer) informed that an email confirmation can be provided to the parents to provide to their employers to get the match.

- Fundraiser options through local businesses (restaurants, etc.) discussed. President (Solange Sujovolsky) to coordinate with Katherine Nava (Fundraising Chair) to discuss restaurant night fund raising option. Parent restaurant night proposed for December 2022.

• **Instrument Fitting**

- Completed. A number of volunteers assisted and are willing to assist with other events.

• **Band Parent Orientation**

- Large turn-out for meeting. Block schedule has created option for increased number of beginners. Meeting ran very long due to the combined meeting; however, this eliminated the need for a second meeting for the Booster Meeting.

• **Cypress Bay Side-by-Side**

- Volunteer list to be provided to Stephanie. Mr. Curry and other band directors are designated chaperones. Volunteers need to meet at 5:30 pm and meet at the Cypress Bay band room. Parents to drop the kids off at the gate and volunteers to sign kids in. Mr. Curry to provide information to the parents who completed the field trip form.

New Business

• **New Banking**

- New account set up at Regions Bank on 9/1/2022. Zelle is operational (\$500 able to be sent into the account via Zelle). Wells Fargo will remain active until debit cards and checks are received from Regions.

- **Corporate Mailing**

- Corporate mailing address set as **1870 North Corporate Lakes Boulevard, Suite 266643, Weston, FL 33326**. Alternate mailing option **P. O Box 266643, Weston FL 33326**. Two (2) keys provided for mail box. Treasurer (Ann Kiefer) has one key and Recording Secretary (Maya Compton-Grant) has the alternate key in the event the Treasurer is not available to pick up the mail. Lynn Welton (Corresponding Secretary)/Denise Wolfe (Vice President) **MOTION** to approve the use of the P.O Box as established. **MOTION PASSED**.

- **PayPal Account**

- Treasurer unable to close PayPal account since it is linked to former Treasurer. PayPal not being used since Charms is no longer being used. The PayPal account is still linked to making/receiving payments so efforts need to be made to close it. Former Treasurer (Sandra Ares(?)) to be contacted to assist with account closure.

- **Zelle**

- Zelle account is operational through new banking option (Regions) and the information on how to make payment through Zelle is provided on Sponsorship form. Lynn Walton (Corresponding Secretary)/Maya Compton-Grant (Recording Secretary) **MOTION** to approve move of bank account from Wells Fargo to Regions and the establishment of the Zelle for Fair Share payment. **MOTION PASSED**.
- Treasurer (Ann Kiefer) to prepare template letter for Mr. Curry's review/approval to be sent out to the parents to inform them of Fair Share payments. Mr. Curry to send out information via Parent Link.

- **Sibling Discount**

- Lynn Welton (Corresponding Secretary)/Ann Kiefer (Treasurer) **MOTION** to approve \$50 discount for sibling Fair Share payment. **MOTION PASSED**.

• **Uniforms**

- Vice Presidents (Ana Plata, Denise Wolfe) and Corresponding Secretary (Lynn Walton) to be present for two (2) days on campus to complete measurements for polo shirts during the coming weeks.
- Tuxedo fittings only need to be completed during 1st and 8th period. Tuxedo measurement to be completed by November 2022 and tuxedos required before December 2022.

• **Media Release**

- Band Director (Heston Curry) provided list of parents who have completed the Media Release Form, to the Band Boosters.

• **Halloween Concert**

- Band Booster Spooktacular Halloween Costume Concert to be 10/27/2022. President (Solange Sujovolsky) to reach out to parents on volunteer list and other potential candidates to choose a Chair for this event. The Chair and additional volunteers are to work with the Band Director (Heston Curry) in preparation of the event.

• **Amazon Smile**

- Fair Share email to be generated to include recommendation for Amazon Smile. Amazon Smile funds to be designated to concession purchases (water, snacks) for Band events.

• **Band Director's Report**

- Band Director (Heston Curry) received confirmation from the clinicians. The County requires that the money required for the clinicians is in the account before the paperwork is submitted for approval. Approximately \$2000 - \$3000 is needed in additional funds to add to the account.
- Band Director (Heston Curry) would like money allocated for a pizza party for the kids who maintain the room (papers, instruments, etc.). No pizza parties if the class don't keep it clean. Estimated cost of each party is \$50-\$60. Request to earmark approximately \$300 for use for a pizza party.

- Ann Kiefer (Treasurer)/Lynn Welton(Corresponding Secretary) **MOTION** to amend Spirit Day Party budget to be used as a Spirit Day and Rewards fund from \$100 to \$500. **MOTION PASSED.**

Announcements

- Band Boosters Board Meeting - October 6, 2022

Adjournment

- The President adjourned the meeting at 09:11pm.
- Recorded by the Recording Secretary on 09/08/2022.