

DUBLIN MUSIC BOOSTERS

EXECUTIVE BOARD MEETING

Version #: 1.0

Issue Date: 4/2/2016

Minutes of Meeting

Location: Dublin Coffman Band Room

Date 3/28/2016

Time: 6:40 p.m.

Officers: Ron Gilliland, Bill Jacob, David DeLong, Dave Magan, Ron Roman, Meg Montgomery, Lisa Snide

Coffman Directors: Jeremy Bradstreet, Kevin Wallick

Jerome Directors: Brian Stevens

Scioto Directors: Jim Gray

Middle School Rep: Susan Barnett

Guest: Rich Burkhart will be replacing Bill Jacob as Treasurer

Absent: John Beebe, Carmie Grooms, Denise Hayes, Loren Pusey, Andrew Garner, Jeff Chesser, Jeanne Wohlgamuth

Welcome – Ron Gilliland

- The meeting was called to order at 6:40 p.m.

Recording Secretary's Report – Lisa Snide

- February meeting minutes were distributed via email and posted to the website prior to the meeting; David DeLong made a motion to approve the minutes as presented; seconded by Dave Magan and the motion was approved.

President's Report – Ron Gilliland

- **Nominations for Executive Board** – Mr. Jacob submitted his resignation via email earlier in the month of March and has recommended Rich Burkhart as his replacement. Ron made a motion to nominate Rich Burkhart for the position of Treasurer; a hand vote was taken of all Board members present and all approved Rich for the Treasurer position effective immediately. Other remaining positions for President, President-Elect, Recording Secretary, Concessions Liaison, Website and Fundraising Chair for the next year will be presented at the meeting in May. Discussion followed.
- **Directors Budget Meeting for April** – Ron asked that the High School Directors meet to discuss and prepare their annual budgets for presentation to the Executive Committee at the April meeting.

President-Elect – Lisa McClellan – (absent) Ron Gilliland spoke on her behalf

- **Annual Fund Drive** – need to schedule date and secure Commons area for all 3 schools in the Fall; Ron asked that each of the Directors finalize the dates and reserve gym space for the Fall
- **Dublin Irish Festival** – Ron asked if the DMB still had interest in volunteering for the Concessions during the DIF this August 5-7, 2016; City of Dublin meeting set for early May. Discussion followed. It was agreed that the DMB should continue to volunteer for this event; Ron asked for a someone to coordinate the volunteer schedule. Lisa Snide volunteered and Ron will send her contact info to the DIF Volunteer Chair and upcoming meeting details.
- **Emerald City Games** – Dave Magan mentioned that the ECG date has been set for Monday, June 28, 2016; moved up earlier in the summer due to schedule conflict with City of Dublin and facilities; need to start solicitation for event volunteers for parking, programs, ushers; Dave will work with Randy Luikart to begin promotion and solicitation of volunteers for this summer.

Corresponding Secretary – Carmie Grooms (absent due to illness)

- Ron reported on her behalf that letters were sent to all elementary and middle school teachers for requests for reimbursements to help with their music education program; deadline set for May 2nd; received 3 requests for reimbursement to date; verified that \$1200 total (\$100 for each elementary school) and \$6000 total (\$1500 for each middle school) has been budgeted this year.

DUBLIN MUSIC BOOSTERS

EXECUTIVE BOARD MEETING

Version #: 1.0

Issue Date: 4/2/2016

Treasurer's Report – Bill Jacob

- Bill distributed financial reports for the period ending February 29, 2016; everything appears in good standing
- Bill also proposed a motion for financial oversight of the Concessions activity to be monitored by the Assistant Treasurers at each high school (see attached motion). Discussion followed. Bill asked that the motion be tabled for approval until next month since John Beebe had some questions and he could not be present tonight.
- Mr. Gray – made a request for \$6500 in funds to help offset the remaining expenses for Boston Brass event set for April 19th and 20th working w/ Scioto High School students and Taiku Drum Group; Discussion followed. It was determined that there should be enough remaining funds in the Scioto Directors Designated Fund to cover things; he will provide an update at the next meeting.
- Bank Statements and Reconciliations - were made available for review for anyone interested.

Concessions – Loren Pusey – (absent – no report)

VP Jerome – David DeLong

- Mattress Sale Fundraiser scheduled for 4/16 at Jerome
- 4/22 & 4/23 – OMEA State Contest
- 5/26 – First Marching Band rehearsal
- Spring Concessions is open w/ new volunteer purchaser in place and off to a good start
- Jerry Betts Scholarship – need Coffman and Jerome candidate selection; deadline 3/31

VP Coffman – Dave Magan

- Winter concerts held for all bands over the past few weeks
- St. Patricks Day Parade held on Saturday 3/12
- Spamalot musical scheduled next week April 6-9, 2016

VP Scioto – Denise Hayes (absent) Mr. Gray reported

- 4/4 & 4/6 – upcoming band/orchestra performances

DIRECTOR UPDATES:

Mr. Bradstreet – Band Camp registrations in progress

Mr. Wallick – orchestra groups went to Disney over Spring break; good experience

Mr. Stevens – Spring Musical – Sweeney Todd scheduled next week April 7-9, 2016

NEW BUSINESS - NONE

Adjournment at 7:37 p.m.

- David DeLong made a motion to adjourn the meeting; seconded by David Magan. Meeting adjourned at 7:37 p.m.

Next Meeting:

- Monday, April 25th at 6:30pm at Jerome – Agenda and Minutes to be distributed via email and posted to the website.

Dublin Music Boosters
March 28, 2016

MOTION:

All concession-related **financial** activity at a particular school is to come under the **oversight** and authority of the DMB Assistant Treasurer for their local school. The DMB Assistant Treasurer is to have check signing authority on their respective DMB concession accounts in order to facilitate this oversight.

Discussion. This is recommended for the following reasons:

- The local concession volunteers, those with check signing authority, are not known by the DMB Treasurer; the volunteers are more likely to be known by, or can be more easily made known to the DMB Assistant Treasurers.
- When answers to questions are sought, the DMB Treasurer would have one point of contact at each school, that being the DMB Assistant Treasurer. There are multiple concession volunteers with authority to sign concession checks – typically at least two per school – more when people move on or off this position.
- The DMB Assistant Treasurer would more likely have personal knowledge of the qualifications or character of the new concession volunteer seeking check signing authority. Remember, once you have check signing authority, as far as the bank is concerned, you are the DMB.
- The DMB Assistant Treasurer, by having check signing authority on concession accounts will be able to facilitate new concession volunteers, those with check signing authority, be added to and deleted from the signature card at the bank. The DMB Treasurer does not have check signing authority granted by the DMB Board.
- The DMB Assistant Treasurer, by having check signing authority on concession accounts, will be able to facilitate oversight of these accounts when necessary.
- By having the DMB Assistant Treasurer knowledgeable about the financial activity of the concession volunteers with check signing authority, they can provide financial oversight on behalf of the DMB Board, as well as share best-practices developed by the DMB Board.

Remember, DMB has one Treasurer - who represents the DMB Board, and three (3) Assistant Treasurers - one for each local high school. This is not meant in any way to get the Assistant Treasurers involved in day-to-day concession activity. It is only to facilitate oversight of the financial activity at their respective local school.

Bill Jacob, Treasurer
Dublin Music Boosters