

# DUBLIN MUSIC BOOSTERS

## EXECUTIVE BOARD MEETING

Version #: 1.0

Issue Date: 4-17-18

### Minutes of Meeting

**Location:** Dublin Jerome Band Room

**Date:** 3-19-18

**Time:** 6:30 p.m.

**Officers:** Julie Light, Dave Magan, Larry Shelton, Kristina Hickey, Rich Burkhart, Kelly Kent, Julie Pozda, Meg Montgomery, Jenny Roberts

**Coffman Directors:** Jeremy Bradstreet

**Jerome Directors:** Brian Stevens

**Scioto Directors:** Jim Gray

**Middle School Rep:**

**Guest:**

**Absent:** Randy Luikart

#### **Welcome** – Julie Light

The meeting was called to order at 6 pm

#### **President's Report** – Julie Light

- Scholarship entries received.
- No water in concessions at all 3 schools. Jerome and Coffman canceled concessions until it could be addressed. Scioto is using bottled water left from fall season.
- In reference to last months discussion about the cost of our website maintenance- it was found that \$1200 per year covers websites for all 3 schools plus the Music Boosters. Julie moves to keep the current web provider. All agree.
- Irish Festival Aug 3.4.5. We will participate again. For future fundraisers, DMB will be on the waitlist for beer sales. This waitlist will take years, and require all adult volunteers, but the profit margin is much higher and could benefit the Boosters in the future. For now, we will continue with water/soda sales and using band member volunteers.
- Fund drive- Kris Hickey and Steve Knostman to meet about maps

#### **Recording Secretary's Report** –

Julie moved to approve the minutes as presented; all approved.

#### **Corresponding Secretary** – Kris Hickey

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#### **Treasurer's Report** – Rich Burkhart

- Feb Financials sent out. Showcase proceeds to be distributed evenly between the schools.
- May combine income from several years before distributing between the schools-directors to discuss this and come up with a plan.
- Budgets for next year –recommends a 3.5% increase

#### **Concessions Report** – Randy Luikart (absent)

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### **VP Coffman – Dave Magan**

- Thanks to directors, administration, police force, for support for Coffman's tragedy.

### **VP Jerome – Steve Knosterman**

- Filling empty volunteer chairs, looking to fill spots of senior parents before the end of the school year if possible.

### **VP Scioto – Larry Shelton**

- Opening concessions with bottled water from last season will keep Boosters informed as to profits using this method. Bottled water is from last fall, and already paid for.
- Looking for way to use credit cards at concessions-to be ready for fall- or train now in Spring. Using personal tablets for Square now, which is not ideal. A point of sale system may be too expensive. Would a dedicated tablet be realistic? Square costs 2.5-3% per transaction.  
Action items: Rich to look up costs for Point of Sale system.

### **DIRECTOR UPDATES:**

**Mr. Bradstreet** –NY/Philly meeting done. Review of events of Monday March 5. Much support received throughout the Dublin School System and School Bands statewide.

**Mr. Stevens** – Superior ratings received for symphonic and wind ensemble. Student went to national trumpet comp in TX, made third place! Band Camp registration deadline end of this week. Musical performance done last weekend. Trip meeting coming up for NY/Philly.

**Mr. Gray** –Successful parade. IFF performed at assisted living facilities, performing community service. Piano trio are semifinalists this weekend in Austin.

### **NEW BUSINESS**

Mr Stevens- observation towers to be erected at all three schools . Possibly use future showcase proceeds to payback costs? Costs are not final yet, may be partially covered by future levy.

Julie- how to handle members of the public who want to address DMB? Proposed that public can put issues in writing to the president of DMB, to be brought up in future meetings. Alternative is that public can attend start of meeting, present their issues first, in a timely manner, then meeting can continue with board members only.

### **Adjournment at p.m.**

- Julie moved to adjourn the meeting; all agree. Meeting adjourned at 7:33.

### **Next Meeting:**

- Monday, April 23 at Scioto-last regular meeting of school year– Agenda and Minutes to be distributed via email and posted to the website.

To the new Recording Secretary:

I have emailed this template and the attendance.xls file to Kris Hickey. The attendance file is kept as part of the official DMB files. After recording the minutes, save the file in the following format: "Executive Board MINUTES month date.docx". Keep a copy on your hard drive. Next, save the file as "Month date, year – Executive Board Minutes.pdf".

Email the pdf to the board for their perusal before the next meeting. Once approved by the board, this should be uploaded the booster website.

You will also receive financial statements from the Treasurer, currently Rich Burkhart. Once approved, these should also be uploaded to the booster website.

Since you will be managing a regular influx of files, you'll want to organize your file structure ahead of time so as they come in it's easy to keep everything organized. This was my structure:

- i) Dublin Music Boosters
  - (1) Minutes
    - (a) 2017-2018
      - (i) Pdfs and word documents here
      - (b) Attendance.xls and minutes template here
  - (2) Financials
    - (a) 2017-2018
      - (i) Financial pdfs here

Once you've got access to the database, someone should be able to show you how everything gets uploaded to the website.

Best of luck to you, and thank you for volunteering to serve the Dublin Music Boosters!