

## August Minutes

August 19, 2024

6:30pm, Carolyn's house: 1944 SE Mulberry Ave. Portland OR 97214

1. Welcome - Michelle
  - a. [June minutes](#), - Approved. Motion: Carolyn, Second: Nadine
  - b. Attendance: Rosanna Gill, Dave Bleckmann, Heather Randol, Carolyn Choi, Kelly Schauer, Nadine Block, Alexis Abrams, Michelle Lee, Khamille Neumann, Gary Riler, Tayler Kim.
  - c. Absent: Melissa Nelson
2. Director's Report— Gary ([see attached](#))
  - a. SBF Band Account: Heather sent check and it was cleared. Was it not enough? Gary will look into it. Gary forwarded the email to treasurer. Heather can respond and cc Gary.
  - b. OMEA Conference in Eugene is Jan 18 not Jan 11.
  - c. 8th G PBN: ~ 5:15pm, pizza at school, then football game. may have an additional 100 kids.
  - d. Personnel: 136 kids, Freshmen group is large. only 18 jrs. need french horns, maybe trombone. Symphonic band is small. Some WE will play a 2nd instrument to help out.
  - e. Spring Trip 2025: 76 kids. Rooming assignments will begin after school starts.
    - i. A couple parents who prepaid for the LA trip asked Michelle about pie sale funds and if they would get a refund somehow (from tour company or band)?
    - ii. Need 2 communications to go out to parents about pie sales: 1 general email and 1 for LA trip specific. Hold off on last couple payments if you have pie sale funds and give options for those who prepaid (forward funds to next trip, refund, donate to program).
      1. Heather will write a blurb
    - iii. Heather sent Gary an email of kids who are still here
  - f. Back to School Night: table w/ 2 people
  - g. Heather asked about Award Apps (\$100). Gary will know soon after some edits were made.
  - h. District will repair tympani and bring them up to standard. Gary will keep working on the chimes.
3. Fundraising
  - a. Burgerville Night (before concert): \$94.04. Not do again. BV gives 10%. Pastini gives 40%,
  - b. Car Wash, Aug 10:
    - i. Dave thanked Burgerville (for providing the water) in last week's newsletter. No thank you card necessary. Personal thank you to manager on car wash day is sufficient. Sometimes Heather does thank you cards for special cases.
    - ii. [Notes](#) saved for next year
    - iii. ID adult lead in by April/May, before school ends (harder over the summer)
    - iv. \$1396.17 raised, Dave has \$80 to add. good - target was \$1500. Last year was an anomaly (~\$2200). Year before was ~ \$1300
    - v. Dave noticed on square a recurring \$100/mo. donation and will confirm with donor if it is correct or in error?

1. Dave reached out to donor and confirmed the recurring donation is intentional, via email 8/20/24. Michelle sent a thank you email 8/23 to donor.
- vi. Dave advertised car wash in FB and NxtDoor
- c. Bridge Pedal, August 11 - debrief
  - i. Nadine will add 2 sets of notes (BV and Bridge pedal)/procedures from Kim to the drive.
  - ii. Michelle gave Khamille check of \$1500 from Bridge Pedal.
  - iii. Michelle: Didn't have 16 kids but all went well, kids had fun and good one to do again.
4. Sponsorship
  - a. Classic Pianos has donated a piano bench to the program. Dave will add as Pianissimo Level.
    - i. Since donation is to school/PPS, no tax info needed for FOCB.
  - b. Dave B.: I am still using the sponsorship images from last year for the newsletter and website. We should discuss making sure that we check in with our sponsors and see if they are continuing as well as looking for new sponsors.
  - c. Melissa N.: I will not be attending the meeting tonight. You can pass along that I will be asking past sponsors to renew their sponsorships. If anyone has a business that they think would be interested in sponsoring, please pass that info along to me directly. And please thank Dave for adding sponsorship request to the newsletter.
5. debrief Treasurer Report - Heather (see attached in this folder, Budget vs. Actuals) - Khamille will add electronic version in folder. Heather usually adds a hard copy in the hard copy folder.
  - a. Budget July '24-June '25. Still need to add Bridge Pedal \$1500. Nadine suggests to increase Revenue for Playathon and Other fundraisers
    - i. Approved with revisions to Playathon = \$30k, Other fundraisers = \$2k
      1. Motion-Nadine, Second-Michelle
      2. Heather sent updated budget via email 8/19/24
  - b. 2 auditors are needed to review budget/expenditures
    - i. Michelle will send auditing information to Nadine. Heather, Khamille, Nadine and Dave will meet to audit by end of September (maybe during Playathon?)
  - c. Additional check signers: Alexis Abrams, Tayler Kim
    - i. Keeping 3 signers as was previously.
    - ii. Final signing needed by Alexis and Tayler. Tayler had trouble with the verification and talked to Lindsey at Umqua. Lindsey will send a docusign tomorrow. Alexis also had trouble with the verification and will stop by bank to do final signing.
      1. Tayler and Alexis finished final signing
  - d. Khamille gave Michelle bank statements to sign.
  - e. Heather: Khamille will get debit card, already has the checkbook and cashbox.
  - f. Khamille: there is an issue with the credit card as it's linked to a previous treasurer and their personal business. Bank suggests to close the account and open as nonprofit not as an individual.

- i. Heather: Gary is the only one who uses the cc.
    - ii. Khamille: I'm not able to open the new cc. will need someone else to do that.
  - g. Dave asked about a high interest acct. Khamille said bank manager needs to approve and can look into it. It is suggested not to use funds for investment.
    - i. When Tayler went to Umpqua 8/21 for signing Lindsey said FOCB high interest acct was approved and will email Khamille!
  - h. Khamille brought up 20k pts on credit card. Michelle: Khamille can convert the pts to \$
    - i. Heather via email 8/19/24 "...cashed in" our points for \$225, which will be deposited directly into the FOCB checking account."
- 6. Upcoming events/Volunteer Coordinator - Carolyn
  - a. Band BBQ
    - i. Michelle will say a few words
    - ii. Kelly: Alexis has everything for Thursday (plates/napkins, etc...)
    - iii. What to bring list did rotate so people aren't bringing the same thing year after year.
    - iv. Michelle will bring towels from the car wash and Nadine offered to help
  - b. Pep Band - all set
  - c. Play-a-thon - will talk more at next meeting
- 7. Need to add a Parent Info night in the fall for freshman parents, during Playathon (video to play on a loop?) post meeting discussion + via email: Parent info night 9/9/24 at 6:30 and board meeting to follow
  - a. reuse Michelles recording from last year potentially?
  - b. Michelle do a blurb on stage during playathon?
  - c. Dave: Josh is coming back to help at Playathon- !
  - d. Playathon + alumni kids
- 8. Heather and Khamille left 7:42pm
- 9. Pie sales schedule - all set
  - a. 9/27/24 - Playathon (reference date)
  - b. 10/14&15/24 - Order forms passed out to kids
  - c. 10/24&25/24 - Order forms due to Pie Chairperson
  - d. 10/30/24 - Final order made with WVPC
  - e. 11/13/24 - Delivery and distribution/pick up
  - f. Is it possible to get a student balance for last year sales?
    - i. Michelle sent Khamille the student balances. Gary will send out.
  - g. Kimberly will take it on and Michelle will transfer info for WV pies.
- 10. Uniform Fittings -will schedule on a Saturday in the fall
  - a. Michelle: will take measurements at Playathon. Then need to assign uniforms. Then schedule fittings. Suggestion for after school before pep band? Gary will check schedule for a Saturday.
  - b. Need 3 parents for fitting and 1 lead parent

11. Recruiting.

- a. Fundraising
- b. Volunteer coordinator (CC will do this until a replacement is found)
- c. Uniforms - working with Kimberly LeVelle and Anja Stadler (they haven't committed to lead this)
- d. Make announcement at picnic about Sept 9 meeting for people to join. 6 board members are leaving - ! only 4 current people will remain

12. Graduation is June 3, 4:30pm, PSU Pavilion

13. Adjourned: 7:58pm

2024-25 next meetings @ school:

Sept 9

Oct 7

Nov 18

NO Dec

Jan 6

Feb 3

Mar 10

Apr 14

May 5

Jun 2