

Vista Ridge Band Boosters Meeting Minutes
Tuesday, March 8, 2005
6:00PM at the VRHS Band Hall

- I. Fred Maynard, President, called the meeting to order at 6:17PM.
- II. Officers' Reports
 - a. Copies of the February Boosters Meeting Minutes were passed out and members were asked to read them. The minutes were approved with the following changes:
 - i. Section III. a. ii.- Clarification that the 40% the Band earns on each sale would be split with 75% to the students' accounts and 25% to the Boosters.
 - ii. Section VII. c.- Correct TMEA Solo and Ensemble Competition to UIL Solo and Ensemble Competition.
 - b. Bob Will, Treasurer, submitted the following reports:
 - i. Colorado Trip- The anticipated total cost for the trip is \$61,532, with \$59,250 expected in payments. Up to March 8th, \$51,184 has been collected. This figure includes fundraising credits. The total amount currently due is \$5,338. All bills for the trip have been paid, except for one \$20,000 transportation bill. Members can email Bob Will for updated statements. His email address is on the Booster website.
 - ii. Cash on hand as of March 8th in the three Boosters accounts totals \$34,751. From January through March 8th, income totaled \$29,225; expenses totaled \$20,453; with net income of \$8,772. The March UIL contest expenses of approximately \$365 will be subtracted from this amount. From June, 2004, to date, not including Colorado Trip monies, Boosters' income totaled \$66,360; expenses totaled 449,962; with \$16,398 in net profit.
 - iii. Applebee's Night- Applebee's gave Bob Will the coupons with students' names on the back, but with no ticket sale amounts. Currently Bob has no way of knowing the amounts to credit student accounts. Members were asked to check their receipts and contact Bob Will with sale amounts so he can credit student accounts. His email address is on the Boosters website.
 - iv. UIL Contest- Concessions brought in \$1,446 in net receipts, with approximately \$365 in expenses, for a total profit of \$1,081.
 - v. Tom Pickard moved to approve the financial reports as submitted, Ron Shults seconded, and there was unanimous approval.
 - c. Fred Maynard thanked Susan Hradsky for her work on the Winterguard Contest and presented a Boosters thank you letter to her.
- III. Committee Reports
 - a. Robyn Cooper, Fundraising Chair, reported on the following:
 - i. Pizza Kits- Orders will be available for pickup at school on Thursday, March 10th, between 2:30PM and 3:30PM. Thirteen students sold around 100 pizza kits.
 - ii. Spring Fever, Sounds Delicious, and Spirit Card fundraisers have been passed out to students and are due by Friday, March 11th.
 - iii. The Boosters Yard Sale will be May 14th.
 - b. Teresa Muller, Volunteer Coordinator, explained a report that tallies the volunteer hours of all groups. The Band Boosters have done a great job of volunteering and reporting volunteer hours. A half sheet was passed out to record volunteer hours

worked away from school. Teresa Muller explained that any time spent benefiting Vista Ridge should be recorded; including phone calls, meetings, chaperoning in Colorado, and teachers' time when not getting paid. Members can email Teresa Muller, whose email address is on the Band website. The information needed is name, volunteer work being done, and hours volunteered. Teresa Muller and Mr. Christian stressed that keeping track of volunteer hours is not a competition with other Booster groups.

- c. Ron Shults reported for the Finance Committee. The Committee met recently with Bob Will to audit the Band Boosters' financial books. Bob Will is doing an excellent job. The committee had the following suggestions:
 - i. Back-up: An off site back-up of data should be stored with someone other than the Treasurer.
 - ii. Cash handling: The Boosters have a large number of fundraising events, making tracking complex. The Finance Committee recommends that at each event the cash is counted by two people. Each person should record the amount counted, sign, and have his or her signature witnessed by someone not in that person's family. The monies should then be delivered to Bob Will for deposit. This procedure will protect the Boosters and volunteer cashiers. Bob Will reported that he has developed a cash control sheet for use. Depositing funds was discussed. Mr. Christian reported that he has a safe in his office that can be used to secure deposits overnight, so they do not have to be taken home with a volunteer.
- IV. Old Business
- a. Silent Auction- Beverly Lentz recommended Boosters members solicit items for the Golf Tournament Auction from businesses that are frequented. Since no one has volunteered to chair the Silent Auction Committee, the suggestion was put on hold.
 - b. Lock Box- Tom Pickard reported that the lock box has been ordered and will be installed on the wall by the bulletin board next to the workroom. No cash should be turned in to the lock box.
 - c. Susan Hradsky asked that Boosters install shelving for Boosters supplies. Fred Maynard said that could be considered for next year's budget that will be developed soon. Mr. Christian reported that the Budget committee will communicate with the different Boosters' committee chairs to determine needs for next year.
- V. New Business
- a. Colorado Trip Financial Aid- Mr. Christian requested \$1,350 to partially fund four Band students. There was discussion on the criteria used, importance of financial aid, and possible future policies for financial aid. Tom Pickard moved that the \$1,350 in financial aid be approved. Teresa Muller seconded the motion and it was approved with a vote of 13 for and 0 against.
 - b. Policies and Procedures Update Committee- Fred Maynard expressed the need for a committee to do the following:
 - i. Develop a financial aid request form
 - ii. Read the current policies and procedures, then recommend changes needed
 - iii. Develop policies for scholarships

Tom Pickard, Teresa Muller, Susan Hradsky, and Debbie Saller volunteered to be on the committee.

- c. Officer Nominating Committee for 2005/2006- Tom Pickard, Vice President, explained that the bylaws require that he appoint four Boosters members, none of which is currently serving on the Executive Committee, to work with Mr. Christian to identify at least one person for each of Executive Committee positions. The Nominating Committee will bring the slate to the Boosters membership in April. Members should contact Mr. Christian to propose candidates. Current Executive Committee members are eligible to serve.
 - d. Band Banquet Committee- Fred Maynard asked for volunteers to plan the upcoming Band Banquet. Susan Hradsky volunteered to chair the committee. Kathy Ashlock, Janet Garcia, and Mary Ann Fox volunteered to serve on the committee. The date of the banquet is Friday, May 20th.
- VI. Upcoming Events- Fred Maynard announced the following:
- a. Ranger Band Night at Fuddruckers – March 21st
 - b. Pre-UIL Concert, March 24th, at Cedar Park PAC
 - c. UIL Concert Contest, April 5th, at Connally High School
 - d. Spring Band Trip to Colorado- April 7th
- VII. There being no further business, the meeting was adjourned by Fred Maynard at 7:45PM.

Next Boosters meeting will be held on April 12th at 6:00PM in the Band Hall.

Respectfully submitted,

Michele Schweitzer
Band Boosters Secretary

March 10, 2005