

Jacobs Music Boosters Meeting Minutes (2nd Meeting, SY2019-2020)

Date: October 22, 2019

Time: 6:30 pm

Venue: Jacobs Orchestra Room

Attendance:

Nancy Barrett	Lisa Devona	Kevin Kuphal	Dorte Strobel
Dawn Bauman	Shaun Drake	Laura McMahon	Holly Stumpf
Linda Blackman	Terry Foster	Emma Placzkowski	Lisa Turvey
Belinda Cabindol	Anthony Gnutek	Dawn Quast	Christy Boss
Sue Demma	Shannon Holtz	Pedram Soheil	Janet May
Jenny Zucaro			

Proceedings:

I. Call to Order

- Meeting was called to order at 6:35pm by Shaun, 2nd by Kevin

II. Approval of Agenda

- Agenda was approved through motion from Linda, 2nd by Dawn

III. President's Report

- General Overview

Overall, we have good participation in Fundraising events. Dine-and-Share has been a good source of income due to the minimal effort involved in organizing such events. Collection Box during concert events generated good returns as well. By-laws were sent via email which will be voted on during this meeting, 5th order in the agenda.

- Escrow Account

The Executive Board's decision regarding the Escrow account was announced. Through an Executive Board meeting held on October 20th, voting 6-0, the board voted to dissolve the Escrow account and roll over the funds to the General Fund and apply this amount to a line item in the budget to subsidize school trips. The "trip sponsorship" will be a line item in the budget to be elected yearly. This budget can be adjusted every year based on trip needs/number of participants. \$4500 is going to this year's trip sponsorship budget, which is the amount from the escrow.

President explained that having an Escrow is prohibited in a 501(c)(3) organization. Failure to comply may result in substantial fines, loss of 501c3 status, and possibly, dissolution of the organization.

The Escrow has approximately \$4500, of which, ~\$1600-to-\$1700 are from students who have already graduated. Only a handful of currently enrolled students have over \$100 each; the rest have very small, almost insignificant amount.

Historically, students who participate in Fundraising activities receive a portion of their sales into their escrow which they can apply towards the school's music trip. Because this has been a yearly practice, Directors have already informed students that the Fundraising events can be used to augment this school year's trip to NY.

There were concerns and oppositions expressed by several members regarding the board's decision. Among the concerns are: the decision is coming in midstream, announcement was already made, and several students have already invested substantial time and effort to raise money for their trip.

In the end, members agreed with Mr. Foster's suggestion: *Assess the damage, and then decide how we can make it right and fair to everyone.* Linda also suggested that students can raise funds on their own, privately, without relying on Boosters' fundraising events.

President expressed willingness to pay retainer fees for a lawyer/accountant to ensure adherence to 501c3 status.

Anyone interested on information regarding 501(c)(3) organizations may reach out to VP, Linda Blackman.

IV. Treasurer's Report

Proposed 2019-2020 budget was presented to members. P&L statement from Aug 1st thru Oct 22nd was also handed out and discussed. See reports.

V. Votes for Approval

- Budget

Budget approved based on 14 votes in favor; no opposition; 7 abstain

- By-Laws

By-Laws was approved based on 13 votes in favor; no opposition; 8 abstain

VI. Director Reports

- Mr. Foster – Orchestra

Mr. Foster expressed appreciation for the Clinic opportunity for the Chamber Students. Students had a good time; it was a great experience. Vendor for sound proofing will be visiting in order to provide cost estimate. Mr. Foster is looking into the possibility of getting the school to contribute towards its cost.

Communications for Tri-M needs to go thru Mr. Foster.

- Mr. Gnutek– Band

Mr. Gnutek congratulates the band for their performance and ranking in state; Working on closing the books on marching band payments/expenses; Looking into clinic opportunities, participating in ILMEA, and again in ISU. Registration for these will be opening soon and he'll provide update on costs/needed expenses.

- Ms. Parker – Choir

Venue for Madrigals this year will be at the Golf Club of IL. Down payment has been made. Costumes will soon be evaluated for repair/replenishment and will be ordered soon. Fall Choir Concert is Thursday, 10/24; Jazz Fall Concert is Tuesday, 10/29. Chamber ensemble made all-state for next season. Ms. Parker will provide information on fees and needed expenses.

VII. VP Reports

- Sue D. – VP for Orchestra

Collection Box had a good return. Proceeds amounted to ~\$350

- Dawn B. – VP for Band

Attire fittings have been completed. In the future, we'll need a committee and chairperson for Concert Attire. Linda Blackman has offered to be the Chair. We'll

explore the possibility of including the attire payment within PushCoin to avoid PAB having to shoulder unpaid uniforms, which may again violate 501c3.

- Nancy B. –VP for Choir

Work for Madrigals will start moving next week. Ticket sales begin in November at \$30-\$35 pp. Poinsettias will be purchased to decorate the hall and will be offered for sale after the concert. Countryside is the vendor. PAB will put the money upfront. More information will be provided in next meeting.

VIII. Chairperson Reports

- Fundraising – Shaun

Chipotle Dine-&-Share proceeds amounted to ~\$359

Cheesecake is on-going. Deadline for forms is next week, October 28th. Delivery will be on November 7th.

There are quite a few restaurants in the community who have expressed willingness to sponsor a fundraiser. Among them are Jersey Mike's, Lou Malnati, Chili's, Chick-Fil-A. Shaun will follow-up.

Shaun's company is donating **\$2000** to PAB.

- Craft Fair – Laura

Craft Fair is approaching and we need volunteers, especially needed towards the end of the day. Advertising is out. Nicor Gas will be in and will distribute complimentary items. However, this needs to be verified with the school if it is acceptable. Directors need to send another email to entice volunteers. Coffee and donuts will be served. A director needs to come in early. Jazz band will be performing around 10:30am.

Future Considerations: considering an increase in fee from \$55 to \$60; Need to scout for a new Chairperson; Can Directors send out an email to scout for a new lead?

- *Spirit Wear – Sue*

Spirit Wear item menu/options have been made. Directors will send a link to BSN. Link will be live last week of October and open for two weeks. The option to indicate Music group is available and will need to be done at time of purchase.

It was also brought up that, apparently, we do not need to use BSN as a vendor.

IX. Questions

Questions were skipped due to lack of time because of the discussion on the 501(c)(3) status.

X. Adjournment

Meeting was adjourned at 8:15pm through a motion from Linda, 2nd by Nancy.