

Dunlap High School Music & Theater Boosters Meeting

Minutes for May 2, 2018

Attendance:

Board Members present included:

Officers: Brian Jensen, Ken Erdman, Leah Crosman, Michelle Gross

Committee Chairs: Charles M. Webber, Linda Smith, Brenda McFadden, Tim Roberts, Tonya Fant

Director's in attendance: Jill Potts, Jason Shea

Others in attendance: Seth Davis, Jason Flanagan, Mindy Warfield, Jennifer Vandewiele

Call to Order: The regular monthly meeting was called to order by President Brian Jensen at 7:05 pm in the DHS Town Hall.

Secretary's Report: Reviewed the minutes from March meeting; motion to approve made by Charles, seconded by Jason. Motion passed.

Treasurer's Report: Leah reviewed the two Treasurer reports (banking balances and yearly budget) -

Beginning Balance	\$14,593.03
Receipts	379.00
Disbursements	<u>516.50</u>
Ending Balance	<u>\$14,457.53</u>

1. Receipts –
 - a. Chorus concert in April
 - b. Restaurant Fundraiser – still haven't received anything from Hickory River or Buffalo Wild Wings, Leah made calls to each. The question was asked if it's the Treasurer's job was to follow up on the dine-out checks. The group verbalized that it is not part of the Treasurer's role, it is the Fundraising committee's responsibility.
2. Disbursements –
 - a. Brenda pointed out a discrepancy in March's report. A disbursement was noted on the reconciliation but without a dollar amount. It should have been \$350. Leah will correct and ensure the accuracy of the reconciliation and the YTD statement.
 - b. Michelle stated that the YTD statement needs to appropriately reflect the expenses where they were incurred not where the line items were budgeted. Yard signs should be zero as that expense was not paid by Boosters.
 - c. Leah mentioned that she checked the mailbox prior to the meeting and there was a check from Kroger for \$352.
3. Michelle asked why the organization no longer voted to approve the Treasurer's report. Brian stated it was because the financials are reviewed at the end of the year by the auditors and, therefore, it was not needed.
4. Linda asked about there being a line item in the YTD financials for Fine Arts Night as from time to time the paper products or decorations need to be replaced. Leah commented that it comes out of the "Paper Products" line.

Vice President Report:

1. Update on Future Fundraising for Trip Years given the non-profit status of the Boosters
 - a. The special committee reviewed the tax code and engaged with Dunlap CUSD legal counsel and industry experts.
 - b. Conclusion is that Boosters cannot manage individual accounts for students.

Dunlap High School Music & Theater Boosters Meeting

Minutes for May 2, 2018

- c. Boosters can raise funds for the common good of all the groups that are supported but not individuals within those groups.
- d. Boosters can help facilitate that the fundraising, however, there needs to clarity that any trip fundraising is under the name of the DHS group (band, chorus).
- e. As there will be a combination of those fundraising to cover the cost of their trip and those not attending the trip there needs to be a documented process of who the checks are written to and how the money going to individuals versus the Boosters general fund is managed.
- f. A special committee was commissioned to work out the details of this new fundraising process, including how to manage funds raised by students not going on the trip, making sure we are able to continue to pay 1/2 of the chaperone trip expense as we have in the past, and how to manage multiple-year fundraising (and potential overlap between trips). This committee is planned to include the President, Treasurer, Band Directors, and Fundraising Chair.

President Report:

1. Reviewed progress towards goals – With the passing of the new by-laws and completion of the fundraising proposal, all the goals set at the beginning of the year have been met.

Director's &/or Liaison's Reports:

1. Band, Orchestra, Chorus
 - a. Art in the Park – Friday May 4th
 - b. Music Awards – Tuesday May 9th
2. Theater
 - a. Theater Camp – “Cinderella”, 1st week June;
 - b. An email from the Director on set construction help will likely be sent out
 - c. Need to build another platform and looking for 2 – 20” to 24” bicycle wheels for a carriage
3. Special Events
 - a. Senior Dinner – May 9th, waiting for responses from Seniors for a headcount
4. Public Relations – website updated, working on the role transition

New Business/Unfinished Business:

1. By-laws – review the draft, minor changes from what was given out at the April meeting. Tonya made a motion to approve as written, which was seconded by Brenda. Motion passed.
2. 2018-2019 officers – Secretary position still needs to be filled. However, Charles made a motion to approve which was seconded by Linda. Motion passed.
 - a. Officers become effective the last school day, which is 5/24, at which time the bank signatories need to be changed from Brian Jensen (outgoing president) and Leah Crosman (outgoing treasurer) to Ken Erdman (incoming president) and Seth Davis (incoming treasurer). Charles made a motion to update the signatories on that day, which was seconded by Jason. Motion passed.
 - b. The last meeting minutes are needed as confirmation by the Bank.
 - c. 1ST Meeting of the new board members is tentatively scheduled for June 12th at 7pm in the DHS Town Hall. Ken will send out a notification if that changes.
 - d. Meetings for next school year will remain the 2nd Tuesday of the month for next year.

Charles motioned to adjourn the meeting and Tonya seconded. The meeting was adjourned by President Brian Jensen at 8:15 pm.

Respectfully Submitted,
Michelle Gross
Secretary, 2017-2018