Richardson Music Boosters Meeting Minutes

Location: RMS Room 16
Date: Tuesday, February 3, 2026
Time: 7:00 p.m.
Attendance: Myles Watling, Steve Kim, Emily Graves, Ashley Pak, Judy Mintz (scribe), Marie Willett, Ms. Willett

MINUTES

- Call to Order/Welcome
  - Myles called meeting to order 7:09pm
- Approve previous meeting minutes from Board Meeting on 1/6
  - Judy motioned to approve. Ashley second. Motion passes. Minutes approved.
- Finance
  - Current bank balance: $20,117.84
    - Note: An additional $10,000 is in a CD.
    - Myles to check on where the bank account interest is going
  - Past tax issue update
    - Fiscal year 2022-2023
      - Myles and Steve met with accountant.
      - Outstanding tax balance for CA state tax return fiscal year 2022-2023. All other tax returns (federal and state) are up-to-date.
      - Steve has the form but needs to fill in with proper numbers and mail in.
      - Myles to look for 990 from Federal Website to find the numbers. Could potentially use last bank account value from fiscal year 2023 if the federal 990 does not have the correct values.
      - Ms. Willett to look through 2022-2023 documents to see if she can find proper documents from that year.
  - Jack's pizza duplicate check bank update
    - Steve submitted fraud forms to bank. Waiting to hear back.
  - Bills/Deposits
    - Bills:
      - All previous bills have been paid.
      - New bills:
        - Bellflower Music (reeds): $222.54
        - Bellflower Music (monthly bill): $560.00
        - JW Pepper (sheet music for spring concert): $303.50

                - This is only a partial amount because some sheet music is on back order.
            - Need to order more checks (Emily to coordinate with Ms. Willett)
        - Deposits:
            - Paypal transfer of approximately $2000. This includes donations from end of December through January.
            - Donations spreadsheet is up to date.
            - Will deposit the checks from last month with the checks received from students' music donations this month.
                - Cash for deposit from students this month: $4,185
                - Checks for deposit from students this month: $10,301.10
    - Petty cash
        - Plan to keep $300 in petty cash for spring concert.
        - Will deposit all petty cash into bank account at the end of the year.
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- Ms. Willett's Notes to board
    - Deposits and Expenses
        - Provided cash and checks from music donations to Steve for deposit
    - Music donations
        - Most students have made music donations
            - 35 students have not donated anything
            - Total direct donations (i.e. music donations, excluding Knott's and Disneyland trips): $8332.75 (approximately $60 per student)
                - Trending ahead of last year
            - Need to provide receipts for new donations. Ms. Willett to coordinate with Ashely.
- Fundraising
    - Cherrydale Fundraiser update
        - Information should arrive tomorrow. Will send home with students imminently.
    - See's Valentine's fundraiser update
        - Raised $129.75
    - See's Spring fundraiser
        - Will start after Cherrydale end (beginning of March) and end by 3/20
- Upcoming Events for March
    - Sweet Jazz is next week (no Booster responsibilities)
    - SHS Choral Festival is on 3/4 , tentatively at 6:30pm (no Booster responsibilities)
    - SHS Band Festival is on 3/12, at 7-8pm (no Booster responsibilities)
    - Forum Festival/Knott's on 3/21 at Cal State Long Beach
        - 13 chaperones, 3 parents willing to run errands, 3 parent helpers
        - 5 kids cannot attend
        - 4 kids will go to Festival but not Knott's
        - Schedule of performances should be available next week
- Next meeting
    - Board meeting: 3/3/26
        - Need to discuss which instruments should be bought for the following school year
    - Future board meeting dates: 4/14, 5/5, 6/2
- Meeting adjourned at 7:50pm