

Richardson Music Boosters Meeting Minutes



Location: Room 16
Date: Tuesday, June 2, 2026
Time: 7:15 p.m.
Attendance: Myles Watling, Emily Graves, Ms. Willett, Ashley Pak, Steve Kim, Mugdha Chadha, Judy Mintz (scribe)

MINUTES

- Call to Order/Welcome
 - Myles called meeting to order 7:24pm
- Approve previous meeting minutes from Board Meeting on 5/26
 - **Judy motioned to approve board meeting minutes from 5/26. Ashely seconded. Motion passes unanimously. Minutes approved.**
- Finance (Steve)
 - Current bank balance: \$15,925.27
 - This bank balance does not include the following:
 - \$10,000 + interest is in a CD
 - Cash from concert concessions and ticket sales
 - Includes concert concessions and ticket sales, checks that had been provided to Ms. Willett
 - Jack's pizza duplicate check bank update - in process, paperwork resubmitted
 - Bounced donor checks and bank fees
 - Students provided new checks to cover the bounced checks, but did not cover the \$17 bounced check fees.
 - Will absorb bounced check fees
 - Lesson learned: deposit checks for concert payments asap to make sure they clear or get issues resolved quickly
 - Submitted Form CT-TR-1 for fiscal year ending 2023
 - Received note from State of CA indicating this form was missing
 - State of CA - Statement of Information Filing - need to be done by 7/31/26
 - This needs to be filed every 2 years
 - Need to file this summer
 - Get board member addresses from Ms. Willett
 - Steve to circulate draft before submitting
 - Ms. Willett's Notes and requests to board
 - No deposits

- Expenses
 - Rubber chickens and envelopes
 - Bellflower Music
 - Registration for Forum Festival
 - Note: no invoices from bus companies at this time. We may receive one from Disney and/or Armed Forces Day Parade in the future.
 - Discuss bank balance and additional instrument purchases
 - Defer this discussion to August/September to see what instrument needs for the new year are
- Spring Concert Recap
 - Concessions
 - Consider raising prices for higher margin
 - Pizza - consider larger slices sold for \$5
 - Spam musubi - consider selling each half for \$3 (instead of 2 pieces for \$5)
 - King size candy bars - consider selling for more than \$2
 - Cookies didn't sell well in spring, but sold well in winter
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 - Ticket sales
 - Sold more tickets at box office in spring than in winter
 - Cash boxes
 - Need 2 ticket boxes next time (1 for ticket booth, 1 for concessions)
 - Need sheet at both cash boxes for tallying sales
 - Need more cash denominations
 - Would be good for at least one of the boosters to have the phone number for the custodial staff to get tables, etc.
 - Consider having additional backstage adult support
- Fundraising
 - No update
- Upcoming Events for June-August
 - Transition to new board members
 - Back to school registration tables 8/14 (6th grade), 8/17 (7-8th grade)
- Open positions for next year
 - VP
 - Social Media Chair
 - Fundraising Chair
 - Ms. Willett to provide letter for adding/removing board members from bank account
 - Need to add directory access for new board members
- Next meeting:
 - Board meeting - 8/18
 - Draft budget to be presented at this meeting
 - Parent/General meeting - 9/1 @ 7pm
 - Boosters arrive at 6:15pm to setup
 - Zoom board meeting - 9/22
 - Determine best day of the week to hold board meetings
- 2026-2027 Calendar To Date
 - Tues 12/8/26 - Winter Concert
 - Wed 3/3/27 - South Area Band Festival

- Wed. 3/17/27 - South Area Choral Festival
 - Fri. 3/19/27 - Knott's Forum Festival
 - Fri. 4/16/27 (tentative) - Disney CA Adventure (Adv band/Choir)
 - Sat. 5/15/27 - Armed Forces Day Parade
 - Thurs. 5/27/27 - Spring Concert
- Meeting adjourned by Myles at 8:24pm