

TIMB Meeting Agenda
Monday, May 4, 2026, 6:30PM via [Zoom](#)
Meeting ID 883 6900 7060, Passcode 764767

1. Welcome – Kim Vu
 - a. Thank you
 - i. Thank you to everyone for all their support this year starting with MB, Jazz, concerts and all the back office/behind the scenes support!
 - ii. Liza Choi for agreeing to be the MB lead next year. Explain what this means to group.
 - iii. Lily Chen for managing the MB registration with support of Samantha Anderson and Lily Chen
 - iv. Amanda Case for taking on the concert chair position for next year.
 - v. Mark Raymond for helping to take the truck back after the friends at Jazz in the rain and on a Sunday morning.
 - vi. John, Brad, Kristin, Kathy and John's friend for helping to take photos of the seniors last Sunday!
 - vii. Please stick around we have our elections at end of our meeting.
2. Directors' Update – Mr. Case/Mrs. Tav/Mr. Q
3. April Minutes – Rosanne Bravo
4. Budget/Financial Report – Joecy Lusby
 - Presentation of Financials
 - Budget Meeting May 16th - Time and Place? 12:30
5. Marching Band - Liza and Lily
 - a. Marching Band Lead for Next Year - Liza Choi
 - b. Marching Band Registration - Lily Chen
 - C. Summer Mailings - Change to a google form rather than mailing out letters.
 - D. MB Lanyards at the football games
 - E. MB Uniforms - Tiffany
 - Need MB rooster from directors
 - Uniform Organization August 3rd 9-12 pm
 - Uniform fitting
Setup for uniform fitting August 5, 4-6 pm (before all camp meeting)
Uniform fitting returning members 8/6 & 8/7, 4-8 pm
Uniform fitting Returning and New Members 8/10 & 8/11, 4-8 pm
6. Historian – John
 - a. Updates?
 - b. Slideshows
 - C. Directors email out students for baby pictures? Kim can send link.

7. Social Media – Amanda
 - a. Updates?
 - b. Sr. Spotlight Posts. Could directors include this in email with baby pictures?
8. Winter Guard - Samantha Anderson
 - a. JAO Boba sales
 - b. EOY Celebration
9. 2026 Remaining Instrumental Music Concert/Event Dates
Discuss TIMB support needed and responsible parties for each item below.

May

- 5/15 - Jazz at the Oak - All Jazz Ensembles
 - TIMB Leads: Tina, Roseanne, Makikio, and Joecy! Thank you all!!
- 5/16 - Instrumental Music Incoming Auditions
- 5/16 - Instrumental Music End-of-Year Celebration
 - Tina/Patricia - Event Coordinator
 - Senior Pictures - Kathy to print? Kim as picture frames
 - Need List of coaches, custodial staff, theater manager with emails for TIMB thank you from directors. Kim to send out thank yous.
 - Awards - Liza and Lily
 - Engraving - Presented at Concerts
 - Directors provide names week of May 4th
 - Good day & time to stop by and pick up awards?
 - Confirm only for the Gala?
 - Certificate Presented at Concerts
 - Directors provide names by May 13th or one week before each concert.
 - Pins - Order has been placed and they are ready
- May Concerts
 - 5/20 - Instrumental Pops Concert - Concert Band, Symphonic Band, Wind Ensemble
 - 5/21 - Instrumental Pops Concerts - Guitar, Symphonic Strings, Concert Orchestra
 - 5/29 - Pops Gala Concert - Jazz Ensemble I, Wind Symphony, Philharmonic, and Vocal Music
 - Makiko - Volunteer Sign Up (Created) & Programs (Discuss with Directors)

June

- 6/4 – Graduation - Philharmonic and Wind Symphony
 - Truck Confirmed.
 - Discuss how truck is getting to UCI and back to school and to Penske after the event

10. Elections

- Recruiting volunteers and thoughts for next year & the future of TIMB.
- Elections
- Transition of Responsibilities
 - President/Exec VP
 - Review list of items to Transition
 - Treasurer
 - Secretary
 - VP membership

11.

2026-2027 TIMB BOARD MEMBERS			
OFFICERS		COMMITTEE CHAIRS	
President	OPEN	MB Lead	Liza Choi
Exec VP	OPEN	MB Uniforms	Tiffany Do
VP Membership	Rosanne Bravo	MB Food	Xerxes Commissariat
Treasurer	Sharad Gima	MB Stadium Prep	Brian Hill
Secretary	Makiko Tanabe-Kuang	MB Transportation	Mike Anderson,
Financial Secretary	Tina Haymes	Marching Band Registration	Lily Chen Lead (Support Samantha Anderson & Liza Choi)
Historian	John Haymes	Concerts	Amanda Case
Auditor	Joecy Lusby	Awards	Liza Choi
		Spiritwear	Liza Choi
		Social Media	Amanda Case
		Website	Amanda Case
		Events	Patricia Chan, Tina Haymes
		Color Guard/Winter Guard Parent	Samantha Anderson

President/Exec VP Items to Transition

Key Items to Transition - May 2026

- Run meetings, prepare and send out meeting Agendas with meeting link (zoom)
- Financial Approval per bylaws required by president or exec VP for all checks written by Treasurer
- TIMB Gmail Accounts for President and Exec VP & Google Drive
 - Exec VP gets renewal for insurance & mailbox in the fall
 - President email main communication for all items may want to consider having other email for MB etc.
 - Google drive lots of good info. President has access to all folders.
- Mailchimp/Newsletter - emails updated after MB registration and then again after KMA. Need to change CC information currently Kim's cc is in there. Newsletters mailed out periodically. Kim normally prepares the newsletter and then sends to directors for approval. During MB season maybe one the week of a game or event so more frequently and the rest of the year about once a month. Duplicate prior newsletter and make updates.
- Jotform - registration for all items have been through here as can link payment. Need to change CC information currently susan's renews in the summer July or August.
 - Jotform has the ability to replicate the prior version and make updates similar to mailchimp
 - Items in Joform.

- MB Registration - Kim copies over prior year and updates as needed. Done for 2026 Season.
 - Sign up for Banquets - Kim would copy over prior year and update as needed
 - Spirit Wear - Updated as needed
 - KMA - Kathy updates yearly as part of VP Membership
 - Deposits (don't need to change stays the same each year)
- Mail
 - Key to Mailbox in Zion Center (Kathy Ho has key currently)
 - Check mail in 501, school PTA slots and at Zion (Liza has been checking now for MB)
- Website ??

12. **Next Meeting: TBD** (Last year last meeting of school year in May and First Meeting of new school year in August. Sometimes we have had small budget meeting in July with directors and certain board members).

Adjournment!