

# BMA General Board Meeting

Date: 5/28/24

Attendees: Carl Ericson, Ricky Martinez, Sara Garcia, Tom Ostrander, Tida Tanti, Amelia Villarreal, Ben Villarreal, Jen Wheelock, Sabra Diridon, Alicea Emery, Ana Fong, Sujata

- Agenda:
  - Approve last meeting's minutes: 1st motion by Jen Wheelock, 2nd by Sabra
  - Voting for next years board:
    - By-laws: only elected positions are the 4 executive board positions.  
There can be a co-treasurer.
      - Committee appointments for committee chair: Motion to vote for 1st Amelia, 2nd Ben: all nominations approved, no opposition no abstention
        - Fundraiser: Lynn Kan, Sabra Diridon, = Motion to vote for 1st Amelia, 2nd Ben
        - Winter guard: Amelia-
        - Uniforms: Alicea Emery-
        - Field trips Chair: Sara Garcia: Amelia 1st nomination, Jen Wheelock 2nd ,
    - A new nomination the person has to be present in the room
    - Nomination for President: Sara Garcia, & Tom Ostrander
      - Blind Voted in: Tom chosen
    - VP: Ben Villareal for year of 2024=2025
    - Secretary: Stephanie Carlson unanimously voted in for year of 2024-2025
    - Treasurer: Sujata nominated candidate-unanimously voted in for year of 2024-2025
  - Treasurer reports:  
[https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1800328757962521390&th=18fc0d778146bb2e&view=att&disp=inline&realattid=f\\_lwqtw6m0](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1800328757962521390&th=18fc0d778146bb2e&view=att&disp=inline&realattid=f_lwqtw6m0)
    - [https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.2&permmsgid=msg-f:1800328757962521390&th=18fc0d778146bb2e&view=att&disp=inline&realattid=f\\_lwqu2f361](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.2&permmsgid=msg-f:1800328757962521390&th=18fc0d778146bb2e&view=att&disp=inline&realattid=f_lwqu2f361)
    - Motion 1st by Tida, Jen 2nd to ratify the below checks
      - 6132 check has not cleared:
      - 6130 art and wine festival application:
      - 6131-CMEA buses
      - 6133- awards to Ricky
      - 6134- Sara for granola bars
      - 6135 - 6 flags bus expense

- Treasure report approved 1st by Jen W, and 2nd by Amelia
  -
- Director's Report
  - 6 flags trip- 1st place in our division, 1st place for band and orchestra. Worked out to have students return to the park after award ceremony. Possible to get money for fast pass, get an earlier performance time? Have lunch before kids enter park?
  - San Jose Barracuda: asked for school to play the national anthem, and perform beforehand. Need to sell a certain amount of tickets. No date at this time
  - Art and Wine festival performance:
  - 8th grade promotion Thursday, May 30th. Concert attire not required, but something nice. 7th and 8th grade band and advanced orchestra, choir will be with Ricky from 3rd period until end of promotion. 1:30 Pomp and Circumstance., national anthem. Musicians will be in the 1st 2 rows. 7th grader to take their instruments back to the music room.
  - No Choir, due to 2 students interested. Maybe Glee club or Jazz choir after school
  - Mariachi 10-15 signed up
  - Jazz band continuing
  - CMEA, 6 flags trip
  - Stanford Jazz professor reached out to join Stanford Jazz festival for next year.
  - Students can keep instrument over the summer if they want to
  - Looking for further community
- Fundraising:
  - May dining for dollars- panda express- \$177.03, final spring concert \$285 (sweatshirt and water sales)
  - Need more sweatshirts and t-shirts: shirts to be re-designed already in the works
  - Would like to be set a schedule by mid summer to coordinate w/ school schedule. Amelia to help coordinate w/ PTSA
  - Grant opportunities?
  - Company matching
- Website/Tech: Tom staying on. Ricky and Tom designing the new logo
- Uniforms
  - Organized the closet In need of long sleeve shirts and black shoes
- Winterguard: no updates
  - Some students joining tricity over the summer
- Planning over the summer
  - Looking over by-laws
  - Budget
  - Calendar
  - Fundraiser planning

- Music guide/packet: photo consent, email/contact info, fundraising
- BMA drive organized- pertinent files shared with who needs it
- Next Geneal meeting:
  - Location - Music room- need tables
  - Monday, Aug 26th, 2024

### **Executive Board Meeting**

- Date: 4/29/24
- Start time: 7:04 pm
- Meeting type: Executive board meeting
- Attendees: Jen Wheelock, Carl Ericson, Ricky Martinez, Sara Garcia, Julia Graham, Tom Ostrander, Tida Tanti, Annkatherin Chattergee, Amelia Villarreal, Anna Fong, Alicea Emery, Sujata
- Agenda :
  - Approve last meeting's minutes: 1st motion made by Annekathrin and 2nd by Amelia. Accepted, no opposition
  - Updates from our nominating committee re; board positions for next year: Tom will be reaching out to who volunteered to be on the committee in the next week via zoom call.
    - Slate of officers for school year 2024-2025 to be presented at next BMA meeting
    - Elisha Gargiulo interested in VP for the next school year, Lynn Kan interested in helping w/ See's candy next school year
    - Separate meeting to be set to discuss updates to by-laws
  - Treasurer Report:
    - Kettle corn profit \$1235.00 from open house
    - [https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmmsgid=msg-f:1797608170668377705&th=18f2631b6a074669&view=att&disp=inline&realattid=f\\_lvjxehv21](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmmsgid=msg-f:1797608170668377705&th=18f2631b6a074669&view=att&disp=inline&realattid=f_lvjxehv21)
      - Kettle corn profit \$1235.00 from open house pulse \$605 from square purchases for a total of \$1840
      - Jen wheelock 1st motion, 2nd Alicea, passed no opposition to treasures report
      - Need to ratify checks 6126-6128: 1st motion made by Tida, 2nd made by Ameila to approve checks. Approved, no opposition
      - Instrument repair money coming from school site budget
      - Ask school district for money to help w/ cleaning instruments
      - \$75 fee for art and wine festival booth reservation that is due May 31st for September. Money to be used from kettle corn expense general fund

- Need to purchase own square reader/terminal money used from other fundraising expenses line item. ~\$229 to be purchased by the end of the school by Tom.
  - [https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.2&permmmsgid=msg-f:1797608170668377705&th=18f2631b6a074669&view=att&disp=inline&realattid=f\\_lvjxehu50](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.2&permmmsgid=msg-f:1797608170668377705&th=18f2631b6a074669&view=att&disp=inline&realattid=f_lvjxehu50)
- Fundraising update:
  - 174.59 from last dining for dollars. Panda express online only from Panda express.
  - Sell left over t-shirts (\$20) and sweatshirts at final performance. Tom to bring square for purchase of clothing at final concert. Check with Annette about selling water at the final performance
  - Art and wine festival Sept 14-15th
- Director Report from Mr. Martinez:
  - Awards for music ordered to be ready for Thursday, May 2nd at Academic awards night
  - CMEA went really well, score were all Excellent , started listening to judges recordings
  - Finale concert. May 16th, Thursday. Additional awards offered. Foyer open for parents to wait before. Rehearsal before concert starts. Mr Erdman to help with warm up/rehearsal. Need chaperones to help in band room for check in and out, and helping in gym during performances
  - 8th graders/Advanced band and orchestra, choir to perform at promotion ceremony in the beginning. 7th graders to perform at end of ceremony
  - Check out forms for students that want to hold onto their instruments over the summer
  - Auditions for 6th-7th graders for placement for next years music classes
  - Need more seating for parents during the final performance
- SixFlags trip update: 6 flags, arrive at 8:30 am, 8:45 load bhs, leave by 9 am, at the high school 10:30. 11:30 performance advanced band, 12:30 orchestra performs. 5:30 awards ceremony, after ceremony have a little extra time to go on rides, on bus by 8 pm. Concert attire required.
  - Permission slips to go out tomorrow, 4/30.
  - Email from Ricky to parents for payment online using square
- Website: waiting for update for paypal link. Need to submit payments for website fee \$180
- Uniforms:
  - \$15-20 white shirts at goodwill (bought about 7-8).
  - \$500 in budget left, maybe use it for cleaning borrowed shirts
  - Have plenty of black pants and shoes
  - Sara, Jen, Annekathrin to meet on May 13th to go through current inventory

- Winter Guard updates: tri city campover the summer some of the guard kids may need to borrow flags. \$300 left will be used to ensure all equipment is ready for next week.
- Liability insurance for covering tutors during the school day, funds need to be donated to school so they can pay the tutors through the school district

## **Last meeting scheduled for 5/28/24, usually last Monday of May 27th is Memorial day**

Meeting adjourned: 8:41 pm

### **Executive Board Meeting**

- Date: 3/25/24
- Start time: 7:03 pm
- Meeting type: Monthly meeting  
Attendees: Carl Ericson, Sabra Diridon, Jen Wheelock, Anthony, Ricky Martinez, Sara Garica, Julia Graham, Amelia Villarreal, Ben Villarrea, Alicea Emery, Tom Ostrander, Tida Tanti, Sujata, Jessica Rivera
- Agenda: Welcome approval for minutes: Motion made by Amelia Villareal, 2nd by Jen Wheelock. Minutes passed, no opposition
- Kettle Corn/See's/Dining for Dollars: Sabra Diridon
  - April 3rd prep and pop kettle corn- sign up sheet to go out for Open house. Large and small bags (\$10 & \$15)
  - Mod pizza and Habit-April 23rd
  - May 9th Panda Express- online
  - Selling t-shirts (?), water, kettle corn, flowers(?)
- Six flag/field trips/CMEA: Jen Wheelock
  - 15 chaperones that are cleared for 6 flags (need a total of 18): \$38 for chaperones to purchase tickets. Square site to be set up for easy payment
  - Need 5-6 chaperones for CMEA
- Treasures report: Julia Graham & sujata
  - [https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1794447796573240399&th=18e728c37abafc4f&view=att&disp=inline&realattid=f\\_lu62yp5q0](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1794447796573240399&th=18e728c37abafc4f&view=att&disp=inline&realattid=f_lu62yp5q0)
  - Ratify checks #'s 6120, 6123, 6124, & 6125 and cleared: Motion to ratify checks 1st by Jen Wheelock, 2nd by Alicea

- Treasures report Julia made motion to approve report, 2nd by Amelia. All in favor, no opposition
- Insurance coverage: covers general liability, media liability, directors and officers liability, crime/abuse, fire damage total cost \$560 this current policy will cover our equipment (kettle corn equipment) changing from State Farm to Association Insurance Management (AIM) company. Effective march 2024-MARCH 2025  
Motion made by Sujata, 2nd by Carl Ericson All approved, No opposition
- Director Report (Ricky Martinez)
  - Open house: performance schedule: all performances to be announced overhead
    - 6:20-6:30 Advanced band (in amphitheater call time 5:20)
    - 6:40-6:50 Advance orchestra (call time 6 pm amphitheater)
    - 7-7:10 Winter guard (Main gym)
    - 7:20-7:30 Bobcat band (call time 6:45 amphitheater)
    - 7:40-7:50 (Call time 7:15 amphitheater)
    - 7:50 -7:55 (Choir call time 7:40 amphitheater)
  - Dr. Carl Shultz came to talk to Jazz band about san jose Jazzsummer camp at Sam Jose State. Will be sent out to all
  - Have visitors from Japan coming to watch 3rd period band
  - Week of April 8th auditions for Advanced band- Tues/Thursday at lunch and after school. Information went out in google classroom
  - String coordinator at San Jose state for orchestra before CMEA
  - Next years concert dates: Dec 5th, 2024 at 6:30 ; May 15th, 2025. Always on a Thursday
  - Combined concert w/ santa clara High w/ band
  - Awards: trophies to engrave, plaque to be displayed in classroom. Need money to engrave trophies, medals and ribbons for 8th graders for 3rd year music students that they can wear at final concert and at promotion. Recognize the students at the concert but awards be presented at the all the student awards night. Awards line item for engraving of plaques and medals and ribbons (need 3 trophies and plaques need to be engraved). Money to be used from classroom supplies
  - May 2nd all student awards night
  - No Disneyland next year 2025
- Uniforms: Alicea no new changes, Amelia: want to order more long sleeves for students
- Winter Guard: last performance on Saturday, March 23rd. Supplies purchased that we can be used year after year. Approximately 18-20 students. Grades to be a requirement to participate. Santa Clara High did a buddy system.
- Website: Tom
  - Website up and online- similar to Santa Clara high's music booster site
    - Has donation options- square (free version) paid subscription version offers other options- Has embedded calendar, donation management, photo
    - Motion made by Tom for \$180 needed until the end of the year. 2nd by Amelia

- Misc
  - Open Board positions (2024-25)
    - Need a VP which would chair a nominating committee for board officers and managing by-laws. The committee which needs to include 1 teacher, the committee would then share information to create a slate of officers. Tom volunteered to be 2023-2024 VP. 1st motion by Jen Wheelock, 2nd by Amelia for Tom to be VP for school year 2024-2025.
    - Nominating committee for 2024-25 officers: includes: Ben, Tom, Amelia, Stephanie, Alicea Emery, & Ricky
  - [By-laws](#) updates (schedule a separate meeting for this?) needs to be updated and ready to be voted on at the general meeting to be approved by the parents. (1st meeting of the year)
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Minutes: recorded by Stephanie Carlson

Absent: Annkathrin Chatterjee

Adjourned: 8:44 pm

## 2/26 Monthly Meeting

Start time: 7:03 pm

Attendees: Sara Garcia, Carl Erickson, Julia Graham, Amelia Villarreal, Sabra Diridon, Alicea, Tom Ostrader, Tida Tantiutes, Sujata Satapathy

- Min for Jan Meeting reviewed and stand as presented with slight changes.
- Treasurer report from December reviewed 1st :sabra 2nd Amelia Approved
- Treasurer report for february reviewed 1st: tom 2nd Amelia Approved
- Directors report: Ricky sent an email updating purchases (he is not present):
  - I have ordered bows, shoulder rests, endpin stops, cymbals, triangle clip, percussion mallets, trap tables, and other instrument supplies we were badly missing! I am so excited to have many of the materials the students need/should upgrade to!
  - Next Monday is photo day! Students are expected to show up to class wearing their concert attire, classes will happen during their normal music period. All students should have received a physical copy of the order form and one was posted on parentsquare.
  - Advanced orchestra will be performing next Wednesday at SCHS as part of SCHS Spring Concert Series. Students are expected to arrive at 5:45 concert starts at 7! Students will be performing their own pieces as well as perform a piece with both SCHS and Cabrillo Middle!

- CMEA time released: Arrival time to Fremont HS is 1p, performance time is 2:15; we will wrap up with our photos at 5pm. Approx arrival time back to Buchser 6pm
- We have paid and Music in the Parks has received our first payment!
- More info on Open House and Final concert coming soon.
- Disney conversation: I would love to continue exploring the opportunity to perform at Disney. I have reached out to a fellow teacher to see how he plans disneyland for his students. I have never planned such a trip, so I don't even know where to start
- Still want to emphasize that Disneyland is not A FORSURE..... it is a possibility, but we should definitely start looking into how we can make it happen.
- Fundraiser:
  - Sees candy: ready to kick off (this week). Small incentive?
    - It IS possible to track the sales of the candy by class each has their own link.
    - The group decided there will be no incentive for this fundraiser
  - Open House
    - The band will be performing: proposal for Ponsio...play before Open house
      - This frees up parents to watch and kids to go around with parents.
      - Sell Kettle corn? Needs to be popped the day before (April 3) Carl will set up a sign up sheet. Need to confirm with Dan.
    - T-shirt sales? Going to price it out(speculated at \$6 per shirt)...we have \$1000 budgeted
  - Dining for dollars
    - Pizza My Heart: \$300
    - April 23 - Habit and Mod Pizza (add nick the greek?)
    - May 9 - Panda express
  - Spring concert
    - T-shirts (leftovers)
    - Other ideas: flowers?, ~~snacks?~~ (no food in gym), water (with BMA logo)?
  - Online donations
    - Recommendations: keep paypal (w/ link to Buchser site), get a Square account (again with link)
    - Set up by open house/spring concert
- Insurance-
  - Old policy Expires April 10, but we MAY not be covered due to old address on our current policy

- “PTO” \$850 (about \$300 is for the Kettle Korn supplies)
  - “CA nonprofit insurance” - waiting on quote
  - Website
    - Framework set up in the next 2 weeks (March 15th)..site set up by the next meeting?
    - Ask annette to change “booster group” to “Music Booster” (on Buchser site)
  - 6 Flags
    - Need 16-18 chaperones
    - Currently have 9 cleared, 5 need fingerprint, 2 awaiting paperwork, 7 not responded (following up)
    - Mid April is when we need \$
    - Asking Ricky to send out a reminder for donations
  - Board positions
    - Send communications out to 5th grade parents?
    - Need:
      - VP
      - Co-treasuer
      - Another fundraiser chair?
  - Disney
    - Grant to the city of Santa Clara? Santa Clara Schools Foundation?
  - Next meeting : March 25
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### **Executive Board Meeting**

- Date: 1/29/24
- Start time: 7:03 pm
- Attendees: Sara Garcia, Ricky Martinez, Carl Ericson, Julia Graham, Amelia Villarreal, Ben Villarreal, Sabra Diridon, Alicea, Tom Ostrader, Tida Tanti
- minutes reviewed from 11/27/23: Carl Ericson 1st, Julia 2nd, no opposition, approved.
- Agenda: Approve minutes from last meeting
  - Update from Director:
    - Leaving basketball game at SCU off the calendar for this year
    - School Open house performance: Band in the quad and Winter guard to perform at open house in quad

- Spring concert will be moved to early April date TBD
- CMEA dates: April 27th, no time yet, buses are reserved
- Six Flags: performance time 11:20 symphonic band, 12:30 orchestra at American Canyon high school. Leave by 9 am. Awards ceremony time TBD. Will plan to stay until closing 9 pm.
- March 6th: advanced: orchestra to play at Santa Clara high school with Cabrillo and SCHS
- Band/Orchestra will be performing at 8th grade promotion. Promotion will be held at Buchser. Kids to learn pomp and circumstance and national anthem. 8th graders will be performing at the promotion.
- Treasurer report:
  - 1st motion Sabra, 2nd \*\*\* all in favor no oppositions
  - [https://drive.google.com/file/d/1BRqLsM8k4gfOT86RyWLiZH\\_MqK6To3Aw/view?usp=sharing](https://drive.google.com/file/d/1BRqLsM8k4gfOT86RyWLiZH_MqK6To3Aw/view?usp=sharing)
- Budget (review & vote on proposed adjustments)
  - Concert concessions: we made \$500 selling t-shirts and donations at winter concert. April 4th open house concert to sell at open house (kettle corn, t-shirts), end of the school year/spring concert (t-shirts).
  - Parent donations/Performance trips: 6 flags trip- 43 of the 59 said they could help donate money less than half have paid. Estimated \$4700 for the cost of the trip, deadline for 1st payment due Feb 18 (\$200), final payment due 4/18/24. Buses cost
  - Other fundraising expenses: replenishing t-shirt supply: **Sara proposing motion to spend \$1000 for t-shirts - Tom 1st motion, Amelia 2nd, no questions or opposition**
  - Kettle corn: \$700 already budgeted for additional purchases for open house. Daniel to check supplies
  - CMEA festival: no other fees outside of the festival fees (already paid), buses need to be covered
  - Extra \$800 as a buffer
  - Music Class needs (budgeted \$20,000): instrument accessories (mouth peice); classroom supply/material: reeds (alto sax specifically), no strings to replace violins, end pin anchors high needs. Instruments (\$15,000): trumpets, trombones, digital keyboard, bases  $\frac{3}{4}$  and  $\frac{1}{2}$  size, can wait until the end of the year to review. **Sara request to make a motion to increase instrument accessories to \$5500, Julia 1st, 2nd Sabra, no opposition, motion passed.**

- Winter Guard: Athena unable to attend, Amelia presenting on her behalf. 20 kids joined budged for \$1500, kids are performing 2x at Oakgrove and Fremont High school. Budget needs to be increased to accommodate the current participation. New proposals to increased budge by \$1700 start the program: 1st my Amelia and 2nd by Carl, no opposition, motion passed
  - Other performance trips originally at \$7000. **Tom made a motion to increase festival fees to \$8000, 2nd Amelia. No opposition motion passed.**
  - Bus expenses: **Sara request for a motion to increase expenses to \$3600, Tom 1st motion, 2nd Ben - no opposition, motion passed**
- Fundraising for rest of year:
  - Dining for Dollars: 2 dates for in person and 1 virtual. Sabra working w/ Annette. Dates set in the school calendar while waiting for the restaurant's response regarding availability
    - Feb 15th for Pizza my Heart in person
    - April 22nd Chipotle and/or Habit and/or Nick the Greek in person
    - May 9th virtual fundraiser w/ Panda Express
  - See's Candy: 1 more in the spring, profits to go to general fund. May want wording changed for next year to allow for more flexible spending in the future.
  - Kettle corn sale at Open house in April 4th
- Acting president: Sara Garcia
- President- Carl Ericson stepping down. Motion made by Tom to make Sara President, 2nd made by Julia Graham.
- Motion made to make only President, Sara Garcia, Sujata Satapathy and Julia Graham added to the bank accounts and as check signers and Carl Ericson to be removed as a bank signer, 1st motion made by Stephanie Carlson, 2nd made by Sabra Diridon, no opposition, Approved by all attendees and motion passed.
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Minutes:

[https://docs.google.com/presentation/d/1wKF6skAg\\_xR-8MYIcpl8GuBYhOH\\_2iOeXtDB4n\\_BJaU/edit?usp=sharing](https://docs.google.com/presentation/d/1wKF6skAg_xR-8MYIcpl8GuBYhOH_2iOeXtDB4n_BJaU/edit?usp=sharing)

### **Executive board meeting**

- Date: 11/27/23
- Start time: 7:02 pm
- Web chair/Social Media: Tom Ostrander

- Attendees: Carl Ericson, Ricky Martinez, Alicea, Jen Wheelock, Julia Graham, Sujata, Sara, Amelia, Stephanie Carlson, Annekatherin, Sabra Diridon, Klara, Ana Fong
- minutes reviewed from 10/30/23: Carl Ericson 1st, Jen Wheelock 2nd, no opposition, approved.

### Meeting Minutes:

- Presidents report (Mr. Martinez):
  - Arupe program tutor through SCU as volunteers, should start in January
  - \$100 donation asked for 6 flags, May time TBD: need 16 adult chaperones (volunteer packets and fingerprinting required through the district). Deadline for forms to be turned in is Dec 1st for interest.
  - Oct/halloween performance went well and was successful
  - Winter concert is Thursday, Dec 7th- more info to come
  - Uniform info to be sent home with the kids this week. May include a link on where to buy clothes
  - Week before school gets out Ricky at a midwest orchestra/band conf
  - possible mini performances to be performed in individual classrooms
  - possibility to play at a SCU basketball game: national anthem, and then a half time performance (pop tune)
  - CMEA at Fremont High school: April 27th only 7 & 8th graders (might recruit some 6th graders). Need chaperones approx 8.
  - table in front of gym during winter concert for email signup and donation jar.
  - **Expenses: motion made by Sara Garcia to purchase not to exceed \$250 for prize for See's candy fundraiser 2nd by Carl Ericson, approved no opposition.**
  - **Adjust See's candy amount to raise to \$1500 w/ Mr. Martinez to encourage student participation and earn a donut reward.**
- **Treasure's report (Julia Graham)**
  - [https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1783768011304874780&th=18c1378e3388331c&view=att&disp=inline&realattid=f\\_lphn2ihh0s](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1783768011304874780&th=18c1378e3388331c&view=att&disp=inline&realattid=f_lphn2ihh0s)
  - Need to look at budget to figure out spending down- instruments, tutors, festivals, transportation, etc
- Fundraising: More brainstorming for different fundraisers.
- Field trip Coordinator
  - Disneyland

- Need to start planning for Disneyland in Jan. 2024. Jen Wheelock needs support (need Disneyland committee) Sara to reach out to Lisa Sherby and look at google drive w/ Disneyland files.
- Winter guard starting in January- Amelia
- Proposal to have a google group for the board members to improve communication among board members.

Next meeting: Dec 18th, 2023

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### **Executive board meeting**

- Date: 10/30/23
- Start time: 7:03 pm
- Attendees: Carl Ericson, Jen Wheelock, Julia Graham, Amelia Villarreal, Alicea Emery, Sabra Diridon, Sujata
- Agenda:
  - Approve minutes from last meeting
  - directors report and upcoming things
  - treasurer's report (attached below)
  - board positions still open
- Lunchtime concert during 6th grade and 7/8th grade Halloween lunch, 10/31/23
- Kettle corn for tree lighting ?
- 6 Flags concert for 2024 for intermediate and advanced band
- Disneyland trip for 2025
- Board positions: Sabra Diridon fundraising board position, Sujata for Treasurer and Insurance board member
- See's Candy fundraiser: Stephanie to meet w/ Sara and Sabra next week to start of the week of Nov 15th ending on Nov 29th- with a pizza party to #1 student sales to encourage student participation
- Treasure report: see link  
[https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1781155644348348112&th=18b7ef9f1f10b6d0&view=att&disp=inline&realattid=f\\_locfo1hv0](https://mail.google.com/mail/u/0?ui=2&ik=9b5785cac5&attid=0.1&permmsgid=msg-f:1781155644348348112&th=18b7ef9f1f10b6d0&view=att&disp=inline&realattid=f_locfo1hv0)  
 Tax paperwork will be ready for signature and submission on 11/15/23
- Sujata working on insurance for band equipment
- Tutors: looking into getting them back once

- Minutes: Julia Graham 1st, Jen Wheelock 2nd, no opposition for meeting minutes for 10/2/23
- Extra opportunities to play w/ other youth musicians in December listed in recent email from Mr. Martinez, sent on Oct 23 through parent square, not a Bucsher sponsored event.
- End time: 7:28 pm

### **Executive board meeting**

Date: Oct 12th, 2023

Treasurer found: Sujata

Insurance: Sujata

Website: Tom Ormiston- all

Fundraising: still needed

Uniforms: Alicea Emery

Website: filled, need name

- ☐ By laws: in BMA drive and sent out by Carl.
  - need to update meeting times from Tuesday to Mondays
  - Electing into board positions: voting process for multiple candidates, or just agree upon a single candidate
  - 3 general meetings per year- Oct, Jan, May: need to have 10 people to approve budget
- ☐ Getting people interested in joining BMA
  - joining concert w/ feeder elementary schools (ask Ricky if this is possible)
  - Improved communication
  - Invite 5th grade classes to spring concert
  - Distribution email list to be sent to Sara from Carl
- Need to share BMA drive
- Fundraisers: See's candy, donations vs dues, Kettle Corn. Talk to Ricky about creating a competition between classes to increase participation and sales of See's Candy.
- Need to have a goal for fundraising w/ items in mind: competitions/performance trips, instruments, tutors

Date: Oct 2, 2023 (delayed by 1 week)

- Meeting type: board meeting
- Start time: 7:03 pm
- Board members present: Carl Ericson, Stephanie Carlson, Ricky Martinez, Julia Graham, Sara Garcia, Annkatherin **\*\*\***, Amelia Villarreal
- Agenda:

- Approve minutes from last meeting
- directors report
- treasures report
- Kettle corn wrap up
- board positions open
- this years budget (link below)

■  BMA Treasurer's Reports (10.2.23).pdf

- Minutes:
  - Minutes from Aug 28, 2023 accepted, motioned by Carl, no opposition
  - Directors report
    - CMEA signed up 1st 4/27 at Fremont High school 9-5 pm, 5/4 Milpitas High School from 8- 4pm choice for Saturdays, 3rd choice 4/26 which is a Friday at Fremont High School 4 pm-8 pm
    - 6 flags (music festival, perform at a local high school then get to go to park and receive awards at the park), 5/11 (mothers day weekend) or 5/18-dates sent to annette to check on transportation. Back up plan bring judicators here to get feedback and in a clinic setting (this would not have any date constraints). For Advanced band and orchestra, possibly intermediate band? 1 free chaperone ticket per 25 students. Need parent volunteers (11:1 ratio)
    - Band parent: Scott- music dept chair at Santa Clara Univ to build a partnership w/ the University. Tour of the campus, observe a college rehearsal and attend a performance. Or they could come to Buschser. Music classes offered to students who major in other areas (ie engineering major who has always played an instrument). Could send students over to act as coaches during the day. In the far future performance together

- 4 students attended middle school night at SCHS
- Halloween music ordered to allow for student to perform the week of halloween at lunch time
- Weekly messenger to be sent out by Ricky to parents/students, probably on Mondays.
- All -states: audition for it from all over California. Material submitted to Ricky and he submits. If they get selected that go to All-state conf in Sac where they perform w/ students from all over California.
- 
- Treasure's report:
- Kettle Corn wrap up:
  - Net : \$6,914.09 profit, expenses \$2147.46
  - Do we have an extra square-needs to be attached to Pay Pal or goes directly to bank account. Check w/ Tom. WE should be registered with pal Pal as a non profit
  - Credit card vs Venmo vs square w/ Pay Pal
  - Oil cost went up, sugar cost not as much
  - Need to purchase pen to mark bills to detect counterfeit money
  - Purchased 9 bags, approx 3-4 left. Maybe purchase 7 next year
  - Volunteers were great!
  - Setup faster which allowed for popping to start sooner. Amount popped the night before was enough so not as much popping during the day

Goal for kettle corn sales before tree lighting: Get square setup before tree lighting, Dec 1st, get non profit for Pay Pal (name on account need to be switched over)

#### Board positions:

- Co-treasurer this year to shadow current officer
- Co- president: this year to shadow current officer
- VP: Sara Garcia
- Field trips committee Chair: Jen Wheelock
- Disneyland coordinator. ?
- Fundraiser committee?
  - See's candy
  - Dining for dollars
- Insurance: ? state farm currently: need
- Uniforms: Alicea Emery to shadow Annkatherin
- Website: we no longer have control of the website, annette has control of this content. If we were to have our own then we would need to have someone in charge. Can be done on google sites.
- Current positions filled: President (last year), Uniform (last year), Secretary, Kettle Corn
- This years budget: goal is to know how much money we need to do the activities for the year. Needs to be re-established. July 2023-June 2024

-  BMA Treasurer's Reports (10.2.23).pdf
- How much do we want to keep in our accounts and how much do we want to spend this year? Need to check w/ by-laws.
- Adjustments for performance trips of the number of students need to be reduced because only advanced band included on the the planned trips from 150 to ?
- Ricky still has some donation checks in his room to be given to Julia.
- Draft of this years budget approved July 2023-June 2024, to be amended as needed. No opposition.
- Can other board members have access to the BMA google drive?
- Tutors: needs to be fingerprinted and be cleared by the district, need to have liability insurance through BMA
- Next meeting: Oct 30, 2023
- Time adjourned: 8:27 pm

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Date: August 28, 2023

Start time: 7:04 pm

- Meeting type: board meeting
- Board members present: Carl Ericson, Stephanie Carlson, Ricky Martinez, Annkartherin Chatterjee, Jennifer Wheelock, Julia Graham plus an additional 27 parents

Agenda:

- Welcome and Agenda:
  - Open board positions: VP,
- Directors Introduction and report
- Treasure's Report: Beginning of year purchases
- Santa Clara Art and Wine Festival and Kettle Corn
- Color Guard
- Overview of the Year

Minutes:

- **Directors Introduction and report:** Ricky Martinez introduction, from Evergreen school district
  - 6th graders checking out instruments
  - Inventory of instruments
  - Plan for 6 flags music performance, no Disneyland this year
  - Plan for CMEA music festival
  - Jazz band on Tues/Thur 7:35-8:30 am- starting again- open to all, no audition necessary. Ok to try a secondary instrument
  - Parent square easies for announcements, hard for Mr. Martinez to receive messages, please email directly, will try to reply within 1 day except for on weekends.

- **Proposal** to change by-laws for meeting time to Mondays at 7 pm- motion passed unanimously
- **Proposal** to release of money for Mr. Martinez-\$300 from treasurer for classroom supplies. Motion passed unanimously
- Email BMAboosters@gmail.com
- **Treasures report:**
  - [Link to report here](#)
  - Moved money to savings because interest rates are high so we are able to make more money
  - A lot of expenses last year: CMEA, instruments
  - Donation request from families, ask to see if companies can match donation
- **Fundraiser help/chair:** Sara Garcia, Alison Boyd (maybe)?
- **Art and Wine Festival 9/16-9/17/23: WE NEED VOLUNTEERS!**
  - Sign up sheet to be sent out later this week for volunteers: please include email and phone number
    - Volunteers needed for making kettle corn (poppers adult only), scoopers (students, supervised by 1 adult) to put the popcorn in bags, front of house management (students/adults) for selling popcorn, & cleanup. People handling food cannot handle money
    - Prep to make popcorn and setup on Friday at 3 pm-7 pm. Dan to hook up trailer to trunk and drive to Central park, set up at Central Popcorn.
  - Saturday after closing keeping popping for the next day
  - On Sunday no more popping corn after 4 pm
  - Supplies needed: Propane, bags, kernels, oil, sugar, salt
  - High school students can volunteer to earn volunteer hours
  - Cash only, no ATM on premise. We have a paypal account w/ a QR code, can get pay pal reader per TOM (lightening jack, vs earphone reader), can link it at the time
  - Need list of amount of items and where to buy it for Dan Carlson
  - Location on basketball courts behind the community center, in Kid Kingdom
  - No parking pass available for volunteers
  - Expecting it to be a very busy weekend with good weather
- **Winter Guard:** BMA supports glee club, colorguard anything relate music and performance
  - Winterguard is coming back
  - Winter guard- only flags, requesting closet to have silk flags stored in, recent flags have been ruined with students bringing them back and forth to school
  - It is an after school program (similar to a club)
  - Practice is 2 days/week right after school days TBD

- Tryouts are in December, season starts Jan-April
- Santa Clara High School color guard to come after school for a demonstration.
- **Overview of the upcoming year:** all dates will be updated in google calendar
  - At least 1 Field trip to 6 flags- perform and get rated, has judging and awards. For advance/intermediate band is 7/8th grade only, 4/20/24? currently waitlisted, there are other dates to choose from
  - Winter concert- 12/7 (could change) tentative
  - Music pictures on March 4th
  - Spring concert scheduled for night of open house. Has to be scheduled on a Thursday, may not be able to be rescheduled this year (other dates conflict w/ board meetings and school sport events)
  - Music concerts- occur in the gym, used to be in the cafeteria however its too small. Acoustic shell made by Wanger that could help w/ acoustics, cost? where do we store them. Peterson has purchased one. Want to make the audience say wow, can lighting be added?
  - An idea being considered with honor band: between Peterson, Cabrillo, Buschser, Huerta
  - Combined Santa Clara High school events
    - Sept 29th- middle school band night at the football game for 8th graders
    - Band combined concert: rotating between orchestra and band for 7/8th graders. This year will be orchestra
    - April 27th: mini band camp for 8th graders
  - Any events for 6th graders? Tentative, Mr. Martinez still getting to know the class
  - Uniforms: Long sleeve, black pants, long black tie, black socks and black dress shoes. should be purchased by December (before winter concert). Previously had t-shirts for informal performances (Annkatherin to go through current uniform stock)
  - Suggestion to have a committee to assist w/ all the different positions (ie, Treasurer, fundraising, field trips).
  - Send out a sheet to have parents volunteer for the open board positions.

Meeting adjourned at 8:05 pm

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- Date:
  - Meeting type:
  - Agenda:
  -

Minutes:

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Date: August 14th 2023

Meeting type: 1st Board Meeting

Agenda:

- A&W planning/prep
- getting a parent list for volunteers
- 2023-24 band calendar (website)

Minutes

- Calendar embedded in website to be able to reference easily and update (website: <https://buchser.santaclarausd.org/community/booster-groups>)
- Get the list of all the parents in band from Annette to send email out regarding Art & Wine signup
- Art & wine festival: Kettle Corn
  - More people needed to help make popcorn ahead of time
  - Sign needed to for end time of popcorn for festival goers
  - Price: \$10 small bag & \$15 large bag
  - Start making popcorn on Friday, Sept 15th, setup 3-6 pm
  - Plywood on ground to help
  - Able to drop off by kettle corn calderon on Friday
  - Rented 1 food booth- price has gone up for rental to \$400
  - Bring own garbage can w/ lids and liners
  - Need a check for \$514= 400 for booth and 114 for permit- Julia has check ready
  - Need to take inventory of supplies- code 1111
- Directors report:
  - No Disneyland this year
  - 6 flags in Vallejo date for 6 flags is 4/20 cost TBD for 7th & 8th grade
  - CMEA no dates, cost yet or concert
  - Play 1 group at open house not to do the Spring concert
  - Winter concert 12/7
  - Spring concert 4/4?
  - Jazz band before school 7:30-8:15 am, bring back black jackets and polo for Jazz band, they can perform at art and wine festival. Performance ensemble
  - Mariachi class- possibly funded by district
  - Mini band camp at Santa Clara high
  - Combined SCHS concert this year is orchestra, to alternate every other year w/ band
  - Uniform: changing from short to long sleeve white shirts
  - Coaches for the students: to be added back to the budget
  - Suggested donation per student is \$50- line item in the budget
- Field coordinator- Jen Wheelock
- Need a VP
- Fundraising: See's Candy, other ideas?

- Meetings: are in the by-laws for Tuesdays. Want to vote on by-law regarding Last tuesday of the month to change the meetings to the last Monday of the month or for the language to state that the meeting will be held 1x/month
  - Next meeting 8/28-general BMA meeting at 7 pm in room C-5

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Date:

Meeting type:

Agenda:

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Minutes:

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