

Wolf-Tones Boosters Meeting Minutes

Tuesday, September 3rd 2024 7pm - Band Room/Google Meetings

Attendance:

Brant Nishida - Program Director / Marching Band Chief
Dave Ikeda - President
Hina Ansani - Vice President
Jaime Batiz - Marching Band and Color Guard Coordinator
Trisa Kent - Member at Large
Matt Goff - Treasurer
Joyce Roe - Marching Band Uniform Coordinator
Divya Bhamidipati - Student Representative
Christine Lew - **Financial Auditor**
Erika Burleson - Secretary

I. Introductory Board Business:

- 1) Prior month (May 2024) meetings minutes approved by board.
- 2) New Board Secretary (Erika Burleson) approved and sworn in.
- 3) Discussion of budget (~\$200) for Sept 19 after school student social organized by student representative (Divya Bhamidipati). Board approval not needed for amounts under \$500.

II. Music Program Director's Report (Mr Nishida):

- 1) Prop 28 funding likely to be granted: \$25,000 for instrumental music program to support coaches and staff support, but only for instructional activities.
- 2) Drumline support: would be paid for out of Prop 28 funding, but if there is an issue with the Prop 28 funding Wolf-tones will need to support.
- 3) Colorguard support: plan is in the works to identify an instructor.
- 4) Wolf-tones support will be needed for any ad-hoc clinics.
 - a) Expenditure for upcoming Jazz band consultant (\$200 fee) will need to be approved.
- 5) PTSA grant process will likely be open for applications soon. If granted, funding would come through in second semester which would help with funding plans for next school year.
- 6) Issue with theater department's musical production support was discussed: \$1,500 will be transferred from theater budget to Wolf-tones budget. Safeguards are in place moving forward to avoid future issues.

IV. Treasurer (Matt Goff) - see attached link for approved budget and monthly financials:

(https://drive.google.com/drive/folders/1JFJUj2teOHmjws1_EcYm35enOkr4e9FM)

- 1) President reviewed monthly financial statements
- 2) Budget approved

- 3) Donations: fell 10% shorter than the typical donation level from families at the start of the school year.
- 4) Mr. Nishida will pursue opportunities to request donations at future dates.
- 5) Notable expenses: CPA preparation \$1200 (same expense as the prior year), Taco night expenses, student scholarship

V. Financial Audit (Christine Lew):

- 1) Review focused on looking for 2 signatures for expenditures, should be the Treasurer and a Co-President. Checks all had paperwork backup in the binder.
- 2) Support for suggestions for Improvement focused on implementing additional signature controls. 1) requiring two signatures on all checks and 2) the President (or VP) doing a monthly review of checks with the Treasurer.

VI. Ski Swap (Hina Ansani):

- 1) Signup genius sent out for volunteers. Marching Band will be required to work the Ski Swap so not as many slots for other students to fill.
- 2) Discussion on how best to take payments; Treasurer suggesting to seek continuity in payment platform (right now it is Square which is then transferred to Wolf-tones). Should a method be established directly with the bank?
- 3) Decision to keep advertising as cashless but be able to take cash as needed for entrance fee.
- 4) Ski Swap Banner: needs to be put out the Friday before the event.
- 5) Add to next month agenda - Wolf-tone service Award

VII. New Business:

- 1) Pancake breakfast (9/28): working through cooking options due to electrical issues last time. Discussion of \$5 for adults and kids 18 and under free. Dave will send out signup genius shortly.
- 2) Marching band uniforms (Joyce Roe): discussion of options for updating uniforms to “modernize” the look of the football uniforms. A parent-led committee may need to be formed to take on the project of determining the best options for football uniforms and necessary budget planning.
- 3) Increasing enrollment (Jaime Batiz): Discussion of ideas to increasing enrollment for instrumental music and marching band. Need appeals to happen early in the year before 8th graders make course selection but can also focus on Area Band Festival in March. Jamie will follow up with a request from a Charlotte Wood parent on establishing a parent boosters organization to help reestablish instrumental music at the school. Other ideas of increasing outreach/enrollment?
- 4) Google workspace for nonprofits: Discussion of pursuing this as an option for Wolf-tones files
- 5) Booster meeting schedule: plan to keep it as first Tuesday of each month at 7:00 pm.

Please contact us via email with any questions at wolftonescomm@gmail.com

Next meetings:

Tuesday October 1st, 7:00 PM

Minutes prepared by Erika Burleson

Meeting called to order at 7:00 pm and adjourned at 8:54 pm by Dave Ikeda