 Garner Band Booster Board Meeting

Second Meeting 2020-2021 Season

Tuesday August 18, 2020 7:00p.m. Zoom Call

Attendance:

Patrick Shipp Director of Bands

Amy Grady President

Tommy Watson 1st Vice President

Betsy Moll 2nd Vice President

Amy Jacobs Treasurer

Kristen Burkoski Secretary

Order Of Business

(Agenda sent out by President via e-mail approved by all)

Welcome

Attendance/Minutes

Financial & Legal- Amy Jacobs

* Debit Cards- some received
* Getting Current with paperwork

Fundraising & Volunteers- Betsy Moll

* Amazon Smile
* Grocery Stores
* “Go Fund Me” type

Communications- Kristen Burkoski

* Social Media Update

Operations- Tommy Watson

* Prototype Newsletter

Director’s Corner- Patrick Shipp

* Follow up- Process for when Director receives direct payment from Students/Parents

New Items/Misc. - Amy Grady

* Gmail
* Bylaws
* Charms- rollover issues unresolved; board should have access

Open Discussion-

WELCOME:

Meeting opens approximately 7:06p.m., wellness wishes to all, and especially checking in on Director’s first few days of new school year. Quick discussion of Director’s change of class schedule by school. A few students missing on his roster and a few double ups.

ATTENDANCE/MINUTES:

Quick roll call, President asks if everyone received/reviewed the minutes from the last meeting and asks for a motion to approve. Treasure makes a **MOTION** of approval and 2nd VP seconds the motion. Secretary asks if everyone is okay with the format, all approve.

FINANCIAL & LEGAL:

Treasurer would like to discuss the option of getting QuickBooks over using our current format, Charms. Currently Charms is still not fixed/updated. Charms is ok to use for other purposes, but move our Financial Portion to something more convenient and time friendly. The proposed QuickBooks would be an additional budget fee to the band of $260 the first year, $300. every year after that. It is a pay “Month to Month” of $25.00, first 3 months are discounted 50% to $12.50. Treasurer needs to enter data into a few different places with Charms. The only benefit with Charms over QuickBooks is the Student/Parent access to their immediate ledger balance. Treasurer said that with QuickBooks a PDF file could be moved over to charms or sent out to individual families giving them an accurate update to their current balance, monthly, quarterly or even upon request. President asks “does QuickBooks require a contract and what about our member payment portion on Charms”? Treasurer: “It is not a contract, it is a Month to Month payment” and “yes” we can accept Payments into QuickBooks, but families would be listed as clients and they wouldn’t be able to use it for viewing. Treasurer: payment portion on Charms can still be open, it is truly the bookkeeping portion that they would like to get better under control. It was expressed that the last 3 years of the bands income “could” be taxed since we have lost our non-profit status. Part of our reason for losing our status was from not filing our taxes properly. That by moving the Bookkeeping portion would allow a more efficient way to present and preserve our data for future Accountants. Secretary asks “how much is Charms and would we need to keep it, what would its purpose still be”? The line item in the budget for Charms is $360. Having both items would be a $660. future budget item. President: Charms is used as an interface with the students/parents with calendar of events, sign up boards and again individual account bookkeeping. Possible options discussed by all for not using Charms were SignUpGenius for volunteer scheduling, since we use and pay for a webpage, setting up a calendar and even moving our Square payment link to the webpage. Most of our items we use could be set up on our webpage. President’s question “Director, do you know what other bands are using, do they use Charms”? Director “Sanderson H.S. and Apex H.S. do not use Charms”. Director also recommends we look at Apex H.S. webpage for ways ours could be used to collect funds, calendar, and fundraiser links instead of Charms. **ACTION ITEMS** President will look up fees involved with using SignUpGenius, Square Payment options. Secretary will email password used for SignUpGenius to President. All Board members to think over the request to move to QuickBooks and either keeping Charms or using other options.

All Board members have reached out to the bank for their Debit Cards. All but 1st VP and Secretary are in.

Official updated paperwork has been filed with Secretary of State, done online since most workers are on “at home” schedule. Fee for filing, $7.00

FUNDRAISING & VOLUNTEERS:

To set up “AmazonSmile” you have to fill out an online form and attach a copy of voided check. When qualified purchase is made the donations earned get deposited straight to our account. Only Food Store that still offers the ability to earn funds is Harris Teeter. A form was picked up will be filled out and dropped back off to the store. “WeFund4U” is set up online, would need the tax ID # of our organization to set it up. Treasurer “is this set up forever”? 2nd VP “need to look that up”. **ACTION ITEM** more research with WeFund4U. Instead of meeting up Treasurer will scan a voided check and email it to 2nd VP to use for the different forms. 2nd VP to hold onto and use copy for any other upcoming fundraising options. Open board discussion about Fundraisers and the different options will be distributed and listed on all newsletters and webpage for everyone to see and use.

An e-mail was received from NC State about the future of games being played this season. Safe social distancing and health sanitizing options are still being looked into if fans can be allowed at all? The safety of handling food and how it can be sold is still an issue. The first Home game is scheduled September 19th 2020. Board: we will wait on putting a schedule out to parents until we know more from NC State.

COMMUNICATION:

Secretary was unable to get the password for Twitter **GARNER BANDS** **@gmhsbands**, so sent a request for it to be reset. Found out that the email listed for the account is: [gmhsbanddirector@gmail.com](mailto:gmhsbanddirector@gmail.com) then had the password reset. **ACTION ITEM** email the Director the new password. Discussion about who should have access to this account, as it is the voice of the band and the potential Social Media hazards to whom runs it. Director said he would not offer this account to a student and President agreed. Instagram **garner.bands** was told to have been passed down to Juliet Stone, however no contact has been made by student after message was left for her with mother. While on Zoom it was searched that the band does have 2 Instagram’s, but the reset password for one is for a former teacher whose WCPSS email address no longer exists. The Current one is an unknown phone number. Director is okay with this account possibly being handled by a student HOWEVER he would need complete access to the account password and reset address/number. Most likely being passed to the Secretary of the student lead board. **ACTION ITEM** instead of setting up a new account, Director will try and reach out to Juliet Stone to see if she has the information we need to keep current account. Facebook **Garner Band Boosters** Stephanie Stone has stepped down and removed herself as the Administrator to the account. Account has no password or email address and only Administrator currently is Kristen Burkoski. For the safety of the account a Moderator or an additional Administrator should be added. Webpage **gmhstrojanband.com** is maintained by Nick Burkoski, under the direction of the band Director. **ACTION ITEM** per request from the Secretary, Directorplease email Nick and officially request him to update our Board member names. When we update the entire Bylaws we will at that time list the Who, What and How of the Social Media accounts.

OPERATIONS:

President “so how is the prototype to the newsletter coming”? 1st VP we are ready to go “what specifics are we looking for as to the layout, names to each tile section? Are there any specific items for our “first” newsletter and when would we like to get this sent out?” Open Board discussion and suggestions: Director’s Corner, President Updates, Financial updates and Fundraiser links, media links. We need an “Introduction to the Board” with descriptions of jobs, emails for how to reach out to each member, and quick Bios with possible photos. This is our way of establishing an open and clear communication to our parents and students. An Introduction to the Director, and expectations for class settings and instrument needs. With the new “At Home” learning it is important to stay as connected and update as much as possible. TOPICS of importance for first newsletter: Fair Share, where it stands for right now and what does the future hold, an understanding for first time parents and Fair Share fees. NC State games and the possibility of a volunteer calendar of events for them. Provide clarification about Marching Band cancelled summer camps and what the future of this season as of right now. President ask 1st VP “what will be the easiest way to get this newsletter out to everyone”? PDF file will be the easiest via email or charms? Director “I am trying to get everyone’s email on Charms. Giving the students multiple different forms to fill out that asks for their emails and parents email”. Secretary suggests maybe having it on the website, to start to drive people in that direction of using it should we get rid of Charms. 1st VP yes we can totally get it set up on the website that way we can archive it for a reference later on down the line. **ACTION ITEM** 1st VP will get the emails and bio’s and job descriptions together for “Meet the Board” section, President to work on Welcome/Update letter, Director to write up introduction letter. Hope to have a rough draft available by next meeting (9/1) for board approval to get out to families ASAP.

President makes a suggestion that the Board maybe come up with a “Mission Statement”. Not sure if it’s written in the Bylaws that we have one, but likes the idea of having one. It will identify the purpose of the board, the who, what, when, where, why. Again offering that clear understanding as to how we provide assistance to the Band department. Board members like the idea, **ACTION ITEM** President will look online for some ideas or examples of Mission Statements and asks for everyone to send in suggestions of what might want said.

DIRECTORS CORNER:

No Mailbox or box attached to wall found. There is a lockbox, but no key. Would like to have a one-way drop box when we start accepting payments. Board Suggestion since we cannot bolt anything to the wall we look into using an instrument locker. Would be perfect place to drop off a payment without interrupting a class. President asks 1st VP to see if he could put an Engineer’s eye to configure a safe, secure way to set this up, when we get back into the school. Next Wednesday (8/26) is the student instrument pick up date. Instrument repair company, Big Note, coming on Monday (8/24) to check on what instruments might need repair. They come to school take the instrument to their work van then hand it back with an invoice. Unfortunately our list of instruments to be repaired is 2 years old, so not really sure what has been fixed and what still needs to be fixed. When we get back into a normal school form the repair company will come by once a week. Other Director’s in the area are not doing any Fundraising and the other directors at Garner not taking in Fair share, will hold off until 2nd semester and what school might be. Our Fair Share pause will be discussed to everyone in our newsletter.

NEW ITEM/MISC:

We will keep a running list of Bylaws changes and what needs to be new or amended and wait to we have it all together. President worked with Treasurer to reset everyone’s Charms passwords and access. Board members should have received an invite e-mail. No one has received an invite yet and checked their emails while on zoom call. Secretary has the Band Administrator password for Charms, **ACTION ITEM** Secretary toemail the President this information to see if this helps with re-set.

OPEN DISUSSION:

Secretary ask if any information has been gathered in regards to the old board vote for scholarships and Fair Share payoffs for 2020 Graduates. Just want to make sure that we continue to keep the Graduation Seniors Trip or gift in the loop and not to forget about it. President has not been able to reach out to old President just yet.

It is agreed to keep the meeting every 2 weeks, next meeting will be held Tuesday September 1st 2020 at 7pm. Meeting is adjourned roughly 8:49 p.m.