 Garner Band Booster Board Meeting

Ninth Meeting 2020-2021 Season

Tuesday November 17, 2020 7:00pm Zoom Call

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

Welcome

Attendance/Minutes

* Approval of minutes from last 2 meetings

Financial & Legal- Treasurer Amy Jacobs

* New accountant search?
* Unidentified Square payment

Director’s Corner- Director Patrick Shipp

* Students

Fundraising & Volunteers- 2nd VP Betsy Moll

* Scrip- deadlines 11/21 and 12/5
* Upcoming NCSU game
* Menchie’s recap

Communications- Secretary Kristen Burkoski

* Website and Social Media updates
* Office supplies from previous secretary

Operations- 1st VP Tom Watson

New Items/Misc.- President Amy Grady

Open Discussion

WELCOME:

President dealing with computer technical difficulties with Zoom call. Logged off, logged back still dealing with a lag, asked 1st VP to take lead of the meeting. Meeting start time 7:05 p.m.

ATTENDANCE/MINUTES:

All members are in attendance tonight. 1st VP asks does anyone want to make a motion to approve the 7th Board Meeting Minutes. 1St **Motion** by: President, 2nd **Motion** by: 2nd VP, approved by all. Same question for the 8th Board Meeting Minutes. 1St **Motion** by: President, 2nd **Motion** by: Director, approved by all.

FINANCIAL & LEGAL:

Nothing new from our current CPA. We have some time, till about the month of May, but would really like to switch to a new Accountant firm. Understand that our current charges are low, their understanding of non-profit accounts is a challenge. The new firm must be a CPA not a bookkeeper, someone who can legally sign tax information forms that would go to the IRS. As an example the paperwork we are completing right now for the IRS to get our non-profit status back can only be signed by a CPA. Again we need to find someone who works with and has better knowledge of how to handle non-profit accounts. **ACTION ITEMS** Secretary says they will reach out to the Chorus Booster’s to see who they currently use for a CPA. The Unidentified Square payment has been verified and proper credit given to the current band student.

DIRECTORS CORNER:

Had the first approved after school meeting with students today (11/17/2020 3-4pm). Not all students who signed up to attend showed up. Though we had a few Freshman, it was mostly students who knew one another and were over excited to see their friends then to stay on target with what was planned. School Administration notified us that they would like our scaffolding used for Marching Band practice taken down. Since we needed to hold our after school meeting outdoors I took the students to that side of the building to check it out. Although the students who showed up today wanted to take it down, I said No, we needed more adult supervision. Open Conversation: Were we give an immediate deadline? No, but at the earliest convenience would be best. Does anyone have knowledge on how to remove this? 1st VP is this is part of Operations, do you know? Or did outgoing 1st VP leave behind instructions? We will need you there of course because you have the key to the storage unit. Most likely it has extreme weather damage to it since it has been up well over a year now, could be too dangerous for the kids to handle. Feel it is better the adults handle it instead of student for safety reasons. Secretary: My son was part of “Field Crew” and my husband was there as a volunteer on the day it went up. I will ask them what they know and email 1st VP a day maybe they can meet up with you to help take it down. Director and President said they would volunteer to help with removal as well. **ACTION ITEMS** Secretary to email Director, President and 1st VP about dates and times that husband is available to meet with them for scaffolding removal. UPDATES: the PPE for the instruments and students (masks flaps and bell covers) will be distributed tomorrow to the different schools. The PPE was paid for by the County Budget, we were to order what we needed with current student roster, but ordered a little extra just in case. The Art Director is pushing for a start date, hopefully we hear back soon for students to be able to play.

FUNDRAISING & VOLUNTEERS:

The first Scrip deadline for physical cards is this Saturday, 11/21, will wait till Sunday morning before putting in the first order. Open Conversation: Are we getting many orders? Just a couple of e-cards for now. How is our Money going out to them? Is it a draft? Did you link it to your bank debit card? I will double check/look into that. **ACTION ITEMS** 2nd VP check on which form Scrip is set up to collect funds from us for our Physical card orders. Menchie’s Fundraiser went well, we got 20% of the sales for the night and took in $73.80. For the NCSU game we will need 14 not 12 people to work the concession stand, updated the SignUP Genius form to reflect that. Open Conversation: President received an email from a student asking for information about sign up, **ACTION ITEMS** President will forward student email to 2nd VP to respond about SignUp for NCSU game. We sent an email out to parents with the SIGNUP Genius information but still have spots available. **ACTION ITEMS** 2nd VP will email the details about NCSU game details and SignUp information to the student email list. Remember NCSU there is no age limit so students and their siblings can work if parents need to. We had a student reach out to let us know the SignUp Genius link is not set on the web page. **ACTION ITEMS** Secretary will reach out to web designer to get NCSU SignUp Genius link on web page ASAP. 2nd VP received an email from NCSU coordinator to set up a “walkthrough” about job, details and Covid screening forms to those Volunteers who have signed up. **ACTION ITEMS** 2nd VP will email those who have signed up for NCSU game parking permits to print up, directions to which stadium entrance to use, and Covid screening form.

COMMUNICATION:

Did not set up meeting with web-designer yet, waiting on a few documents 2nd VP wanted on our Fundraiser/Volunteer page about various items. So that there is something to update and use as a teaching editing item. Plan to have the meeting by end of this week to take over editing control. Posted on our Twitter account and Facebook Booster page about the 1st Scrip deadline date of 11/21. Will update all Social Media accounts on new Fundraiser dates next week to give time on Scrip deadline. That they are aware of past Secretary says we might have some envelopes or rubber bands in the Pantry, Color guard room has a few tubs not sure what might be in them or even in the Director’s office.

OPERATIONS: Open Conversation: When we work on taking scaffolding down it can give new Director an opportunity to check the inside of storage unit, take an inventory data if needed. On the removal date President would like to drop off leftover supplies from our past year end summer picnic to keep in band room.

NEW ITEM/MISC:

We can now run our Lowe’s Food gift card Fundraiser, information to be sent out to families soon.

OPEN DISCUSSION:

President wrap up: 2nd VP keep us updated on NCSU SignUP game information and put together Lowe’s Food Blurb to run in our newsletter, webpage, emails to families and our Social Media accounts. Secretary and 1st VP to set up the scaffolding take down date and time. How does everyone’s schedule look for our next meeting what date and time works best? Nest meeting set for Thursday December 3rd at 7pm

HAPPY THANKSGIVING everyone! Meeting ends 8:16pm

Wrap up of ACTION ITEMS AND MOTIONS

**ACTION ITEMS** Secretary says they will reach out to the Chorus Booster’s to see who they currently use for a CPA.

**ACTION ITEMS** Secretary to email Director, President and 1st VP about dates and times that husband is available to meet with them for scaffolding removal.

**ACTION ITEMS** 2nd VP check on which form Scrip is set up to collect funds from us for our Physical card orders.

**ACTION ITEMS** President will forward student email to 2nd VP to respond about SignUp for NCSU game.

**ACTION ITEMS** 2nd VP will email the details about NCSU game details and SignUp information to the student email list.

**ACTION ITEMS** Secretary will reach out to web designer to get NCSU SignUp Genius link on web page ASAP.

**ACTION ITEMS** 2nd VP will email those who have signed up for NCSU game parking permits to print up, directions to which stadium entrance to use, and Covid screening form.