

## FINAL

BHS Band Boosters  
General Membership Meeting  
Monday, September 8<sup>th</sup>, 2008

**In Attendance:** Jim Moler, Keith Webber, Nancy Baker, Denise Hill, Steve Lowery, Curtis Glidewell, Robin Webber, John Morin, Elna Morin, Trina Barnhouse, Darlene Doss, Trish Young, Brenda Leach.

**Handouts:** Meeting Agenda, Draft of August Minutes, September 2008 Band Budget Report (attachment #1), Audit Committee Report (attachment #2), TOB Volunteer Sign Up Sheet

**Meeting Called to order** at 7:10 pm by Band Booster President Jim Moler.

**Minutes** from August meeting were reviewed; no changes were made.

\*\*\*MOTION\*\*\*

Denise Hill made a motion to approve August minutes, seconded by Keith Webber. Motion carried by a voice vote.

**Treasurer's Report:** Jim Moler reported for Bob Cummings. September 2008 Budget Report (attachment #1) – Current Activity in the Expense Category total \$2,198.35; Non Transferable Expense Category: Band/CG Uniform Summary of Expenses: \$1,863.15; Capital Purchases: \$389.98. Activity in the Income Category total \$11,384.61; Non Transferable Income Category: Band/CG Uniform Summary of Income: \$1,330.05; Misc. Income: \$250.00. Income Category reflects monies received for T-shirts that have not yet been paid for.

\*\*\*MOTION\*\*\*

Keith Webber made a motion to approve the Treasurer's report, seconded by Steve Lowery. Motion carried by a voice vote.

## COMMITTEE REPORTS

**Audit Committee:** John Morin reported on the Audit Committees' reviewing of the records of the Treasurer of the BHS Band Boosters for the period ending March 31, 2008 and found them in order, (Attachment #2).

**Executive Board Report:** Keith Webber reported that the golf cart was sold for \$250.00, tires for equipment cart were purchased for \$325.00; they have been ordered and shipped, scheduled to arrive next week. The Board agreed to increase the miscellaneous expense category on the budget by \$250 bringing the total miscellaneous expense to \$750; a line item for the golf cart was added to income in the amount of \$250.

**TOB Committee:** Nine bands have registered so far, since last meeting Annapolis Area Christian (group 2) and Watkins Mill (group 1), waiting to hear back from Towson University whether they will be able to perform at our show, add campaign began on 8/21, each child needs to sell 3 adds to cover the cost of judges; due date for adds is October 15<sup>th</sup>. Trophy sponsorship requests will be going out week of September 15<sup>th</sup>. There is a verbal agreement with Wings N Pizza to provide food concessions for the show. Trish Young offered the use of her husbands truck to be used during the TOB show. Next meeting for TOB is scheduled for Thursday October 2<sup>nd</sup> from 6:30-8pm.

**Trip Committee:** Mr. Glidewell reported that he is looking into 3 possible destinations; NY, Cedar Point OH and Williamsburg. The dates that are being considered are: April 18<sup>th</sup> & 19<sup>th</sup> and the 1<sup>st</sup> weekend in May. He said he would not be available to take the band on a trip during spring break. There was some conflict/concern about students who would be taking the SAT's during the 1<sup>st</sup> week in May, they may have to wait until June 6<sup>th</sup> to take SAT and would not be eligible to receive test results because they would not be available before the end of school.

**Uniform Committee:** Elna Morin reported that students would need to try on competition uniforms in advance in case alterations are needed.

### **BAND DIRECTORS REPORT**

Mr. Glidewell reported that he is going to be sending the ¾ size Tuba back; he has been waiting to receive a quote on a full size tuba from Music n Arts. He is undecided about offering Pep Band this year.

#### **\*\*\*MOTION\*\*\***

Keith Webber made a motion that the difference in the amount originally approved for the Tuba and the actual final cost of a full size Tuba should come out of Capital Funds monies and it would not be necessary to specifically replace the money being used from the Capital Funds with any surplus from the general budget at the end of the year, seconded by Denise Hill. Motion carried by a voice vote.

### **UNFINISHED BUSINESS**

**Budget Adjustment for Copyright Fees:** \$825.00 has been spent so far for copyright fees.

#### **\*\*\*MOTION\*\*\***

Jim Moler made a motion to add a line on the budget expenses for \$1200.00 and take \$1200.00 from Tag Days income to balance budget, seconded by Denise Hill. Motion carried by a voice vote.

**Completed Fundraisers:** Carnivals and car washes came in just under budget; T-Shirt ads and sales and Tag Days exceeded budgeted projections, (see September budget report, attachment #1).

**Ongoing/Upcoming Fundraisers:** Money still coming in from letter campaign, Hamps Ham Sandwich sales not going well, money from Roy Rogers for Family Night fundraiser trickling in, Monday Sep 22<sup>nd</sup> Family Night is scheduled at McDonalds, Steve Lowery will send out an e-mail with more information next week, Schwan's Fundraiser flyers have been sent out and ad will be in the Brunswick Citizen, Competition tickets sales will begin next week for Martinsburg, Caroline O'Connell will be overseeing the Wreath Fundraiser again this year and will be handing out packages next week.

A discussion was held regarding Railroad Days.

\*\*\*MOTION\*\*\*

Nancy Baker made a motion that BHMR not participate in Railroad Days this year, seconded by Steve Lowery. Motion carried by a voice vote.

## **NEW BUSINESS**

**50/50 Drawings and Raffles:** Based on the guidelines set forth by FCPS that 50/50 drawings and raffles are allowed at school functions and activities at the discretion of Mrs. Mitchell, the Band Boosters can proceed with such raffles after seeking Ms. Mitchell's approval and obtaining a gaming license. Bob will need to apply for and purchase a gaming license.

\*\*\*MOTION\*\*\*

Steve Lowery made a motion to sell 50.50 tickets at TOB show, seconded by Denise Hill. Motion carried by a voice vote.

**Indoor Color Guard Post Card/Letter Campaign:** Sara McDougall has asked to be allowed to take advantage of a special offer she has received. For \$4.99 for a design set-up fee and a proof charge of \$1.99 she can receive (100) full-color glossy postcards (black and white on the back) for "FREE" to use for her letter (postcard) campaign.

\*\*\*MOTION\*\*\*

Denise Hill made a motion to approve the Post Card/Letter Campaign for Indoor Guard, seconded by John Morin. Motion carried by a voice vote.

Meeting adjourned at 8:30 pm.

Next meeting scheduled for Monday, October 13<sup>th</sup>

Respectfully submitted,

Brenda Leach

BHS Band Booster Secretary



Brunswick High School Band Boosters  
Report from the Audit Committee – 8/24/08

We have reviewed the records of the treasurer of the Brunswick High School Band Boosters for the period ending March 31, 2008 and find them in order.

The end of year balance (3/31/08) is as follows:

Free Business Checking:	\$22967.05
Uncleared Transactions:	<u>- 4718.20</u>
Register Balance 3/31/08	\$18248.85
Money Market	\$ 5492.43
Total amount in accounts	\$23741.28

The audit committee would like to make the following recommendations for ongoing bookkeeping and disbursement of funds:

- ◆ Put the beginning and ending period on each monthly report.
- ◆ An end-of year report should be created, covering the period April 1- March 31.
- ◆ Check Request forms are working well. Please continue this practice.
- ◆ Treasurer should put date and check number on receipts.
- ◆ Receipts are needed for every disbursement. If receipt is not possible, contracts, meeting minutes, or some documentation of the payment is required.
- ◆ No blank checks should be distributed. An amount should always be on the check before signed.
- ◆ All donated cash should be deposited. Cash should not be used to reimburse disbursements.

Respectfully submitted,

Allison Garman and John Morin