

Eastlake High School Band Boosters, Inc.
Board Meeting Minutes
Tuesday January 17, 2017 6:00 pm

I. Call To Order

The meeting was called to order by Booster President Scott Mercer at 6:09 pm.

II. Attendees

Board Members: President- Scott Mercer, Vice President- Alan Dela Pena, Treasurer- Alicia Lanswick, Secretary- Nicole Sanchez, Fundraiser- Kristen Hailey
Band Director- Randy McCray

III. Approval of Minutes

After reviewing the minutes from the November 1, 2016 board meeting, motion was made to approve the minutes and passed unanimously.

IV. Reports

A. Treasurer-

December financial reports were reviewed. Alicia discussed the upcoming work she has to do to prepare to file for taxes.

Alicia asked if there are any reports the board would like to see.

A request was made by Nicole Sanchez to have a budget report; what we have spent with respect to the approved budget. Mr. McCray agreed that he would like to see this report too.

Scott proposed creating a budget comparison report. He will work with Alicia and Mr. McCray to get this done.

It was mentioned that there is still no procedure for check requests. Alicia stated she needs to write a procedure to submit to the board.

There was a motion to approve payment for web hosting, the fee for the EHSBB.org is \$10/month. We agreed to pay for the entire year (\$120) so that the expense does not have to be dealt with monthly and we are covered over the summer.

Motion passed unanimously.

A new treasurer needs to be recruited for next year as Alicia will not be returning. She can begin training a new candidate now if someone steps forward.

Eastlake High School Band Boosters, Inc.
Board Meeting Minutes
Tuesday January 17, 2017 6:00 pm

B. Vice President/Logistics-

There is still a need for new trailers.

Nicole asked Mr. McCray about the PTSA grant. Nicole to follow up with Keri Lynn Higuera on getting grant paperwork.

The golf cart tires need to be replaced. The golf course will install them for free, however EHSBB needs to purchase the tires.

C. Fundraiser-

Fundraising efforts discussed. Upcoming fundraisers shared. There is a need to have a designated assistant with Fundraising.

V. Director

Reviewed the Disney trip; ticket purchase, bus costs, chaperones, and how we will process funds. We need to provide a driver gratuity.

Winterline - Mr. McCray stated that the winterline needs help, needs better creative resources than they had last year so that they are competitive. He requested the board to cover \$1500 in expenses to secure these resources with the condition that the winter pay this back by doing their own fundraising.

Motion was made by Kristen Hailey to front the winterline \$1500 to be paid back to the boosters. Motion seconded by Alicia Lanswick. Motion passed unanimously.

VI. Action Items

- Alicia, Scott, and Mr. McCray to work together to create budget comparison report
- Alicia to develop and document procedure for check request
- Nicole to follow up with PTSA on grant for trailers

The meeting was Adjourned at 7:06 pm

The next board meeting is scheduled for February 7, 2017 at 6:00pm.

Respectfully Submitted,
Nicole Sanchez, Secretary

Approved February 7, 2017

Page 2 of 2