

Eastlake High School Band Boosters, Inc.
Board Meeting Minutes
Tuesday May 2, 2017 6:00 pm

I. Call To Order

The meeting was called to order by Booster President Scott Mercer at 6:10 pm.

II. Attendees

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

III. Approval of Minutes

After reviewing the minutes from the April 4, 2017 board meeting, motion was made to approve the minutes and passed unanimously.

IV. Reports

A. President-

Opening remarks were made.

B. Logistics-

The trailers have been purchased and are on site, but are not yet assembled. Alan may coordinate an assembly party at some point.

Band truck maintenance was discussed. The district is responsible for maintenance of the truck and is arranged by Mr. McCray.

C. Treasurer-

IRS form SI-100 was presented to secretary and president. This form must be filed every two years along with accompanying fee for maintaining our 501c3. The date that the 501c3 was filed and approved still needs to be obtained so that we may file properly and on time in the future.

YTD financials were presented and reviewed.

Discussed the Band Truck gas fill for Winter Line Championship tournament and reimbursement of Mr. Mendoza. The booster organization is not responsible for providing gas for the truck as it is generally filled at the district where gas is provided. There was a breakdown in communication regarding the status of the truck leading to an emergency situation where Mr. Mendoza had to fill the truck in that morning so the Winter Line equipment inside would make it up to championships with the students.

Nicole Sanchez made a motion to reimburse Mr. Mendoza the gas purchase of \$100 to fill the truck the morning of the Winter Line Championships. Kristen Hailey seconded the motion. The motion passed unanimously.

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Discussed reimbursement of Leah Rivera for festival purchases made last month, what went wrong and how it will be addressed moving forward.

Kristen Hailey moved to reimburse Leah Rivera \$108.00 for festival purchases made. Alicia Lanswick seconded the motion. The motion passed unanimously.

The check reimbursement procedure that Alicia Lanswick proposed back in January was reviewed. Scott Mercer read from the ByLaws. This subject was tabled due to lack of time to properly address the issue and is left to the new board to consider.

D. Fundraiser-

More volunteers are still needed to help with the May 5th festival.

SNAP fundraiser reviewed.

Reviewed Winter Line finances.

Nicole Sanchez suggested that we not have the Mattress Fundraiser this year. This matter was not addressed.

V. Director

The Middle School performance is May 23rd. The Winter Line will perform at the end of it.

June 9th will be registration day for the band.

The Budget was presented by Mr. McCray, but based on the financial information presented earlier, the budget is short by approximately \$4000 and needs to be revised. It cannot be voted on at tonight's general meeting. Mr. McCray requested the input of the board on the proposed budget. Input was shared.

The uniform fund was discussed as there is a line item in the budget to send funds aside for a future purchase for new uniforms for the entire band. It was discovered that those funds have not been accounted for separately in quickbooks. Alicia will make that change and Mr. McCray has further adjustments to make in his budget as a result. There should be \$2000 in the uniform fund currently.

The meeting was Adjourned at 7:25 pm.

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

Respectfully Submitted,
Nicole Sanchez, Secretary