

Liberty Music Boosters (LMBA)

Meeting minutes- January 13, 2009

President – John Scherer

Vice President - Seth Joseph

Treasurer – Sheri Burke

Secretary - Betsey Farquhar-Bradish

Member at Large - Cathy Epervary

Present: Susie Norris, Betsey Farquhar-Bradish, Lori Parfenchuk, John Scherer, Denise Lahrman, Cathy Epervary, Seth Joseph, Sheri Burke, Jill Bixler

The meeting was called to order at 7:34 by John

Directors' Report

Jill reported that February 14th is the solo and ensemble contest date for strings and choir to be held in Granville. Chamber Orchestra will be competing as an ensemble and have started working on their music this week. State contest will be February 27th where the silver and blue large groups will compete. District band and choir contest will be March 13th and 14th. Jill took the strings groups to Liberty Middle School and Wyandot, Liberty Tree and Indian Springs elementary schools to perform before winter break. Schedule conflicts prevented visits to Hyatts Middle school or Scioto Ridge and Tyler Run elementaries. Jill asked if the music booster trucks would be available to strings for the upcoming competitions. She was assured they were and the procedure to set this up was to get in touch with Sheri and Earl Burke to schedule the trucks and drivers. Jill said she is working on getting strings parents involved in LMBA, knowing that there are many good prospects. She asked and the LMBA board members confirmed and encouraged Jill's promotion of Scrip to Strings families. John said he will provide her a handout detailing how families and even extended family and friends can help raise money toward students' trip expenses.

Betsey shared a report from Doug that he had emailed due to his inability to attend the meeting: We have one student participating in All-State Choir this weekend. This is JD Caudill's second year as a member of the choir. (Jill shared that strings has 2 students too, Alec Flemming and Aaron Schafer.) Students unable to participate in the OMEA Solo/Ensemble contest (many of the choir students do not, due to their involvement also with the senior show) or ones who just wish another opportunity, may participate in the Olentangy sponsored event (even if they are high school). Students are adjudicated by professional judges. The event is scheduled for Saturday, February 28th at Shanahan Middle School. Sounds of Liberty and Liberty Belles Revue entitled Broadway, Here We Come will be Saturday, February 28th at 7pm and Sunday March 1st at 3pm. District Large Group Contest is Friday or Saturday, March 13th or 14th in Granville. Doug also had a request that is noted in under New Business.

John shared that Travis was unable to attend due to illness.

Minutes/Secretary Report

seconded approval of the minutes as submitted with one correction as noted by Lori in the adjournment time of 8 (not 7) :25pm. The motion was carried by unanimous voice approval with no objection. Minutes of the January 11th 2009 board meeting were also reviewed by all in attendance. John motioned and Cathy seconded approval as submitted . The motion was carried by unanimous voice approval with no objection.

Treasurer's Report

The Treasurer's Report 31-Dec-08 was reviewed by all in attendance. The cash balance was \$31,187 and Sheri noted that this includes funds leftover for student accounts from fruit & wreath fundraisers and yet to be deposited feeds for Drumline and Winterguard. Sheri also reported that she has not heard anything from Joann regarding the Winterguard account. Lori asked why there was a deposit from choir when she understood that this \$ was going to be kept separate account with the school. Sheri verified that this was from concert donations and T-shirt sales and Doug has deposited it with LMBA to cover costs for recording concerts on CD per last month's meeting minutes. Lori also shared that she and others are offended by being asked for a donation at choir concerts. John motioned and Seth seconded approval of the budget as submitted. The motion was carried by unanimous voice approval with no objection.

Denise reported that the Drumline has had a lot of expenses in the last 2 weeks and really needs fundraising. She is working on getting the candy fundraiser proceeds and information from Dan so that credit may be applied to those students toward their fees due. Sheri added that she has heard some Winterguard parents are also hoping for some more fundraising opportunities. John said he will contact Joann to see what is the status of the Winterguard account.

Important Dates (per meeting Agenda)

NEXT MUSIC ACTIVITIES:

- 1st Drumline Competition: Saturday, January 31st

LMBA DATES:

- Next LMBA meeting: Tuesday, February 10th at 7:30pm

Old Business

- Status of Indoor Drumline as official group (John hasn't been able to get that done with Travis)
- Band director parent meeting (John reported that Travis will send a parent meeting notice on Monday regarding plans for next year)
- Completed fundraising, I.e., gift wrapping (Denise reported that we only got ~\$300 although we had counted on ~\$1K. She reiterated the need for more fundraising and to start earlier next year.)

New Business

- 2009 Goals: increased parent involvement, communications, fundraising
- "Brick" fundraiser (Seth presented an overview of this successful campaign with Tyler Run Elementary School where ~320 parents paid \$50/brick that cost \$12 from Mr. Mulch who donated labor in addition to many parents. He shared the flyer used and added that fundraising/brick sales

could continue into the future after the year of the initial campaign. He assured John that there were no up-front costs. He has gotten tentative approval from Mr. Raiff and will gain the necessary approval from Mr. Kerr for this second campaign. He will develop an email to parents with input from the board with a 2 week campaign targeted to begin the 2nd week in March. Denise added that students could help and gain volunteer hours. John motioned and Betsey seconded approval for Seth lead this fundraiser on behalf of LMBA.

- Spring “pride day”, set date, coupon book - Seth (Seth presented a coupon book of local businesses he has found. Discussion followed about using the book in combination with Pride Day. A tentative date for the evening of April 21st was agreed to and John will discuss with the directors.)
- Scrip Banner (John described banners available to promote the Scrip program from the vendor in 3’x4’ or 3’x10’ sizes. After discussion, John motioned and Sheri seconded approval of purchase by John on behalf of LMBA of a smaller banner from either the vendor or a local printer, whichever is more cost effective.)
- Kroger card (John presented the information again as per the January 11th meeting minutes. John motioned and Betsey seconded approval purchase of 40 Kroger cards to initiate the program on behalf of LMBA.)
- Financial aid for drumline members (John reported that we have 2 students who have requested financial aid from LMBA, completed the required form and fundraised ~\$100-300 each to reduce their needed assistance so we will need to adjust our budget to allow for this expenditure.)
- Bank accounts, i.e., savings and checking accounts (Sheri Burke and John Scherer presented the need to modify our bank/account situation b/c our current account does not yield us any interest with savings and charges us additional fees during concession season when we make a lot of transactions. Lori Parfenchuk suggested that we use a credit card that gives us rewards. It was further noted that our checking and savings accounts are still in the names of Diane Pax, Dave Bulcher & Rob Hermance-Moore so we need to change that into John Scherer, Sheri Burke and Betsey Farquhar-Bradish’s names. John Scherer motioned and Cathy Epervary seconded that we change the account holders names and search for the most advantages bank/account situation. The motion was carried with unanimous voice approval with no objection.)
- Financial audit and review (John said he would like to make arrangements for 2 nonmusical parents to perform the first audit of our financial records (that are required per our bylaws) which would entail just matching disbursements with receipts from the most recent year. After a brief discussion of precedent setting procedures used by PTOs in our district, John motioned and Cathy seconded that we conduct the audit. The motion was carried with unanimous voice approval with no objection.)
- Financial reporting (John provided a template for a cover sheet that he requested Sheri use for all future financial reports. Along with a requested handling of financial procedures, as listed under “Disbursement procedures” below. Discussion included Betsey’s comment that the cover sheet inclusion of a beginning balance that matched the proceeding month’s ending balance was important.)
 - o Revised reports
 - o DL and WG reporting
 - o Disbursement procedures

1. Distribute monthly reports to trustees 48 hours prior to the meeting
 2. Directors/techs should initial receipts, add "ok to pay" and indicate budget line item to charge before submission to LMBA. Disbursements will not be made until this administrative task is complete.
 3. Disbursements should be made within seven calendar days of request or sooner if the director/tech indicates an emergency purchase.
 4. (John will also communicate to the directors a general informal procedure for email requests to include: attaching a PDF (if possible) of an invoice, the body of the email should contain "ok to pay" language, email should be attached to invoice when filed, treasurer should acknowledge receipt of email within 24 hours of receiving, treasurer should email requester once disbursement is made, and all email correspondence should copy LMBA president.
 5. Payments not already appearing in the budget and over \$500 must have 2 signatures of the treasurer and the president or secretary AND an email notice sent to all board members.
- (John motioned and Seth seconded that we adopt the format and procedures as proposed by John. The motion was carried with unanimous voice approval with no objection.)
- Additional At-Large Trustee(s)
 - Pending band expense...\$1K for drumheads (John reported that b/c band has ~\$8K unspent funds from their budget, Travis would like to spend ~\$1K on drumheads now to benefit the indoor season which could then be used for next year's outdoor season. Sheri asked that this expense request also be included in the next budget proposal to the district. Consensus was that this expenditure was appropriate as long as a pro forma invoice was provided.)
 - (Betsey related a request per Doug's email that we (directors) make our budget requests due in April? Our school budgets will be due around that time so we will be working on it . Also, being in April, we still have a couple months of "school time" meetings to discuss and work through things before summer hits us. - There was no objection.)

Online Sign-up Information

- Scrip Sign-ups online at www.shopwithscrip.com

John motioned and Betsey seconded for adjournment of the meeting at 10:00pm. The motion was carried by unanimous voice approval with no objection.

Next Meeting

Will be Tuesday, February 10th at 7:30pm.

Respectfully submitted by Betsey Farquhar-Bradish, LMBA Secretary