

SMCS Band Boosters, Inc.
General Meeting
September 9, 2010
www.phhsband.com

The SMCS Band Boosters met September 9, 2010 for its' monthly meeting in the PHHS Pit. Attending: Jennifer Blake (president), Becky Ireton (secretary), Kelly Worley (treasurer), Liz Farmer (vice president), Karen Finnigan (MB chairperson), Stephanie Rodeman (MB chairperson), Sheila Boots (CB chairperson), Faith & Carl Willans (indoor percussion chairpersons) and several booster members/band parents. The meeting was called to order at 6:30 p.m. by Jen.

Welcome (Jen)

- Welcome parents to meeting as several new parents were in attendance

Audit Committee Report: (Christy Organ)

- Audit committee made the following suggestions
 - ✓ Bonding of all signers on the bank account
 - ✓ Create Policy and Procedure for Treasurer and all assets held by Boosters
 - ✓ Usage of an accounting systems to streamline records and reports
 - ✓ Keep all transactions in month order, not by event
 - ✓ Monthly treasurer reports filed by month
 - ✓ File bank statements by themselves with fiscal year documentation
 - ✓ Create Cash Disbursement and Deposit tracking sheets
 - ✓ Need to have paper trail for all petty cash transactions
 - ✓ Track gift card sells and document when gift cards are used by the boosters

Secretary's Report: (Becky)

- The August 2010 minutes were distributed and approved with a motion from Carl Willans and second from Karen Finnigan. Minutes are e-mailed and can be read prior to the monthly meetings.

Treasurer's Report: (Kelly)

- Income: \$555.00
- Expenses \$ 2043.34
- Ending balance General fund \$6166.39
- Trailer/uniform fund \$2705.83
- Treasurer's report was approved with a motion from Jessica Conway and second from Joe Sturgell

New Business:

- **CHARMS "How To"**(Becky)
 - ✓ www.charmsoffice.com
 - ✓ Enter parent/student login
 - ✓ School code: PendletonHeightsBand
 - ✓ Click "enter Charms"
 - ✓ Enter student 4 digit ID – (given at beginning of meeting –Becky will e-mail student ID to those that were unable to attend – if you have not received ID by 9/25/10 please contact me at bireton@embarqmail.com)

- ✓ Review student info and contact Becky for any changes to student address, phone, etc.
- ✓ Review handouts, calendar, volunteer needs and finances
- **Trailer Update (Karen)** – decision made to sell donated trailer and purchase “moving van” type – this style fits needs of the band has ramp, side doors
- **Papa John’s Fundraiser (Kim)**- Boosters will be selling pizza by the slice along Homecoming parade route 9/17/10. Volunteers needed!
Update: profit of \$169.00 – Papa John’s donated pizza
- **Criminal Background Checks (Jen)** – anyone volunteering to work with the students need to have a background check on file at the Central Office (forms are available on CHARMS and the website)
- **Urgent Volunteer Needs** – concert band uniform committee, MB needs a Spirit Team Leader

Old Business: By-Laws

- Article VIII: b. Financial assistance and Article XI: Dissolution was read and approved on a motion from Carl Willans and second from Karen Finnigan ; all in favor

Director’s Report: (Mr. Taylor)

- Handbook was sent home and signature sheet should have been turned in for credit – please check with your student to be sure they have been returned
- Payments are to be placed in the black box in the band room – box is locked so this is a secure place for payments
- Concert band fees \$85 – this is for students only in concert band
- Concert band uniform closet -turn in out grown uniform for credit
- Contact/communication – please check website for information, Mr. Taylor checks e-mail often throughout the day

Adjournment: There being no further business, the meeting was adjourned at 8:05 p.m..

Next Booster meeting to be held October 14, 2010, at 6:30 p.m., in the PHHS band room