

Adolfo Camarillo High School- Music Booster Board Meeting  
September 17, 2020 – 6:00pm



Meeting called to order at **6:02pm** by Sara Richardson.

Attendance: (Guests): Jennifer Blok, Jim Tipton, Toki Lee, Nathan Crofts, Robert Uribe, Isabelle Oroc, Teresa Lowe, Dorothy Hanchey, Aleeeanna Canga, Gregory Barnes, Janel Gonzalez, Frank Moriarty.

Name	Present	Excused	Absent
Joy Epstein President		x	
Sara Richardson Vice President	x		
Kami Chan Secretary	x		
Angelica Jimenez Treasurer	x		
Julie Fuchs Asst. Treasurer	x		
Tara Stivers Communication Dir.	x		
Debbie Speth Parliamentarian	x		

Band Directors	Present
Daniel Cook	x
Cameron Guerrero	x

Quorum met: Yes

Agenda: **Tara Stivers made a motion to adopt tonight's agenda, Kami Chan seconded. Motion Carried.**

August meeting minutes: (Kami Chan) No changes/corrections. Meeting minutes will be filed into record.

### **Director's Report:**

- We want to thank you all for your support to your students at home during distance learning. Many have made adjustments so their students could play or have the space to get to their classes. We are receiving feedback from students to better move forward. In the end, one thing is very clear; students are being slammed in other classes and we're the only class they have that gives in any way. We want to help our students succeed and accommodate their needs. It's a challenge for all of us and we're trying our best to be flexible and help students with so many different and new needs.
- We have been thrilled to be able to accommodate the varying needs of our larger ensembles by utilizing staff. We can't express enough how important these staff members are to be able to address the students and provide adequate support and feedback. It just could not happen in any meaningful way without them.
- We were provided \$2500 from the district for repairs and are currently in the works for bell covers (COVID related), and two pieces of software for the students to address content needs. This has been a terribly slow process. Repairs were more than this, so we will soon be actually tapping into booster funds within the budgeted amounts for repairs.
- Additionally, we have a scissor lift invoice that had mistakes from last fall. It has now been processed through the ASB account.
  - Like all items paid for by the district, it then filters through the ASB account. In the past 5 years, we have used these accounts to address the scissor lift. In the past there was always some sort of surplus in transportation to utilize and it was handled without a problem. Beginning about a year and a half ago, we saw that there was always a discrepancy between PO amounts for busses and actual invoices. Essentially, we budgeted more cushion than we needed. Additionally, we stopped itemizing what people were "paying for" with their donations. The combination of these two changes meant we would refund the transportation ASB account only as needed. This also meant we now need to address the subtraction of this invoice from our planned cushion. We will remove it from the expenses columns to accommodate.
  - The first half of the invoice was already paid for last fall from the same account, it was never itemized in the budget as it was always taken from surplus funds, as it was in previous years.
  - Good news; last year was the last time we would ever need the scissor lift now that we have more access to the stadium, whenever we get to do that again.

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- New snack shack installed, it's very nice. Has garage door opener, keypad, two fridges, to carts and heating module on wheels. It will probably be utilized by other groups as well. Will need to consider where to store stock items as the shack won't be a viable option. We also have two fridges currently being stored in the band room that will eventually have to be re-homed. The new Conex box may have to hold extra food stock since we can't store in shack.

### **Student's Report:**

- No Report

### **President's Report: Sara Richardson for Joy Epstein**

- Loungewear deadline has been extended to September 18<sup>th</sup>.
- Jennifer Blok as been appointed to Director of Fundraising.

### **Treasurer's Report: (Open) Angelica Jimenez**

- There is a new invoice to approved. Received one for \$151.60 for truck/fuel expenses from Leigh Stivers. The line item needs to be increased accordingly. Line item number needs to be cut to be able to pay gas invoice and scissor lift invoice. Suggested to allocated money from the restaurant fundraiser line item to cover fuel invoice.
- Will be scheduling two more budget meetings.
- Hart and Buena are working on paying us monies due.
- Per Mr. Cook, requested that we change the clinician invoice, to be taken out of the Marching Band salary budget.
- The budget is going to be re-reviewed by the directors and a \$4000 decrease adjustment will be made. The readjustment of the budget will allocate money to the scissor lift expense by adjusting other line items.
- **Anjelica Jimenez made a motion to approve the August financials as presented. Seconded by Kami Chan. Motion Carried.**
- **Anjelica Jimenez made a motion to continue to allow only one signature on the checks due to Covid through the first quarter. Seconded by Kami Chan. Motion Carried.**
- **Anjelica Jimenez made a motion to move \$151.60 from the Restaurant fundraiser line item (4820) to the Truck Maintenance & Repairs line item (5690) to cover the fuel invoice not to exceed \$151.60. Kami Chan seconded. Motion Carried.**
- **Anjelica Jimenez made a motion to ratify checks 498-499. Seconded by Kami Chan. Motion Carried.**
- **Anjelica Jimenez made a motion to approve the scissor lift invoice for last year in the amount of \$1,555.74. Seconded by Kami Chan. Motion Carried.**

### **Fundraising Director: (Jennifer Blok)**

- Mister Softee fundraiser coming up on Tuesday, September 29<sup>th</sup>.

### **Communications Director: Tara Stivers**

- Finalizing donation numbers for next meeting. Working on a way to convey expenses and program needs and what goes into band and why donations/pledges are so important.
- Maybe create a thermometer, gauge of where we are and where we need to be.
- Maybe create a more personal email to each family based on ensemble participation. Might help encourage pledges.
- Student/Parent questionnaire going into Sunday's newsletter regarding on campus session. Will also be placed on website as well. Needs to be completed by Sunday night.

### **Uniforms: Penny Pentecost**

- No report

### **Transportation/Equipment Director: (Open)**

- No Report

### **Old Business:**

- No Report

### **New Business:**

- Invite parents to join Band App – [www.Band.us/@CamMusicFamilies](http://www.Band.us/@CamMusicFamilies).

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**Motions Made:**

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Meeting Adjourned at: 7:07pm

*Kami Chan*

Kami Chan  
Recording Secretary