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Enloe Band Booster Minutes-May 2007

Meeting date: May 10, 2007

Location: Enloe High School

Attendees: Beth Narron, Nancy Appleby Brenner, Kaye Poole, Karin Hess, Susan Siphers, Liz and Ron Scott, Penny Werner, Drew and Sara Morrison-Rowe, Mr. Hunter, Rhonda Connor, Lorraine and Jay Johnson, Judy Melton, Patricia Fleggas, Barbara Marley

Meeting called to order at 7:00 by Beth Narron.

- I. Minutes of the April meeting—no additions or corrections to the April minutes have been received, motion to approve the minutes as issued was made by Penny and seconded by Judy, minutes accepted as issued. Secretary's note: after the meeting it was brought to my attention that there was a correction needed in the Director's report section: in the section re band placement auditions the website should have been <http://enloeband.com/> not .org as listed.
- II. Band Director's report. Mr. Hunter reported the following:

Director's Report

May 2007

- Concert Band Classes
 - Everyone is preparing diligently for our spring concert, which will feature **alumni** as a finale. I welcome your help spreading the word out to our alumni.
 - Spring band placement auditions are underway. **Fifty rising freshmen** have auditioned, which is up from previous years. Results will be posted before the spring band concert.
 - The Smoky Mountain trip was very successful. Thanks to our **chaperones** and especially our assistant principal **Matt Rice!**
- Jazz classes
 - The word is spreading that there are now two jazz classes and rising freshmen are very interested. Many middle schoolers get a taste of jazz before they reach Enloe and want to step up their **commitment to jazz** in high school. Our program is responding to that need.
- Marching Band
 - Many MB activities are planned from now until the end of the school year. **Check the calendar.**
 - Colorguard auditions have been held and 26 students have been chosen. **Yes...26!** Mr. Robert's personality, along with motivated rising and graduating seniors have attracted a lot of interest in guard.
 - Mr. Hunter will meet with **arranger Brian McCune** next week to discuss next season's show. Ideas have been batted around and a group of rising seniors have worked hard generating and refining these ideas. Mr. Hunter and Mr. McCune will use that work as a launching pad for show planning.
 - Though no one really knows who will be in Marching Band until deposits are due, interest is high, and it looks like the trumpet section will be considerably

larger. In fact, the band itself could be considerably larger due to graduating a small senior class and admitting a large freshman class. Still, you never know until people truly **commit**.

Upcoming Events

	May	
Vol	12	Triangle Brass Band at Fletcher (special guest Jim Miller, LA Philharmonic trombonist)
MB	14,16	Leadership training (drum major auditions 18 th)
MB	18	Drumline & pit auditions 2:30-4:00
Vol	23	Flute workshop with Brooks de Wetter Smith (3-4PM)
WE, SR	24	Alumni & Seniors rehearse with Wind Ensemble (2:45-4:30)
All	25	Spring Awards Banquet (6pm) and Concert (7:30) with alumni closer
Vol	26	Triangle Wind Ensemble & Concert Singers of Cary at Regency Park in Cary (7PM)
MB	29-30	Rookie Boot Camp @ Ligon 3:00-4:30
	June	
WE	10	Commencement at NC Sate (Reynolds) arrive 8AM
Vol		Triangle Wind Ensemble at Sertoma Amphitheater in Cary (3PM)

Secretary's notes re Director's report: Lorraine asked when the MB students will receive the show music? MR. Hunter points out that rarely do the students get the music as early as they did last year. Because of the arranging required, he doesn't anticipate getting the music before school is out, hopes to get it out before band camp, but unfortunately can't promise.

III. Treasurer Report: Nancy Appleby reported the following:

TREASURER'S REPORT

Enloe Band Boosters

May 10, 2007

AUDIT OF FISCAL YEAR 2004 (July 1, 2004-June 30, 2005) RECORDS:

Still need to contact John Montgomery regarding audit of our 2004 Fiscal Year Books. We'll need to determine who is available to do the audit for Fiscal Year 2005 (July 1, 2005 – June 30, 2006) and Fiscal Year 2006 (July 1, 2006 - June 30, 2007). Once the new Treasurer is confirmed the existing Treasurer will work with her to see who might be available and even consider paying an outside party to audit because of insurance issues that will be discussed later. Our extension request to the IRS for filing the Tax Return for last FY was approved. The return is now due by May 15, 2006.

BUDGET STATUS:

A review was done of the current fiscal year (July 1, 2006 thru June 30, 2007) actual versus budgeted expenses and was utilized during the budget meeting on March 25, 2007. Two items that were not addressed that should be part of the Classroom Budget are as follows:

-The first is the cost of our liability insurance which it turns out we should have always had. It was timely that we purchased it last year, since the School System's Central Office now requires a copy of the certificate for any use by the Boosters of the School Building. A copy is now on file with Community Use of Schools. \$600 should be sufficient...the Treasurer doesn't have the exact amount since the Report is being prepared at School.

-The second is budgeting for the audit of our books and the preparation of our tax return...it really should be an outside individual. \$250 should be sufficient.

TREASURER POSITION FOR NEXT YEAR:

An overview of the Treasurer position's duties and responsibilities is being prepared and will be given to the incoming Treasurer. A recommendation for an Assistant Treasurer position will also be considered once the new Treasurer has been confirmed.

NC SALES TAX REFUND REQUEST FOR 3 YEARS:

Have completed review of fiscal year 2004 and computed \$1,204.04 in refunds. Documents are being prepared for Beth Narron's Mother to work with on FY 2005 and 2006 since the Treasurer is finding

it difficult to complete this project because of workload. Various options will be discussed with the incoming Treasurer.

RITA GOODMAN SCHOLARSHIP FUND ACCOUNT:

As of May 10, 2007, we have **\$5,635.01** in one of their Mutual Fund Accounts (Ultra Short-term Income-Inv.).

FUNDS STATUS:

First Citizens Account Balances per First Citizens as of May 10, 2007:

Checking Account (Business Quest)	\$ 32,668.99**
Savings Accounts	\$ 3,215.74
12- 17 mo fixed rate CD(Matured/rolled 07/10/2006)	\$ 19,243.00
TOTAL	\$ 555,127.73

**Note: Deposits of \$28,706.61 were made today and are part of this total. Additionally, approximately \$5,500 worth of payment have not cleared as yet.

DISCUSSION ITEMS:

AIM Insurance Requirements:

Our renewal came recently and the following requirements for Bond Coverage were noted:

1. The Booster Club must conduct an annual audit of the books by an Audit Committee or qualified accountant. *(currently doing although may need to consider paying an outside accountant since the volunteer effort is slow.)*
2. The monthly bank statement must be reviewed by someone who does not have authorization to sign checks. *(This needs to be put in place...currently the Band Booster president receives a recent printout of the account status and also has signature capability. We need to discuss which position on the Board that is not a signatory on the Bank Account should be assigned this responsibility.)*

COVERAGE IS VOIDED IF THESE REQUIREMENTS ARE NOT FOLLOWED!

Smoky Mountain Festival Trip:

All payments have been made by Band Members who went on the trip with the exception of a \$50 deposit that was overlooked. The problem is that there were 5 individuals who originally signed up for the trip that could not attend (3 because of an IB Exam Conflict that could not be rescheduled, 1 because they chose to do a show, and 1 because they were not up to going). All 5 made the \$50 deposit, however, only 2 have paid the additional \$200. The 3 remaining need to be notified that the additional \$200 needs to be paid. This was a school sponsored field trip and not a Booster Event. The Boosters only help with facilitating the collection and payment process and should not be expected to make up any difference for those who didn't attend. The cancellations were too late to make the 30-day deadline so the band had to pay the full amount. The \$250 was based on the total number originally attending and there was no overage.

Secretary's notes re Treasurer's report. Nancy strongly recommended that the proposed budget(s) for the next school year be revised to include the costs of an outside audit of our books (approx \$250) and liability insurance (approx \$600) as detailed in the Treasurer's report above. Penny moves to add two line items to the proposed 2007-2008 budget for insurance and audit costs for a total of \$850 and accept as revised. Lorraine seconds the motion. Discussion: Barbara asks if our spending was within budget this year? Nancy answers yes. Nancy notes that these increases will not change the per student fair share. Motion passes unanimously.

Penny moves that we accept the Marching Band budget as issued. Judy seconds the motion. Discussion: Ron asks if we are going to have enough money for color guard uniforms if the guard is larger than anticipated? Mr. Hunter notes that the line item was significantly under spent last year—Penny notes that uniform pieces were purchased very economically at Target, and we can also possible take advantage of sewing skills within the group. Nancy notes that if we get more kids we will have more fair share dollars to accommodate, but that doesn't change the line item. Mr. Hunter notes that the intent is to live within the budget but we do have a potential future budget buster with the transportation to and from

band camp which is not budgeted for but is going to come out of the general funds this year. Karin notes that numbers were projected for a band of approximately 100 students, but a larger band will bring in more fair share—so overspending line items may be possible. Motion passes unanimously.

IV. Operations Report: Penny Werner reported the following.

Band Camp:

We will be staying in Walker Hall at WCU this summer—have not been in this dorm there before, but is still a good location. Not sure what cafeteria we will be assigned to. Mr. Hunter notes that we will need tighter supervision of the students walking if we are using the cafeteria at top of hill because of traffic and safety concerns.

Gator Service: Drew notes that this is scheduled for this week.

Band Camp Transportation:

Penny says that we will need to know as soon as possible if we need an extra bus for transportation to and from camp. First payment for all marching band is due June 1. Never truly know how many marching band students we have until deposits are received. We may have some flexibility to take two different size busses to accommodate. We have two 54 passenger busses booked. Several options to accommodate the students/chaperones in excess of those that can fit on the bus including renting a large van, having chaperones drive some students, etc. A third bus will be a huge cost. Penny notes that we will no longer need to fill out the Western Carolina physical form but WCU will now accept the Enloe student health form (it is included in the marching band registration packet) The \$325 away camp fee was calculated based on the estimation of 100 kids participating. Mr. Hunter notes that is difficult to estimate a number until the deposits are in, he hopes we will have more than 100. Some discussion around what to do if we get a lot more or less participation than anticipated. Karin notes that the dollar amount required per family cannot be changed because a financial contract is signed. The general fund will have to cover any shortage in funds not covered by fair share.

May 22 New and Returning Parent Information Session:

Penny notes that the May 22 meeting is gearing up—she is hearing from a lot of parents. Please RSVP! Would like to ask returning booster parents to bring dessert (not rookie parents). The cafeteria is booked. The meeting is from 6:00-8:00pm. Karin notes that she will hand out marching band registration packets to all attending parents. Mr. Hunter notes that he will not be able to attend due to a rehearsal commitment. Sara suggests Penny send out a reminder email. Penny outlined the agenda for the meeting. She wants to include plenty of time to mingle. Mr. Hunter asks that the agenda include a discussion of flight school options for kids with that conflict. They need to know it is not a big deal—will learn more from band camp—which will more than suffice for a school introduction. Volunteer opportunities will be discussed. Karen will discuss fair share. Beverly will touch on the mentoring program. Regular booster meetings and fund raising opportunities including grocery cards and will be reviewed. Each presentation is to be brief. Debi Willis will have a table with apparel examples what comes with fare share and optional apparel like t-shirts for parents. Beth suggests bringing copy of fund raising flyer. All attending parents should wear band shirts and spirit beads!

There was some discussion around color guard rehearsals during the school year—the day of rehearsal that they have when the band is not rehearsing. Lorraine notes that last year they made up coolers on Tues and Thurs for guard and drum line practice for the next day. Penny stresses that she feels the girls need adult supervision on the field. Mr. Hunter says that the guard rehearsal schedule will be determined around Mr. Robert's schedule. Lorraine suggests that perhaps parents rotate in to cover days Mr. Robert can't cover. Judy notes that she covered days Mr. Hauschild couldn't cover. Ron says that maybe we can discuss at the May 22 meeting to see if we can find guard parents to cover. Mr. Hunter says he will discuss with Mr. Robert. Karin says that she sends out a second mailing in July and could include in guard only packets the need for this volunteer activity.

Drew mentions that the Car Wash is on for Saturday.

There will not be a fund-raising dinner at CiCi's on 17th.

Nominating Committee:

The following slate of officers was placed in nomination for 2007-08 as reported by the nominating committee at the last meeting:

President – Ron Scott
VP Operations – Beverly Hockenberger
VP Ways and Means – Lynn Condreay
Secretary- Jeanne Marlowe
Treasurer-Patricia Fleggas
VP Fair Share– Liz Scott

Penny moves to accept the slate as issued, Karin seconds the motion. Motion carries unanimously. Welcome to the new Board and many thanks for serving!

V. Fair Share—Karin Hess

Karin notes that we are doing well collecting classroom fair share with 39 still owing for approximately \$2500. Names of students still owing monies will be turned in to the school for further action. We do rely on these monies to support the classroom program. She has turned the fair share program materials over to Liz. Anyone applying for financial aid needs to speak to Liz Scott as soon as possible, her phone number is 847-2115. Regarding her MB secretary job, all the band registration packets are together. These will go out to veterans this weekend then to rookie parents at and after the May 22 meeting. The first payment for all marching band is due June 1 and should be sent to Liz Scott per the instructions in the MB registration packet. It is very important that these deposits are received on time because many decisions hinge on an accurate count of band members. The drill must be completed well before band camp and is written for each individual student and instrument and is dependant on an accurate student count. Karin notes that over the years she has found that people who say they will send in money often don't; we need a firm financial commitment. Penny notes she will make that clear to the group at May 22 meeting. Mr. Hunter says that some may be reluctant to ask for financial assistance, but deadline may go by and it gets complicated. Beth asks that payment deadlines be stressed; that dates and deadlines have meaning. Mr. Hunter says it would be good to encourage parents to read the details in the packet. Mr. Hunter notes that during audition days Monday and Wednesday Bill Kochuk, Debi Willis, and Lynn collected new parent and student info and asked if they wanted to be in MB—most people said maybe—invites were sent to all interested parents.

VI. Old Business

Judy—wants to touch on banquet—the attachment to the email she received regarding the banquet was illegible. Beth says she will convert the attachment to a pdf and reissue to the group.

Drew notes that you may receive an email from Yahoo asking you to reenroll in the mail groups—so pay attention to that request and take the recommended action. Someone asked if there is a link to our website on the Enloe website? Penny notes that link addition is in the works, if the administration webmaster determines that the site meets wake county policies the link will be added.

VII. New Business

Doughnut Sales to offset marching band camp transportation costs. Judy reviewed her in-depth investigation into regulations pertaining to selling doughnuts before school and Fridays like we did last year. The group agreed that there was some room for interpretation in the regulations, some gray areas. Several cited examples of fund raising activities that appear to set precedent that would allow sales such as the doughnut days.

Lorraine touched on the parent's night August 24 meeting meal, she said she planned to order the same box lunches she organized last year from Romas in Cary; did the group think that worked ok? The group noted that worked well; Beth suggested more bottled water be available than was on hand last year. Ron notes that the silent auction will be on that same day. A one page flyer was used last year. Karin says she will include it in a mailing. Beth suggests we flood people with info on silent auction. There was some discussion around the first home game, August 17th. Mr. Hunter says he does not intend to do a half time show but will do a full re-game show and stand tunes. Judy asks how best to hand over committee chair materials? Ron asks that current committee chairs arrange a hand off. Beth has a few parting words for the group, she says she appreciates the opportunity she had to do this; she wishes more people knew how hard people worked in this group. Lorraine asks if she thinks the kids would like a pool party this summer? The group notes that this would be a fun activity; that many kids would enjoy it. (It would not be an organized school activity.)

VIII. Next meeting date: June 14, 7:00 p.m. Enloe High School Band Room

IX. Penny moves to adjourn at 8:32, Ron seconds the motion, it carries unanimously.

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