

# MUSTANG BAND BOOSTER MINUTES

September 13, 2021

## I. Call to Order at: 7:04pm

Meeting called to order by Adela Meitz.

### Executive Board Members in attendance:

Adela Meitz  
Lynn Hope (remotely (poor call connection))  
Alex Hewawissa  
Glenda Wells  
Greg Hensel  
Danny Tedeschi  
Jerry Lowrey  
John Ford  
Cinda Lester  
Tracy Kenyeri

### General Board Members in attendance:

Jody Townsend  
Christina Coyle  
Leslie Opila

### Band Booster Parents in attendance:

David Wells  
Barb Abarro  
Erv Henderson  
Don Glass  
Cathy Glass

## II. Approval of Minutes - Recording Secretary (Lynn Hope):

Motion of approval of June minutes by: Glenda Wells.  
Motion seconded by: Alex Hewawissa  
Time of Approval: 7:06 p.m.

## III. Band Student President's Report (Open Position):

None

## IV. Band Director's Report (Greg Hensel):

Band directors are meeting with the activity director on Thursday to determine plan for Homecoming. Will consult with John Ford regarding sign up genius for needed volunteers.

**V. President (Adela Meitz):**

Thank you to all the parents who volunteered during band camp week and helped make it a success.

Special thanks to:

- Glenda Wells for organizing, cataloging and fitting the new uniforms
- John Ford for organizing football game and competition volunteers, props, and equipment
- Melissa Melendez for her great work on the senior signs

Positions needing to be filled for next year:

- Comptroller
- VP of Hospitality
- Jazz Coordinator
- Winter Guard Show Coordinator
- Banquet Coordinator
- Plant Sale Chair

Positions requiring shadows for next year:

- Student accounts
- Social Media/Website
- Spirit Wear
- Music Bowl Co-Chair

All students graduated/promoted in Charms

Participating/Contributing Band Booster memberships. How do we advertise?

Discuss Homecoming Parade:

- Do we need to feed the band?
- Uniforms
- Other volunteer help?

Adela will take on feeding the band between football game and parade. Will consult with John Ford regarding sign up genius for needed volunteers.

**VI. VP's of Music Bowl (Cinda Lester and Melissa Melendez):**

Music Bowl VP's will be organizing a meeting for team leads. Still in need of leads in a few areas.

**VII. Treasurer (Alex Hewawissa):**

**Current Band Booster fund balance: as @ 9/1/21: \$55,418**

- Up \$2,955 from July 1, 2021
  - See image extract of SDMARM report at bottom of page
  - Note; Student Account Funds ~\$16K, included in above total
  - = ~\$39k available funds
- Balance this time LY: \$42K
- Thank you to:
- Our Ways & means VP (Tracy Hauppa-Kenyeri) and, the fund raiser leads who helped bring us much needed funds in the absence of a Music Bowl
- To all who supported our fundraisers
- Greg Hensel for protecting our funds during a lean financial year

**Notable recent transactions:**

- \$5,564 (7/30) & \$6,017 (on 8/31) RevTrak deposit for Marching Band fees.
  - We have received \$41k from Marching Band fees (~75%)
  - I received details of these deposits by student name (as entered in RevTrak) from Samia Khouri (District 99 Accountant).
    - I provided Christina Coyle (VP of Membership) a copy
- \$400 Rev Track service fee (3.5%) charge for above transaction
- \$1,060 deposit from Plant sale proceeds
- \$3,000 payment for Visual design (Michael Gaines). \$12k budget; Custom Drill Package.
- \$2,541 payment for Band Camp meals (Home Run Inn)

**Highlight & updates:**

- Include “Reimbursement/Payment Request” form to BB procedures for all payment requests (see attached)
  - Form is in Word format, and as such, is electronically fillable and can be attached to an email
  - Document to be available on the BB website

**Extract of SDMARM Account Balance as @ 9/1/21 (source; Samia Khouri, District 99 Accountant) below:**

**Student Activity Analysis Report**  
**South High School**

Account Code	Transaction Date	Transaction Description	Transaction Amount	Vendor Name	Check Date	Check Number	Vendor Number
95SDMARM	<b>MUSTANG BAND BOOSTERS</b>						
	06/30/2021	BEGINNING BALANCE	\$52,463.94				
	07/01/2021	MARCHING BAND SUP.	(\$1,200.00)	R&M SPECIALTIES	07/01/2021	53720	1058091
	07/22/2021	BAND UNIFORMS	(\$1,329.50)	CREATIVE COSTUMING & DESIGN, INC	07/22/2021	53721	1085787
	07/30/2021	REVTRAK JULY SRVC FEE	(\$194.21)				
	07/30/2021	REVTRAK DEPOSIT JULY 21	\$5,564.75				
	08/12/2021	BAND CAMP DINNER	(\$2,541.80)	HOME RUN INN	08/12/2021	53729	1077659
	08/12/2021	MM BANS SHOW SHIRTS	(\$908.00)	CR PROMOTIONS INC	08/12/2021	53727	1063351
	08/12/2021	REFUND BAND FEES	(\$275.00)	RITA MARTINKUS	08/12/2021	53731	801501
	08/12/2021	SCHOLARSHIP LESSON	(\$200.00)	ROBERT BRANDT	08/12/2021	53724	1081389
	08/12/2021	BAND PYMT K. GLASS 624158	\$250.00				
	08/12/2021	DECALS LESLIE OPILA	\$63.00				
	08/12/2021	MARCHING BAND FEES	\$225.00				
	08/12/2021	PLANT PROCEEDS GUARD EQUI	\$1,060.00				
	08/19/2021	10 VIPER SHOES	(\$419.10)	THE BAND MANS COMPANY	08/19/2021	53733	1056521
	08/19/2021	2021 DRILL DESIGN	(\$3,000.00)	MICHAEL GAINES	08/19/2021	53735	1085743
	08/31/2021	REVTRAK SRVC FEE AUG	(\$210.01)				
	08/31/2021	REVTRAK AUG DEPOSIT	\$6,017.30				
	09/01/2021	REVTRAK AUG DEPOSIT	\$51.95				
	<b>Total:</b>			<b>\$55,418.32</b>			

**VIII. Jazz Band (Jerry Lowery):**

All Jazz bands are off to a great start.

**IX. VP of Way and Mean (Tracy Hauppa-Kenyeri):**

None

**X. VP of Membership (Christina Coyle):**

None

**XI. VP of Student Accounts (Phil and Cheryl Sumida):**

Mustang Band Boosters

Report of Student Accounts

September 12, 2021

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Beginning  
Balance

\$13063.59

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Revenue	\$0
Total Revenue	\$0
Expenses	\$3,854.36
Total Expenses	\$3,854.36

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End Balance	\$9,209.33
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Notes Reimbursement request: \$200

???: \$3,654.36 (perhaps from "graduation" of Class of 2021?)

**XII. VP of Uniforms (Glenda Wells):**

The uniforms are showing some premature wear and tear. Pictures are being taken to start documenting what is being reported. Glenda received permission from several members on the board to start communication with the company.

**XIII. VP Volunteers (John Ford):**

None

**XIV. VP of Hospitality (Open Position):**

None

**XV. Coordinator Reports:**

**Medical Coordinator (Christina Coyle):** None

**Spirit Wear Coordinator (Open Position):** None

**Winter Guard Coordinator (Open Position):** None

**Jazz Band Coordinator (Open Position):** None

**Equipment Coordinator (John Ford):** None

**XVI. Miscellaneous:**

**XVII. Announcements:**

Next meeting scheduled for Tuesday, October 12<sup>th</sup> at 7:00pm in the DGS Community room

**XVIII. Adjournment:**

Meeting adjourned at 8:49 pm