

Naples High School Band Boosters Board 2023-2024

February 6th, 2024 Naples High School Band Room

Agenda Items

I. Welcome

Joy Zellers Rautenkranz

Meeting called to order at 6:00 p.m.

Attendance

Board Members Present: Joy Zellers Rautenkranz; Corinne Strubel, Dina Moon; Nicolle Medina, Kristen Sonneborn; Jessica Ryon; DeAnna Bickford; Beth Finn

Guests: Sebastian Villacis, Director, Nayore Olivas, Martha Castano

Absent: Maria Chu; Erin Devers

II. Review and Approval of Minutes

Joy Zellers Rautenkranz

1st motion: Corinne; 2nd motion: Nicolle (Passed unanimously)

III. Board President Report

Joy Zellers Rautenkranz

Changes will be made to some of the sections of the Board Bylaws.

- Joy requested adding wording requiring all board members to sign a volunteer job contract with a non-disclosure agreement. 1st motion: Corinne; 2nd motion: Dina (Passed unanimously)
- In section 2.03, add wording requiring all board members to pass CCPS level 2 background check for volunteers. 1st motion: Dina; 2nd motion: Nicolle (Passed unanimously)
- In section 5.03 under *President*, change language to set a term limit of 2 years after the President's student/child is no longer in band. 1st motion: Corinne; 2nd: DeAnna (Passed unanimously)
- In section 5.06 under *Treasurer*, add wording requiring treasurer to have a credit background check and to be the guarantor on the band PayPal account. 1st motion: Dina; 2nd motion: Corinne (Passed unanimously)

Kristen will send out Bylaws to the Board with edits.

IV. Band Director Update

Director Villacis

Solo & Ensemble plus Jazz MPA Friday, 2/9 at Aubrey Rogers HS. Pre-Concert MPA on February 20th at GCHS, 5:30 p.m.

Mr. V would like the band to go to 2025 Chick-fil-A Peach Bowl (12/31-1/2). Recommended travel package would be \$942 per student which includes hotel, attending the mass band performance, game ticket, awards banquet/dinner, music festival, parade, *Fanfest* admission, 3 breakfasts, 2 dinners, GA Aquarium, and admission to World of Coke. Does not include transportation.

Band Director Update (continued)

Buses will be in \$7K/\$8K range, plus we will need our trailers. Joy said airfare will most likely cost more, although if we fly, Box 5 travel company would provide bus transportation once we got there which is a plus. Joy said we will make our bid and set the payment structure. After adding travel, \$1,500-\$1,800 per student is expected. Nicolle asked if the proposed Inauguration Parade in Washington, D.C. is out. Mr. V. said yes. GA is closer, and we already have a recommendation for the Peach Bowl application which makes it much easier. That will also open the door for the future bowls and parades elsewhere. He asked for approval of the trip. 1st motion: Jessica; 2nd motion: Dina (Passed unanimously.) Joy said we need to put dates on the calendar to plan the trip. We will introduce it at the April 9th parent meeting. A mandatory commitment meeting is scheduled for May 7.

Joy made a request to ask parents not to push cash payments in the band box. If they aren't labeled correctly, it is hard to know what it is intended for. She is working on the awards banquet, and Kristen will help her order the trophies/awards. Joy said Mr. Villacis would like to buy all Seniors a letter jacket. In the future, he would like band hoodies to be an option for all to purchase, not just seniors. Kristen said that the cost of a letter jacket is 3 to 4 times that of a senior hoodie, and that if they change the tradition to gifting a letter jacket on Senior Night, the budget for Senior Night festivities will have to be greatly increased. This year there were 17 seniors, and the hoodies were the largest part of the budget. If the Senior Night committee were forced to buy letter jackets for all 17 students, it would have wiped out the budget.

Pre-Concert MPA needs 3 chaperones on Feb. 20. We are accepted for the St. Patrick's Day Parade on March 16. They posted the Marching Band MPA for fall of 2024, so now we can schedule our SWFL Music Games on the 1st Saturday in October.

Kristen suggested that there be more band documents and emails translated into Spanish after she found out at Rhythm and Blues many Spanish-speaking parents had expressed concerns they didn't understand what was happening with the band, and things like Fair Share were confusing. Martha C. agreed. Mr. V. is taking over our online calendar, which needs to be updated every week. That will help with communication. Mr. V. needs Instagram and Facebook access, and he will be getting passwords from Dina Moon.

V. Financials

Joy Zellers Rautenkranz

Operating: \$15,155.93

Reserves: \$133,299.06

- a. \$10,000 was transferred from Reserves to checking so that bills can be paid. Some of our checks were not clearing. Leigh Tahirovic has stepped down as treasurer. Corinne has stepped in as a second check signer along with Joy who is taking over as Treasurer. Dustin Rautenkranz is reconciling the books. He has done similar work for the Scouts.
- b. Zettle Update: Leigh had purchased 4 Zettles, but we don't know where they are. So, Joy bought 3 new ones and hopes to have them hooked up and live for track and field Eagle Invitational on March 2nd.
- c. We had 9 people scheduled to coach Indoor ensembles, but when Indoor was cancelled, Joy paid each \$150. Mrs. McGuire will be paid through May as the Guard coach.

Financials (continued)

- d. Ralph Rodriguez will be our next assistant band director. Mr. Rossal is moving on. Mr. V. still needs a visual and front ensemble instructor. Mrs. McGuire is coming back as Guard coach. Planning the show for next season is underway.
- e. Joy will ask Mr. Chu to continue with our website next year. His fees are reasonable.
- f. Fair Share/Band Fees will be kept at \$600 for 2024-25, but we are splitting it into: a \$300 non-refundable payment/work off \$300. Jessica expressed concern she might not have enough volunteers in concessions that way. All agreed the even split in fees would help overall. 1st motion: Kristen; 2nd motion: Nicolle. (Passed unanimously)
- g. Joy wants to find a better way for people to sign in when they work off Fair Share hours. DeAnna suggested scanning a QR code when you get to work, which goes directly to a Google Sheet, and then you sign out by scanning again. Other schools use Microsoft 360 to track. Joy said she will work with Mr. Chu on this for trial at the Eagle Invitational.

VI. Concessions

Jessica Ryon

Important concession events: Lacrosse (11 games from now through 1st week of April), and Eagle Invitational 3/2/24. Joy will send out Cutofftime reminding parents to check the Volunteer portal. Eagle Invitational is an all-day event from 7:30am – 5pm and will be split into 2 shifts: morning and afternoon. We will serve expanded breakfast and lunch menu along with full football menu. Snow cone station will need an adult (for money-handling) and kids. We will only need to buy new snow cone cups for this, so we will make a lot of profit.

We need a Thank You card collected for Windermere Car Care for their water donation. It was a full pallet which can be used for parades such as the St. Patrick's Day Parade and all student events. We will need kids to help move cases to our band room to be loaded on the trailer for the parade.

Joy said we have a new way for counting money at end of a game. We will remove reserves and \$300 will be put back in the bag. \$300 is now standard for all games including lacrosse and soccer, therefore we need more bank bags in concessions and copies of register totals.

VII. Volunteer

Erin Dever

N/A

VIII. Fundraising Update

Dina Moon

- a. Rhythm and Blues: Dina thanked everyone who helped with the Rhythm and Blues Extravaganza especially the parents, kids, and volunteers who helped set up and clean up. The event would not be possible without them. Next year, be sure to have volunteer sign-in sheets. Dina will attach a budget for final numbers. Auction site payout is currently \$5,393 which includes \$250 in donations plus \$5,143 for auction items. We are waiting for email reports from Leigh to see what the auction site fees were. We need to confirm if the 2.9% fee plus .30 per transaction has been removed.

Fifty tickets were sold x \$35 = \$1,750. (Ticket sales covered food.) Total income at the event, including auction items, donations, sponsorships, and ticket sales was \$10,380.00. Dina was disappointed in the income number because she secured over

Fundraising Update (continued)

\$16,000 in value for auction items, but they only brought in a little over \$5,000.00. If the band continues with this event, the Board and students need to help with securing auction items, and the board and band families need to share the event and auction on their social media accounts, post flyers at work, church etc. (if allowed) and share with their family and friends. Dina recommended with additional help acquiring auction items, the auction could go live sooner to get people bidding for an entire week which would bring in more money.

We still have some custom Golden Eagle soaps to sell for more than their cost (\$5 ea.). Dina suggested selling them at concessions.

Pass the bucket donations included a \$500 credit card donation from Landin R. plus \$417 cash, and a check for \$150 from other donors at the event for a total of \$1,237.00. Live auction of 2 signed CD's from guest Lew Del Gatto sold for \$170. Corinne will ask Mr. Del Gatto for more signed CD's to sell to our families for fundraising as there were several other individuals willing to pay over \$100 for a CD.

We had to pay tax on the food because we were selling it in the ticket price for the event. Food costs were \$1,517.68 with tax of \$98.98 for a total of \$1,616.66. Net income before the auction site fee is \$8,452.21.

Thank you to everyone who donated supplies and items to the auction which helped to save on our costs. Joy questioned where the auction money will show up. According to Dina, money should go straight to our Paypal account. Leigh confirmed that account on auction site is tied to the Paypal account.

- b. Upcoming Fundraisers: Dina has a conference call with school services regarding fundraising/candy grams next week. Board does not seem interested in another catalog fundraiser at this time. Dina is looking into a Chipotle spirit day. She has already spoken to the manager who says that Naples High is always welcome at the store, but they would like our help in making sure that students clean up and don't take fountain drinks that haven't been paid for. Dina has also mentioned this to NHS administration.
- c. Cherrydale profits were reported incorrectly by treasurer last month. Per the final report, retail sales were \$5,279 minus 60%, totaling a profit of \$2,309.50. Students got to keep 40% of what they sold.
- d. Last meeting's decision to ask a minimum fee of \$500 for all band appearances was reiterated. There is an opportunity for the band in April. Joy is the contact and is in touch with the organizer.

IX. Open/New Items

Five more meetings left before new Board takes over. Starting to look for parents to nominate for next year's board positions; We need a treasurer sooner. March 15th will be the cut off for Fair Share volunteering. Corinne Strubel signed up for DocuSign.

Meeting adjourned at 8:10 p.m.

1st motion: Dina Moon; 2nd motion: Nicolle Medina (Passed unanimously)

Next Board meeting: March 4th, 6:00 p.m., Band Room.