**LHS Rebel Band Booster Executive Board**

**August 9, 2021**

**6:00pm/Band Hall**

**Board Members in Attendance:**

Ashley Blase, President Kayce Sellers, A/P Treasurer

Stacy Pitts, A/R Treasurer Katy Reid, Membership

Debbie Martinez, Fundraising Olga Padilla, Hospitality

Traci Tercero, Communications Rebecca Dominguez, Secretary

Stella Clifton, Parliamentarian

No Vice-President

Others in attendance:

Cameron Connell, Percussion J Gonzalez, Colorguard Director

Morgan Marin, LHS Band Director

**Proceedings:**

* Meeting called to order by Ashley Blase at 6:04pm
* Minutes from previous meeting on July 20, 2021 were reviewed
  + Traci Tercero made a motion to approve
  + Kayce Sellers seconded the motion
  + All approved, none opposed

* **Financials –**Treasurer Reports:
  + **Accts Receivable**—Stacy Pitts
    - Charms: keying new students, updating returning students, & removing those not in band anymore
      * Mr. Gonzales provided a list to Ashley of those who haven’t registered yet; they’re still working on tracking down the students and may need a couple more days;
        + Stacy requested that he provide their ID numbers and e-mails to place them in charms and can update full info later;
    - Registrations: as of today, 57 students haven’t completed online registration
    - Band Assessments—as of today, 23 students have already paid their assessments in full:
      * 33 students have a negative balance
      * 17 students have a 0 balance (no payments)
      * 10 students have $1-$99
      * 60 students have $100-$199
      * 16 students have $200-$299
      * 4 students have $300-$399
      * 4 students have $400-$499
      * 18 students have paid their instrument rental fee
    - Sponsorships update:
      * 1 maroon ($100)
      * 1 white ($350)
      * 6 Bronze ($500)
      * 3 Silver ($1000 plus)
      * A free one (of $1,000) to Sunbelt Rentals Oil & Gas Services (for the use of two light towers for the practice field, which saved the Boosters about $2,000 this season);
        + Ashley offered them the $2,500 sponsorship (which included a free performance), but they declined and graciously settled for the $1,000.
  + **Accts Payable**- Kayce Sellers:
    - Statements were reconciled through current month and provided a copy of the Budget to Actual as of today; all items are paid (we are current)
    - Bank Account Balance for LHS: $64,482.48
      * + Alamo JHS – $ 8,247.29
        + Abell JHS – $ 1,533.77
    - Earmarked Funds (Fundraising) as of today: $2,380.00
    - Income & Expense by Category (July 1st thru August 9th)
      * Income through today was $37,400.46
      * Expenses through today were $48,276.10
      * Net Difference is $10,875.64
      * The LHS operating budget had to be revised due to items she wasn’t aware of dated June 1st thru July 20, so those got revised to balance correctly.
      * Kayce reminded directors to notify of anything that looks weird (wrong number, coded incorrectly, etc.) & notify her (she’s trying to keep up with all e-mails as back-up for coding everything)
        + No receivables/payables for LHS
        + No activity at Alamo
        + Abell (Miss Frazier) purchased some white binders and received reimbursement for them

Abell Band Parent meeting will be held this week, so there should be some PayPal payments coming in/website was updated

Band Fee was increased from $50 to $100, so PayPal button was updated for that

* + - * Ashley commented on how reader-friendly the budget report is to see exactly what’s going on/where the money is being spent every month
      * Going forward, Kayce will add the Fundraiser recap to the report to review where money is being made and where it isn’t beneficial
    - Band Booster Membership purchase made in June 2021 for $25, but since levels this year are $10, $20 & $50, recommends we place the extra $5 as a donation to balance out the numbers at the end of year to avoid questions/confusion;
      * She bought another $10 one and Stacy credited it to charms under assessments
    - There were no further questions on the budget.
    - Sales Tax Information from Ashley:
      * Kayce did some research & found out that we should be charging sales tax on all of the spirit wear & required gear (anything we sell), as well as paying sales tax for all of those items;
        + Previously never had a sales tax permit/sales tax ID to Ashley’s knowledge, so will begin filing to avoid any issues with the IRS;
        + Going forward, taxes will be added in to the sale price for next season; some items will go up a little next year (a couple of dollars or so) to recoup all of that;
    - Kayce spoke with the CPA to be clear on which items need to have sales tax/what’s taxable, so she obtained a list from the comptroller:
      * Any spirit items that the student owns at the end of the year (yard signs, clothing, t-shirts, polos, under uniforms, etc.) need to have sales tax, as well as:
      * The instrument rental fee
      * Band banquet tickets
    - Kayce will “back out” at the end of the year to see what the tax needs to be to avoid having to collect & keep up with change;
    - The band boosters can have TWO tax-free days a year, as a club, so Ashley was thinking of:
      * Extrava”Band”za
      * Meet the Rebels
    - Football games will sell gear at regular price
    - Kayce mentioned a parent incentive to pay their instrumental rental fee/buy required gear at either of the two events to save money when it’s tax-free vs. waiting after the two tax-free days/events
    - A motion was made by Ashley to vote for the two tax-free days being Extrava”band”za and Meet the Rebels:
      * Katy Reid made a motion to approve
      * Stella Clifton seconded the motion
      * All approved, none opposed
        + Will probably be the same every year going forward, but will revisit next year
    - Stacy mentioned that PTA bylaws required the dates to be picked either at the beginning of the year or at the end of the year;
      * Kayce stated that the potential dates have to be filed with the Texas State Comptroller’s Office and may be amended, as needed
    - When the Booster Club legally changes their name, Kayce & Ashley will apply for the Sales Tax Permit; MISD is supposedly going to pay the fees required to legally change the names of all the Booster Clubs at the same time
      * No other LHS clubs have been given a date as to when this will be done, but it must be done by the end of the year & is not that expensive to do;
        + the biggest expense will be the changing of account numbers and replacing/buying new checks

**Board Updates:**

* Memberships– Katy Reid
  + 49 total memberships:
    - 18 General Memberships, $10
    - 19 Rebel Memberships, $20
    - 12 MRB Booster Memberships, $50
* Hospitality – Olga Padilla
  + Will follow-up with Jason’s Deli for 9/3/21 game and to ask for a sponsorship to donate meals, possibly for the clinics/judges
  + Ashley complimented Olga on the great job for feeding volunteers at the Extrava”Band”za
  + Olga requested a list of students with possible food allergies for ordering purposes, which Ashley will provide
  + Will continue ordering individual meals for all since Covid cases are increasing again
  + Ashley will add students with food allergies as registrations come in, as appropriate, & notify Olga
* Communications – Traci Tercero
  + Team Up Calendar notice needs to be sent out since some parents aren’t aware of the Band App Calendar, instructing them to delete the Team Up calendar to avoid confusion
* Uniform Committee – Shane Dockrey (Samantha Burgess, Committee Co-Chair)
  + Per Ashley: Shane is doing fittings right now, which is why she isn’t here; believes all but maybe 40-45 kids may already be fitted, which is very impressive this early in the season
  + Shane is using a list provided by Mr. Gonzales (as well as Stacy) to make sure all (Freshman) students are fitted; will try this Saturday, if possible (Samantha will help)
  + Mr. Gonzales reported that Mrs. Marin received a set of marching shoes from N-Tune to do size fittings for the Freshman this week; has asked that we post a notice for the upperclassmen to go by LFHS after school to get sized:
    - N-Tune has provided QR codes to scan the code and select their shoe size for ordering
* Spirit Sales - Debbie Martinez
  + Fundraising:
    - World’s Finest Chocolate:
      * The boxes are $33 (so $0.45/bar profit), but have the thicker bars ($2/bar) about $60/box (@ $1/bar profit)
      * They also offer chocolate covered almonds if we wanted: $2/products, same profit as the other boxes, with minimum order is 50
      * The charge is $95 for shipping, but Mr. Larry is willing to give us two free boxes on top of what we sell to recoup the amount of shipping, for each time we need to ship
        + However, Kayce mentioned that since we wouldn’t get the full amount if a student sells the two extra boxes, then we’d only be getting half; therefore, a booster member will need to sell the extra boxes
    - Jason’s Deli is confirmed for 10/14/21, we earn 25% profits from 10am-8pm
    - Grub Burger: Debbie is still waiting on response to e-mails; will earn 15% of sales, requested either November, December, or January time frame
    - Texas Roadhouse is set for next week from 3pm-10pm; will donate 10% of sales if they are presented with the fliers, show the ad, or mention the MRB;
      * she also recommended having students to help in shifts to host by seating the customers, informing them of our band fundraising night, then asking them if they’d be interested in donating 10% or their ticket;
      * we are allowed to set up our tent and sell our spirit wear; Debbie would like to sell the clearance stuff if Mr. Dojahn approves it since we’re not at the school but it’s still a school-related function; Ashley e-mailed him for permission
      * She also mentioned that we could bring our drumline for more visual attention, if we choose to push it more
    - SNAP Fundraiser was pushed back and will start to collect e-mails on the 23rd to collect all the e-mails that we need; as far as incentives, do we want to group them?
      * By section?
      * By class?
      * Debbie can set up initially to allow the profiles to request by section
      * Mr. Gonzales and Mrs. Marin would like to do it by section (like the El Paso East Lake Band, which seemed successful); not sure about incentives
        + Ashley mentioned maybe having an ice cream or pizza party for whichever section raises the most money
        + She also has leftover “prizes” from Green Acres fundraiser: she has 10 - $10 gift cards, which may be used as an incentive in a drawing of the student’s names who raise the first $20 to have their name placed in the drawing, then again for every $10 after that; will draw names on a Tuesday night rehearsal on the field:

Percussion

Woodwinds

Brass

Colorguard

* + Debbie provided all with a calendar packet for each school month with the projected dinner night (once a month is her goal) & incorporated all scheduled band activities
    - Green days are scheduled fundraising dinner nights
    - In August:
      * hoping to start the SNAP Fundraiser on the week of the 16th, go live on the week of the 23rd, then run it all the way through 09/20
    - In September:
      * Whataburger is a go; the liaison was delaying because she had to wait to hear as to when their team lead meetings would be held: they have to be present to host us (she just got their call this afternoon for confirmation)
      * Keep Midland Beautiful (KMB) is scheduled for 09/26/21; waiting for a confirmation to start a sign up for it, may limit the number of kids to get the larger amount of money
        + Will need to discuss how to do payout for KMB fundraiser prior to promoting it via e-mail once the date has been confirmed
      * World’s Finest Chocolate will begin selling on 09/27/2021; we will stick with the $1 boxes (cost per box has increased) and students will only earn $0.45/bar
        + Last year, we ordered 408; will try to get majority in one shipment, but may hard to keep in all in storage (two pallets for each order last year)
        + Debbie will order 400 to avoid having to wait when we’re out and store in a practice room, which can be locked, if they fit (will have to take boxes off of the pallet); once we’re out, we’re out
        + ALL students will be given a chance to sell: will limit each student to two boxes to start, money must be turned in before getting extra boxes
        + Boxes will be numbered like last year and will keep an inventory like last year
    - In October:
      * Jason’s Deli is confirmed for 10/14/21
      * World’s Finest Chocolates Fundraiser will end on the 29th, money due on the 25th
        + This will be held during Intersession and Homecoming will be taking place
    - In November:
      * If we choose to do Texas Roadhouse & the selling of frozen rolls, we need to start collecting the orders on 11/01/21, which would need to be turned in before 11/15/21 for them to collect our orders to then distribute them to the students;
        + Will store them in the deep freeze until pick-up date
        + End date will be the 11th to allow time for Stacy to count the monies (even those turned in on the 12th/Friday morning) then submit the order on Monday morning
      * Texas Roadhouse Peanuts fundraiser: do we still want to do it? We could do it along with the frozen rolls; they are now getting the peanuts in a box (they aren’t pre-packed this year), but if we choose to sell them, they will pre-package them for us to sell individually
        + We agreed to not sell the peanuts, only the rolls.
      * Will start the Popcorn Premiere on the 29th after Thanksgiving thru December
    - In December: nothing yet, but is trying to get either
      * Popcorn Premiere—Debbie will check when money/orders need to be in to Tony so that we can have the delivery on the 14th, the day of the Holiday Concert for pick up
      * Dickies-- would more than happy to do a fundraiser
      * Raising Cane’s is a possibility
      * Crumbl Cookie-- doesn’t have anything other than selling cookie dough (would need to deep-freeze/keep frozen)
    - In January: possibly on the 20th (nothing yet)
      * Would like to try & get the movie night going or
      * Candle Café—MHS band sells them in December every year, so we do not want to overlap them; will revisit in the spring to help with assessments
    - In February: possibly another dinner on the 17th
    - In March: possibly another dinner on the 17th (after Spring Break)
    - In April: possibly another dinner on the 23rd
    - In May: (Band Banquet on the 13th) possibly another dinner on the 19th
      * Ashley said last one will be in April since everyone will be busy with the end-of-year/graduation stuff
    - Ashley’s goal is to do the fundraisers that will give the kids the most/biggest return before January (to help out with the school Trip)
  + Green Acres report: 121 guests at $1,219.51; cash & credit card sales were $735, pizza purchase was $230.83, so we ended up spending $715.34 from our budget
    - This activity gives us a better idea of how much we need to budget for next year, which Debbie will monitor.
  + Spirit Sales deposit question from Debbie to Kayce: will deposits go back into the same account/budget?
    - Kayce said no, is run as a separate report because of the tax sales; there’s a spirit sales budget, which Stacy breaks out; Kayce then compares the invoices against it
    - Debbie was concerned about the monies from her budget; she still has about $1600 left in budget to re-order; hasn’t turned in invoices since she’s still ordering; verified that she has a $7000-8000 limit.
      * The Boosters can decide to address the need to raise more money if needed since it’s for fundraising
      * The online store will also bring in monies
      * Her goal is to sell the old inventory (at Texas Roadhouse, if possible) and whenever possible since we don’t know if there will be a rebel market anytime soon; waiting to hear from Mr. Dojahn
      * Goal is to earn as much money to pay all of our fees and all the directors requests
  + No further questions on fundraising

**Presidents Report –** Ashley Blase

* 1st General Booster Board Meeting is tonight
  + Plan is to go over and address the fundraisers, introduce board, and go over all the different volunteer activities so parents know where they can volunteer;
    - Would like for us to stay after the meeting, if possible, to answer any questions parents may have
  + Mr. Gonzales is going to give an update as to how the rehearsals have been going and what’s going on (on the student side of things)
  + Mr. Dojahn would like to hold them once a month after every Board meeting at 7:30pm; his goal is to make them informative, but not too long or too short (20-30 minutes)
* Homecoming is on 10/8/21:
  + Parade is on 10/7/21 and we need a convertible for Band Beau and Sweetheart; Becky will have Zyra ask her dad
  + Need to get a group of moms who would like to make mums & garters for the seniors
    - Traci will post a notice next week
    - Boosters have plenty of stuff to make them; Ashley’s friend owns the Shindig Shack & will order any needed items at wholesale
    - Will need to assemble mums/garters for 36 or 37 seniors
    - Anyone interested may help for the ‘Mum-Making” Committee
* Volunteer Opportunities—Mr. Dojahn asked about reaching out for volunteer opportunities:
  + West Texas Food Bank—they’re still following Covid protocols (15 people at a time); all groups in the evening position slots are filled until October/November; will revisit in the Spring
  + Breaking Bread—will need to look into how many volunteers are needed at a given time (would like to have between 20-40 students at a time, if possible…may be too many?)
  + Christmas—Mr. Gonzales suggested doing a Toys for Tots (internally) since it’s usually a hard time for all families and Mr. Dojahn bought a Christmas Tree; students can bring in gifts to place under/decorate the tree then donate
  + Helping Hands—may need volunteers every Saturday
  + Salvation Army during Christmas (the red bucket)—may have an age limit
  + Barnes & Noble may do a Christmas gift wrap, with a tip jar (the Lions Club has also done it)
  + The mall: MHS usually volunteers but seems to have trouble filling the shifts
  + Ashley will look into them for opportunities
* Calendar Change for Meet the Rebels: was changed from the 13th to the 25th, which’ll be the first band’s performance on campus
* 1st District Game will be on 9/3/21 with the band’s 1st on-field performance
  + Students were inquiring about Polo Shirts, which won’t be needed until the 25th
  + The band travels for district football games, but only if they’re within a two-hour distance
    - Also travel for playoff games or marching contest

**Other Committee Updates**

* Pit Crew – Tom Blase:
  + Not present, but official role hasn’t quite started yet;
  + Dixie, the semi, had a big, giant bubble due to the replacement vinyl due to rebranding, which we believe has settled; Ashley has asked Mr. Dojahn about an update on the status, none as of yet

**Director’s Report**

* Mr. Gonzales reported that band is going good; drill begins tomorrow
  + Right now, the only issue is attendance, so will be pushing that tonight and reminding parents that their kids need to be present to be taught;
  + Are trying to track down all the students that are absent; has received a large number of absence requests, probably because Covid cases going up again
  + Their goal is to push for a normal year as much as possible, but without students present, it’s more difficult
* Spring Trip Info: kids whose families are going will need to stay in a student room
  + Not sure about how the students vs. families are going to be governed as far as busing, meals, schedules, etc.
  + Believes most will all be on the same time schedule
  + Will ask Mr. Dojahn if parents attending will need to be approved as a volunteer even though they’re just going as a parent and not as a chaperone
  + $50 deposit is due next week to secure trip reservation
  + Ashley will clarify to parents that the assessment doesn’t have to be paid in full to be able to register for the trip, but that it does need to be paid in full before the actual trip
  + There are currently 13 students registered, only nine have made payments
  + Ashley still didn’t have an update from Mr. Dojahn about chaperones possibly getting a discount on the trip price

**New Business**

* There was no new business to discuss

**Membership – Katy Reid**

* Did her forms and will call the school tomorrow about who the contact is for volunteers
* Plans on reaching out at least once a week to LHS for updated volunteer list based on background check approvals

**Next Meeting**

* Monday, September 13 at 6pm in the Band Hall, General Booster Meeting to follow at 7:30pm

Meeting was adjourned at 7:05pm.

RHD