
Northglenn High School Music Program Board Meeting Minutes

Tuesday December 14, 2021

6:30pm

Attendees

Jessica Bottger, President, Jeanine Ashley, Finance Chair, Janet Alexander - Resigning, Bingo Chair Ally Dawson Brown, Fundraising Chair, Communication Chair, Eric Stehle, Band Director, Cassandra VanBlaricom, Eric VanBlaricom, Freddy Smith (via phone)

Agenda

Introduction of members and guests – Freddy Smith joined via phone, Cassi and Eric were both in attendance as well

Approval of November meeting minutes

Open board positions – Vice President, Bingo Chair, Secretary, Uniform Chair, Volunteer Chair, Website Coordinator & Communications Chair

New Business

1. Ted – To present the Financial Review
 - a. Ted presented the financial review and we discussed as a group the ideas that he had for us to implement to ensure that things do not get behind again.
 2. Update from Eric S.:
 - a. What's next?
 - Orchestra Festival – Silver Creek? – Looking into it.
 - Registered for Band CBA – March 28th in Gillcrest \$250 per group
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- CMEA – Hotel – 2 Days Registration - \$170 Thursday – Saturday the room is \$448 = \$618 January 26th-29th
3. President update: Jessica to present
 - a. Talk with Hector about setting up an online store for merchandise
 - Discuss the items that Hector sent to me for options
 - b. Items for motion
 - Bingo Doc's invoice for next quarter - \$720 - Passed
 - Rocky Mountain Bingo November invoice - \$3259 - Passed
 - c. Go over the possible new board members – discuss and vote.
 - Cassandra VanBlaricom offered to take over the bingo chair. She was voted in by the current board and was approved to be added to the bank accounts as a check signer
 - Eric VanBlaricom offered to take over the Website Coordinator and the Communications Chair
 - Freddy Smith – offered to take over the volunteer chair
 4. Communications update: Jessica to present
 - a. Discussed Jessica getting Eric started on sending out emails and information on a weekly basis
 5. Bingo updates: Janet and Jessica to present
 - a. We had a customer complaint. Jessica responded and we are now waiting on results from the SOS -
 - b. Jessica filed the Bingo License. Waiting on new license
 - c. Jessica still needs to purchase the raffle cards
 - d. Ally, Jessica and Holly to discuss New Years Eve on Friday 17th. – We are going to offer to pay for part of the party favors or the toasting supplies for New Years.
 - e. Eric – We need to confirm students for the 31st. Week 4 is closed this month. I will send a list of everyone who is supposed to work on week 1 and week 4 to see who will be there.
 6. Fundraising updates: Ally to present

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- a. Charms balances will be all up to date by December 1st. – Is this done?
 - Not done yet – Ally said that she would have this done with in the next few weeks
 - b. Can you send me what me what was put into charms for the last several fundraisers? I need to make the transfers and need to check that it all matches.
 - Still needs to deposit the Cookie Dough Money
 - c. Other upcoming events are as follows:
 - Butterbraids Hearts : 02/07 thru 02/18 with delivery on the Friday 25th at 5pm.
 - Bed Sheet fundraiser for March – Mattress Fundraiser possibly in April
7. Finance update: Jeanine to present
- a. Have we paid Zach Sutton – Not yet – Jeanine is going to get Zach paid right away for November and then get on schedule for the remaining payments?
 - b. Did we get the ink & toner – Get Eric’s toner
 - c. Did we get Eric’s reimbursement? – Eric has not sent in receipt, so no check has been cut
 - d. Account updates
 - Brought statements with reconciliation reports Jul-Nov for board review and signature - completed
 - Balance sheet and P&L through 11/30/21 provided for review
 - Provided Q3 reports to Jessica yesterday for Adams12/NHS; will provide Q4 reports by end of January
 - e. Other pending topics
 - Truck insurance still at elevated rate of \$111/mo compared to \$28/mo when in storage. - Jessica will get the truck moved to storage to change the insurance.
 - Accountant reports the abatement request for filing penalty can take several weeks; keep in mind we may need to pay the \$2340 penalty

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- Anticipating the bus bill from Adams12 will be about \$2000 for marching season
 - I still need to update the GoFundMe account and donation button - currently doesn't work

Next Month's Meeting: January 18th @ 6:30pm??

Notes

Action Items