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# Northglenn High School Music Program Board Meeting Minutes

Tuesday January 18, 2021

6:30pm

## Attendees

Jessica Bottger: President, Jeanine Ashley: Finance Chair, Cassandra VanBlaricom: Bingo Chair, Ally Dawson Brown: Fundraising Chair, Eric VanBlaricom: Website & Communication Chair, Freddie Smith: Volunteer Chair Eric Stehle: Band Director

## Agenda

Introduction of members and guests.

Approval of November & December meeting minutes – Made changes and updates with the board. Motioned and approved.

Open board positions – Vice President, Secretary, Uniform Chair

## New Business

1. Update from Eric Stehle:
  - a. What's next?
    - Orchestra Festival – Silver Creek – Not happening
    - Registered for Band CBA – March 28<sup>th</sup> in Gillcrest \$250 per group – Did we get this done? – Symphonic band to participate. Motioned and passed to be paid out of General
    - CMEA – Hotel – 2 Days Registration - \$170 Thursday – Saturday the room is \$448 = \$618 January 26<sup>th</sup>-29<sup>th</sup> Is this done? – This was paid

- Next Year's show – Still looking at music and will be reaching out to staff. Drum Major tryouts and Leadership are in April. Hoping to have more information by next meeting to start looking at budget.
- Eric S. is going to find out when 8<sup>th</sup> grade night is – March 7th
- Musical is Feb. 28<sup>th</sup> – March 5<sup>th</sup>
- Concert for all groups March 8<sup>th</sup>
- Eric S. is taking some students from both Orchestra and Band to visit the middle schools to help get some interest

2. 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. Rocky Mountain Bingo December invoice - \$1467
- c. Eric S. can you go through your keys and get into the shed. We need access and need to make keys so that we can get to our stuff.
- d. Still transitioning emails and training.
  - Will work with Eric V. on more communication stuff including putting together some templates
  - Will look at the bingo email again and try and get that to Cassi. I have been sending all the bingo stuff in the interim, but will get Cassi going on that this month
  - If I can't recover the email that Melissa had for the volunteer chair, then we will assign a different one or create one for that chair. – Ally will try and help recover.

3. Communications update: Eric V./Jessica to present

- a. How to keep the communications exciting during the concert season?
  - Eric S. – how do you think we should work the spotlights for the students that we want to high light? – Eric Stehle is going to create a google doc questionnaire to have the students fill out and turn in. Same questions for everyone and he will also have them turn in a picture with that as well! We will then pick students at every meeting for the next 4 weeks to high light.

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- Eric V – Is also going to work on updating and revamping the website and the weekly emails to get more traffic and look fresher
  - Need to add Winter Guard competition schedule to weekly updates as well as the fundraisers
4. Bingo updates: Jessica to present
    - a. We had a customer complaint. Jessica responded and we are now waiting on results from the SOS – Still waiting on the verdict
    - b. Jessica filled the Bingo License. – Filling accepted and printed
    - c. Bank changes – We need to pick a bank so that we can get keys and have everything set up and ready to go. – Jessica will send an email to Laura to get keys. Cassi will pick up the new bank keys for use at the Wells Fargo bank on 120<sup>th</sup> & Pecos.
  5. Fundraising updates: Ally to present
    - Still needs to deposit the Cookie Dough Money – Gave money to Jeanine for deposit.
    - b. Other upcoming events are as follows:
      - Butter braids Hearts: 02/07 thru 02/18 with delivery on the Friday 25th at 5pm.
      - Tumblers for March
      - Mattress Fundraiser on April 3<sup>rd</sup> – We need to get this on the calendar with Nick. We will need access to the high school.
  6. Finance update: Jeanine to present
    - a. Did we get the ink & toner? Jeanine got her ink. Jessica still needs to get Eric toner
    - b. Did we get Eric's reimbursement? – Eric still has not sent the invoice
    - c. Financial updates
      - December bank statements with reconciliation reports for board review and signature – Eric V., Eric S., and Ally went through these and approved

- Balance sheet and P&L through 12/31/21 provided for review – Jessica and Jeanine are going to go through a few line items to make sure things are correct. Mainly Progressive income seemed low.
  - Items to pay: \$1467 Dec RMBS, \$250 CBA band festival, \$350 Zach Sutton Feb payment
- d. Reporting
- Will provide Q4 reports for school/district by end of January
  - Need to do 1099s and W2G's for 2021. Jessica is going to send an email to Troy to see if they can help with these. Jeanine will get the info over to Troy and his team for completion once we have an amount Jeanine will request motion.
- e. Other pending topics
- Accountant reports the abatement request for filing penalty can take several weeks; keep in mind we may need to pay the \$2340 penalty
  - Anticipating the bus bill from Adams12 will be about \$2000 for marching season
  - Working on the GoFundMe account transition and new donation button because GFM has new program for non-profits
  - Jeanine made the change to the new non-profit GFM program but received an email just this afternoon stating we don't qualify for the non-profit type account. She will take a closer look and dig further into that to figure out why. Eric V mentioned there may be other fundraising/donation platforms we can use instead.

Next Month's Meeting: February 10th @ 6:30pm??

## Notes

## Action Items

1. Eric S.:
  - a. Creating google Doc for the students – Next 4 weeks will be Eleanor, Logan, Katie and Sam.

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- b. Go through keys and get the shed key for copies so we can have access
  - c. Start going through the other locks and keys to consolidate keys
  - d. Finding out who to email about the bus invoices for the Marching season
2. Jessica:
    - a. Email Troy to find out about the 1099's and W2G's - **done**
    - b. Get Cassi on the bingo email - **done**
    - c. Send the November and December meeting minutes to Eric V. to post on the Website - **done**
    - d. Send the December Meeting minutes to Laura Littman for the check signing additions and subtractions - **done**
    - e. Get Freddy on the Volunteer email or create a new one
    - f. Finish the quarterly filing for bingo - **done**
    - g. Email Laura Littman for the keys to that branch for night drop - **done**
    - h. Send a picture to Eric V.
    - i. Pay Complaint Fee - **done**
  3. Jeanine:
    - a. Pay for the CBA registration - **done 1/21**
    - b. Gather the W2G's and the 1099's to send over to Troy - **done 1/24**
  4. Cassi:
    - a. Pick up keys from Laura - **done**
    - b. Send a picture to Eric V.
  5. Ally:
    - a. Set up the tumblers
    - b. Send Eric S. the info for the mattress fundraiser. We need to get it over to Nick to make sure we have access to the school
    - c. Get with Melissa and see if you can get the volunteer email from her. Needs to change the phone number, phone and email.
  6. Eric B.:
    - a. Update the Website
    - b. Update the Weekly news
    - c. Need pictures from - Jessica, Eric V, Cassi & Freddy
  7. Freddy:
    - a. Start thinking about ways to get people more excited about volunteering
    - b. Send a picture to Eric V.