

---

# Northglenn High School Music Program Board Meeting

Tuesday November 16, 2021

6:30pm

## Attendees

Jessica Bottger, President, Jeanine Ashley, Finance Chair, Bingo Chair  
Ally Dawson Brown, Fundraising Chair, Emily Rollins (via phone) Communication Chair, Eric Stehle, Band Director

## Agenda

Introduction of members and guests. – Rebecca Prewitt – Winter Guard instructor

Approval of October meeting minutes – Approved and sent to Emily to post

Open board positions – Vice President, Bingo Chair, Secretary, Uniform Chair, Volunteer Chair

## New Business

1. Update from Eric:
    - a. Need the receipt for the CMEA stuff
    - b. Orchestra Festival – date changed to December 11<sup>th</sup>. Rehearsals 1<sup>st</sup> & 6<sup>th</sup> both at Horizon at 6:30pm
    - c. Concert dates – Orchestra & Choir December 7<sup>th</sup> Band December 9<sup>th</sup>.
    - d. Quartet set for Barnes & Noble? December 12<sup>th</sup>
    - e. All county due December 10<sup>th</sup> January 14<sup>th</sup> & 15<sup>th</sup>
    - f. District honor band January 21<sup>st</sup> and 22<sup>nd</sup>
-

- 
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
        1. Need to send the info for Hector to Emily
    - b. Stuff for Nick – sent everything except the Audit
      - Budget
      - Contract
      - Quarterly reports
      - Final year
      - Audit
    - c. Items for motion
      - Eric's reimbursement
      - Winter Guard discussion
        1. \$300 paint
        2. \$100 state meal
        3. \$24 red electrical tape
        4. \$61.20, \$24.98 uniforms & silks
        5. RMCGA - \$900 due January 1<sup>st</sup>
        6. \$1750 for Assistant Instructor (Zach Sutton)
      - Rocky Mountain Bingo October invoice - \$4287.70
    - d. Can everyone send me meeting agenda contributions for the next meeting 1 week prior to the meeting. I will start sending the meeting agenda out earlier and do 1 final check prior to the meeting for final adjustments.
  3. Communications update: Emily and Victor to present
    - a. How to keep the communications exciting during the concert season?
  4. Bingo updates: Janet and Jessica to present
    - a. Must-Go went well – total deposits - \$13,000
    - b. Janet and Jessica finished the quarterly filing

- 
- c. Janet and Jessica will meet on Sunday to finish the final transition
  - d. Janet will stay on as the 3<sup>rd</sup> signer until 12/31/2021 or we find another replacement
  - e. Discuss the Meals at tips at the bingo hall. – Pizza machine is down - \$5/per person per session. 2 drink max. Tip is 20% round to the nearest \$.
  - f. Motioned to spend \$200 for gift cards to raffle at New Year's Eve.
5. Fundraising updates: Ally to present
- a. Butterbraids wrapped up on 10/29 with 26 students participating. We sold \$2,006.40 with both paper and online orders. We do owe a balance of \$208.40 to Integrity. I have passed along the invoice to the finance chair.
  - b. Cookie dough and pies fundraiser wrapped up Monday November 15th. Will have a total sales Talley at December meeting.
  - c. Next fundraiser is the Barnes and Noble day on December 12,2021. It is a Sunday.
  - d. Charms balances will be all up to date by December 1st.
  - e. 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
6. Finance update: Jeanine to present
- a. Current balances (as of Tuesday, 11/15/21)
    - General \$8641.76
    - Student Reserves \$3357.13
    - Bingo \$13,318.03
    - Bingo Progressive \$7379.50
  - b. Financial updates
  - c. Brought statements with reconciliation reports Jul-Oct for board review and signature but Jeanine had to leave early so we did not get them reviewed. Will review next month.
  - d. Balance sheet and P&L through 10/31/21 provided

- 
7. Update on reconciling and this year's taxes
    - a. Reconciling/updating is complete - likely need to adjust the way some transactions are recorded and will ask Ted questions as needed
    - b. Taxes completed for FY 20-21 last week (met deadline, no extension needed; pd \$300)
    - c. Ted Cooper is in process of audit and has requested documentation for several transactions - will meet him in person to have him review
    - d. Need to provide Q3 reports for Adams12 - timing?
    - e. Ted suggestion in course of training: for student reserves, make adjustments last week of quarter so that quarterly reports always show matching QB student account and bank savings account
  
  8. Other outstanding
    - a. I need to purchase more printer ink & will purchase toner for Eric
    - b. What is the deposit slip status at the Bingo hall? Jessica confirmed that there were 2 books at the hall and removed both books so that there was not an accidental deposit made to the general account.
    - c. Will truck insurance decrease again at some point due to being back in storage? Will try and do this by December 1<sup>st</sup>.
    - d. Accountant reports the abatement request for filing penalty can take several weeks; keep in mind we may need to pay the \$2340 penalty. 4-12 weeks out.
    - e. Anticipating the bus bill from Adams12 will be about \$2000 for marching season
    - f. I still need to update the GoFundMe account and donation button - currently doesn't work

Next Month's Meeting: December 14th @ 6:30pm??