

**HEBRON HIGH SCHOOL  
CHOIR BOOSTER CLUB MEETING**  
October 20, 2016  
Minutes

**Attendance**

X	Holly Atwood	President
X	Elaine Smeltz	VP
X	Dorothy Johnson	VP
X	Wendy Majors	Treasurer
X	Janna Wise	Secretary
X	Tiffany Buscemi	Freshman Rep
X	Christi Linebarger	Sophomore Rep
	Cathy Turner	Junior Rep
	Tracy Dye	Senior Rep

	Barb Wynn	Spirit Wear
	Kim Irving	PR/Website
X	Beth Stubblefield	Volunteers
X	Kim Piccolo	HGT
	Mark Thrower	HGT
X	Nicci Thrower	Uniforms
X	Rachel Forester	Director
X	Nathan Ratliff	Assistant Director

**Meeting Minutes Approval**

The September minutes were approved.

## Treasurer's Report

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### \*\*PRESENTATION OF FINANCIAL RECONCILIATION REPORT:

The 2015-2016 Financial Reconciliation was completed by Tawi Ferrell and LeAnne Harper. They completed the report on October 19, 2016.

They made the following recommendations:

1. Create a better paper trail for petty cash and provide evidence of petty cash being re-deposited on check voucher.
2. In special circumstances, treasurer can leverage approved minutes as supportive documentation on money disbursed that is not accompanied by a traditional receipt.
3. Use a "Payment Received" slip for all cash payments and payments made to an individual where a receipt is not received (example—HGT cash prizes, a clinician, or accompanist)
4. Notate all discrepancies in monthly ending and beginning balances in the meeting minutes for transparency

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\*Ultimate goal is to put all financial forms on Charms

\*Time to look into paying for the GoDaddy web-hosting site—ask Kim Irving to check on when payment is due

\*Two tax free days TBD

\*Discussion of having a non-check signer to sign on the bank statement to keep all things transparent

\*Discussion of possibly buying insurance through AIM (cost would be at least \$300) for protection for the Booster Club

**Revised August Cash Position – Reflects checks that were written during the month of August. Previous report did not include these items.**

<b>BEGINNING BALANCE 08/01/2016:</b>	<b>\$10,522.68</b>
<b><u>INCOME</u></b>	
<u>Fees</u>	4,970.00
<u>Choir Apparel</u>	30.00
<u>Harmony</u>	330.00
<u>Patrons</u>	1,375.00
<u>Region/Area/State Auditions</u>	295.00
<u>Trip</u>	300.00
<u>Uniforms</u>	300.00
<b>TOTAL INCOME</b>	<b>7,600.00</b>
<b><u>EXPENSES</u></b>	
<u>Fundraiser-HGT</u>	-83.60
<u>Supplies/Misc</u>	-319.88
<b>TOTAL EXPENSES</b>	<b>-403.48</b>
<b>ENDING BALANCE 08/31/2016:</b>	<b>\$17,719.20</b>

**PayPal Balance: \$718.76 (no change)**

**September Cash Position:**

<b>BEGINNING BALANCE 9/1/2016:</b>	<b>\$17,719.20</b>
<b><u>INCOME</u></b>	
<u>Fees</u>	7,900.00
<u>Donations to School</u>	110.00
<u>Patrons</u>	200.00
<u>Fundraiser-HGT</u>	1,612.20
<u>Region/Area/State Auditions</u>	405.00
<u>Uniforms</u>	560.00
<b>TOTAL INCOME</b>	<b>10,787.20</b>
<b><u>EXPENSES</u></b>	
<u>Fees</u>	-120.00
<u>Choir Apparel</u>	-1,895.00
<u>Events/Activities</u>	-25.00
<u>Fundraiser-HGT</u>	-592.90
<u>Region/Area/State Auditions</u>	-1,795.00
<u>scholarships</u>	-325.00
<u>Supplies/Misc</u>	-32.05
<b>TOTAL EXPENSES</b>	<b>-4,784.95</b>
<b>ENDING BALANCE 09/30/2016:</b>	<b>\$23,721.45</b>

**Day-Del Balance: \$2,721.45**

## Directors' Report.

### Vice President's Report

\*Poinsettia sales to start Tuesday, October 25. Poinsettias will sell for \$10 each, and each student will earn \$4 per sale towards the cost of the trip. Mention on web-site that the poinsettias are MUCH larger than those from stores like Walmart and they last much longer as well. All poinsettias are RED and in a 6-inch pot. They will be delivered Dec. 1<sup>st</sup>.

#### **Upcoming Fundraisers:**

#### **2016-17 Choir Fundraisers** (Not including Little Caesars)

<u>Tuesday, September 20<sup>th</sup></u> 9pm/ <b>DONE</b>	Pei Wei @ Willow Bend	4-
<u>Thursday, October 6<sup>th</sup></u> 9/ <b>DONE</b>	Chilis @ 121/Josey	5-
<u>Saturday, October 15<sup>th</sup></u> 7/ <b>DONE</b>	Castle Hills Pumpkins	3-
<u>October 23<sup>rd</sup> -30<sup>th</sup></u> <u>???October 25<sup>th</sup>-November 14<sup>th</sup></u>	Shipley's Donuts Poinsettia Sales- <b>not confirmed w/ directors</b>	all week/hours
<u>Tuesday, November 8<sup>th</sup></u>	Zocados	5-8pm
<u>Wednesday, November 9<sup>th</sup></u>	Zocados	5-8pm
<u>Tuesday, December 6<sup>th</sup></u>	Pei Wei @ Willow Bend	4-8pm
<u>Thursday, December 15<sup>th</sup></u>	Dillas	4-8pm
<u>???Tuesday, January 10<sup>th</sup></u> <b>confirmed</b>	Chic Fil A@ Plano Parkway	4-8pm <b>not</b>
<u>Thursday, January 26<sup>th</sup></u>	Mooyah	5-8pm
<u>February</u>	Spring Creek	
<u>February</u>	TX Roadhouse??	
<u>Monday, March 7<sup>th</sup></u>	Dillas	4-8pm
<u>??Monday, April 3<sup>rd</sup></u> <b>confirmation</b>	Pie Five @ Willow Bend	- <b>waiting on</b>

## **Volunteers' Report**

\*Volunteers for Region Auditions on Monday, October 24<sup>th</sup> are met

\*Beth Stubblefield is keeping track of who is volunteering, when, and for how long

\*There are roughly 100 student-volunteer slots available at the restaurant fundraisers. There are also roughly 100 students interested in going on the trip to NYC. There will be one slot available for each student who is interested in volunteering to work at a fundraiser. Then, all the students who work will share the proceeds of the fundraiser as a deduction towards the cost of their trip.

## **Spirit Wear**

### **PR/ Web-site Report**

\*Posters needed to advertise the Holiday Concert

\*Senior ad placed but still need receipt

\*Web-site looks amazing! Preferable to have the most recent picture showing first on the web-site.

\*We need a new Booster picture

### **HGT Report**

Roughly:

\$1600 income - \$676 expenses = \$935.70 total income

### **Uniforms Report**

\*Concert-day Uniform volunteers need to make sure the girls slightly lift the back of their dresses as they sit down so they don't pull out the seams by the zipper

### **Class Reps' Reports**

\*Senior Reps: Goody Bags for Region Auditions (Oct. 24) are complete. 52 students plus 2 directors = 54 bags. Holly will have them to school by Friday, Oct. 21.

\*Sophomore Rep: Scavenger Hunt will be Dec. 10 at the Linebarger's house. Last year we had around 125 attendees. This year estimating a need of 12 parent drivers. Will try

to station the food in different areas to make the flow go faster. Janna Wise emailed Christi Linebarger the food amounts from last year as a starting point.

\*Freshman Rep: Will need volunteers for the Cluster Concert. Preferable to have 4 volunteers at each door holding stockings to collect the donations. The donations will be split up equally among all the feeder schools—HHSCBC does not keep any of the donations from this night. **IMPORTANT**—have volunteers make sure to mention that no food or drinks are allowed in the auditorium—only bottled water.

### **President's Report**

\*The By-Laws need to be updated and should reflect the new roles of the HHSCBC members. It would be preferable to have a committee to help do this.

### **FUTURE MEETING DATES:**

<b>Nov. 10, 2016</b>	<b>6:30 pm</b>
<b>Dec. 8, 2016</b>	<b>6:30 pm</b>
<b>Jan. 12, 2016</b>	<b>6:30 pm</b>
<b>Feb. 16, 2016</b>	<b>6:30 pm</b>
<b>Mar. 9, 2016</b>	<b>6:30 pm</b>
<b>Apr 20, 2016</b>	<b>6:30 pm</b>
<b>May 18, 2016</b>	<b>6:30 pm</b>

Meeting adjourned at 7:05 pm

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