

**HEBRON HIGH SCHOOL  
CHOIR BOOSTER CLUB MEETING**  
February 16, 2017  
Minutes

**Attendance**

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

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

**Meeting Minutes Approval**

The January minutes were approved

**Treasurer's Report:**

**Below is the Cash Position:**

**PayPal Balance as of 1/31/2017: \$1,249.88**

**\*Please note I will be moving all Fundraising/Misc Ledgers to Trip balances this month, including Sam Song's \$10.00 overpayment which is currently unbudgeted.**

<b>BEGINNING BALANCE 1/1/2017:</b>	<b>\$35,291.33</b>
<b><u>INCOME</u></b>	
Fees	280.00
Choir Apparel	20.00
Donations to School	75.25
Events/Activities	236.00
Fundraiser-DVD's	1,599.42
Fundraiser-Pizza	2,685.00
Fundraiser - Restaurant Nights	75.00
Trip	6,105.00
<b>TOTAL INCOME</b>	<b>11,075.67</b>
<b><u>EXPENSES</u></b>	
Fees	-40.00
Choir Apparel	-743.00
Cluster Concert	-1,375.00
Events/Activities	-499.85
Region/Area/State Auditions	-523.59
scholarships	-325.00
Trip	-17,662.66
<b>TOTAL EXPENSES</b>	<b>-21,169.10</b>
<b>ENDING BALANCE 01/31/2017:</b>	<b>\$25,197.90</b>
<b>*** NOTE: This above total does not include the following transactions which were not posted to a budget line:</b>	
Overpayment on Poinsettias-S Song - 11/19/16	10.00
<b>TOTAL UNBUDGETED</b>	<b>10.00</b>
<b>ENDING POSITION 01/31/2017:</b>	<b>\$25,207.90</b>

**Follow up:**

First of two free Sales Tax days has been used for year 2017. This was on 2/3 for Spirit Wear.

A recent conversation came up about debit cards. The District **recommends** that Booster Clubs do **NOT** have debit cards. Since we require 2 signatures for transactions, a card charge would be a violation of this requirement, since a card transaction cannot be monitored for dual signatures. The National Booster Club organization does mention, that if a booster allows debit card, to be sure to create/document specific guidelines on how the card can be used and how activity will be monitored.

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**Treasurer Discussion Items (from document provided by Wendy Majors):**

\*\*Due to lack of Quorum at the February Booster Meeting, these items will need to be voted on at the next Booster meeting in March.

DVD Sales Tax

We determine earlier this year to increase the price of the DVD to include sales tax. We have not implemented this change, and wanted to recommend that we begin next school year so that we can prepare the right reporting to support this change in operations. This sales tax will need to be reported on an annual basis, and starting late in the year, would make it time consuming to go back and calculate. This will allow us time to create the proper entry, in Charms to ensure that we are reporting the correct Sales Tax.

Insurance:

It is recommended that we have Liability Insurance for the booster club. I have a few quotes as to what this would cost. I am also recommending that we start this for the next school year. Please see the attached for the cost and additional information. Recap below. I went with the standard 3 quotes. I picked the top 3 (non-paid) google searches that came up, first 2 are also recommended by the parentbooster.org site:

- AIM – \$240.00 General Liability (lowest coverage is \$1MM), and \$75.00 Officer Liability (Also \$1MM); total of \$315 per year.
- RVNA – Liability \$155, and Director/Officer coverage \$50.00, total of \$205 according to website; however, my instant quote was 250.00 per year.
- National Booster Club Training Council: This requires Membership, but insurance is heavily discounted. \$1MM General Liability is 89.00 per year; Bonding Insurance for Officer is \$64.00 per year covering; total of \$153 plus membership of \$195.00 for first year and reduced 50% for year 2 and 3. This brings the total cost to \$348 the first year and 250.50 for year 2 and 3. Attached are additional resources provided by membership.

**Other Items:**

When going back to the District's PowerPoint for Booster Clubs, I also saw that they recommend getting a PO Box. Just wanted to bring this to the boards attention. I do not think we have a strong need for this; however, it may make sense to some folks so I wanted to bring it up for discussion. It is \$76.00 a year, the closest post office is Rosemeade and Josey; there is a waiting list. Bank Statements are received online but other communication comes via US mail – like return checks, general banking correspondence and PayPal year end statement. We also get Credit Card solicitations for HHSCBC, that are mailed to my home, (some could see that as a risk after I roll off the

board). Over all about 10-15 pieces of mail a year. We could also re-direct some of the mail that comes to the school – like tax information, checks or invoices. If we had this, we would not have to go through address changes with the bank or PayPal. Just putting the info out for discussion, I personally do not have a preference.

**Discussion regarding P.O. Box:** Not recommended to use P.O. Box. Would like to have ALL ACCOUNTS (bank, PayPal, etc.) changed immediately to the Hebron High School Address with “Attn: Choir” marked as part of the address.

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## Directors’ Report.

\*SnapRaise was ear-marked as money for the Choir Trip from the beginning of the year. HGT was not advertised to go towards Choir Trip. However, many students, who are going on Choir trip, worked at HGT and put in many hours, and would like to be included in the ultimate division of funds (such as by those who worked Restaurant nights). Beth Stubblefield motioned to include students who worked at HGT in list of students for distribution of funds going towards Choir Trip. Christi Linebarger seconded the motion. The vote was unanimous in favor (Dorothy Johnson voted via Text).

\*Discussion regarding Restaurant \$ for those who volunteered (49 students) will be divided evenly among them. The SnapRaise \$ will partially go towards helping fund all the students going on the trip. Elaine Smeltz motioned that the \$ raised by the restaurant nights will be evenly distributed among the students who worked the restaurant nights and the HGT volunteers who worked. Beth Stubblefield seconded the motion. The vote was unanimous in favor (Dorothy Johnson voted via Text). *Addendum: The amount each student will receive towards the trip if they worked either a Restaurant night or HGT will be \$20.*

\*SnapRaise was highly successful at the beginning of the year, and raised over \$16,000. Beth Stubblefield motioned to use \$50 per choir trip student to come from SnapRaise. Elaine Smeltz seconded the motion. DISCUSSION: What other items would Choir like to use some of the SnapRaise \$ for? Electric Keyboards for practice rooms, Color Printer, More Choir Vests for the boys (small size), TMEA Board for display in hallway (Mr. Finch agreed to pay half on this).

The SnapRaise motion of \$50/students was voted on and unanimously DEFEATED—A new motion was made by Elaine Smeltz to use the SnapRaise \$ to provide \$100 per Choir Student going on Trip out of the SnapRaise funds (as a reduction of the Choir Trip fee for each student). Christi Linebarger seconded the motion. The vote was unanimous in favor of this, with Dorothy Johnson and Tracy Dye voting via Text.

\*The Trip Shirt design will be done by the students.

\*Directors feeling overwhelmed trying to track down all the students who need to pay for things (trip, solo fees, etc.)

### **Vice President's Report**

\*Fundraising nights:

\*Chick Fil A Plano raised \$175

\*Dillas raised \$75

\*Zocados raised \$500

\*Pei Wei (from September) has still not paid. They have been contacted about this multiple times. The students who worked there will still receive credit towards Trip.

### **Volunteers' Report**

\*Volunteers desperately needed for Solo and Ensemble on February 25<sup>th</sup>. Choir must have two parent volunteers for the afternoon bus.

\*Parent volunteers needed for Pre-UIL. Hebron is providing the Meal that day (March 28<sup>th</sup>).

\*Need Meal provided March 22<sup>nd</sup> for Clinician

### **Spirit Wear**

\*Winter Spirit Wear will be in next week. 29 pieces were ordered.

\*Will need help distributing these once they come in.

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

\*Suggestion to have Kim work with Ms. Forester to create TMEA board for hallway (Mr. Finch will pay half—should cost around \$700)

### **HGT Report**

## **Uniforms Report**

\*Uniforms for students not going on Trip will come in after UIL

\*The ties that were ordered have been received.

## **Class Reps' Reports**

### **\*Senior Reps:**

\***Junior Rep:** (from previous meeting) Choir Banquet has been scheduled by Cathy Turner for Tuesday, May 23<sup>rd</sup> at 6:30 pm at Stonebriar Country Club.

\*Discussion of possibility of switching the banquet location to Coyote Ridge next year.

### **\*Sophomore Rep:**

\*Lock-in date to be changed to March 31<sup>st</sup>. *Addendum—Lock in will need 6-7 parent volunteers.*

\*Big EVENT (4/1/17): Christi has contacted multiple nursing homes. The Choir will be visiting Autumn Leaves (10:30-11:30// 30 students spots available) and Prestonwood Court (9:30-10:30// 30 student spots available). The choir wants to go and do activities with the residents, such as playing games, reading, aerobics, etc. Since all the choirs will be coming, there is not a set singing program planned. Discussion of having the Choir Officers come up with a list of easy sing-along songs that the students could sing with the residents.

### **\*Freshman Rep**

## **President's Report**

### **FUTURE MEETING DATES:**

**Mar. 9, 2016      6:30 pm**

**Apr 20, 2016      6:30 pm**

**May 18, 2016      6:30 pm**

Meeting adjourned at 7:50 pm

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