

Pentucket Music Department
Boosters

MEETING DATE: 6/2/15

Board Members Present

Alice Walsh, President
Amy Malonson, Vice President
Sue Hersey, Treasurer
Audrey Tarr, Secretary
Dianne Elardo, Communications Secretary

Additional Members attending:
Karen Rubino
Kendra Bowker

Mission Statement: To provide various supports to the Pentucket Music Program through fundraising and advocacy.

AGENDA ITEMS-

1. Treasurer's Report
2. Insurance purchase status
3. Bake Sale results
4. TD Bank update
5. Ways to increase membership
6. Use of Robert's Rules
7. Fundraising ideas
8. Process for allocating money
9. Recycling bin status

Discussion:

1. **Treasurer's report:**

May 5, 2015

March 31, 2015 balance:	\$9,297.81	
Deposit April 6	100.00	drum set from silent auction
Deposit April 30	50.00	Clothes bin
Interest April 30	1.93	

Total Balance as of April 31, 2015: \$9,449.74

June 2, 2015

April 30, 2015 balance:	\$9,449.74	
Check #112	188.35	reimbursement for mallets
Interest May 31	1.98	

Total Balance as of April 31, 2015: \$9,263.37

2. **Insurance purchase status:** Looking for proposals/estimates for coverage for the Color Guard and possibly the NESBA Percussion groups. Sue Hersey has applications to fill in to get these estimates. Audrey Tarr will help fill out this paperwork. The Boosters could buy it through AIG. WE are hoping this would cover multiple groups. Lisa Arsenault looked into getting coverage for the Color Guard through WGI for \$450.00, but we were wondering if we could just get coverage under the umbrella of the Boosters. The Color Guard and Percussion Groups would be responsible for reimbursing us for these costs. Our current insurance covers if anyone gets hurt at one of our events, but would not cover students at a camp such as band camp.

3. **Bake sale results:** \$713 was raised. We are looking to do another one in the fall, perhaps at Pipestave during soccer practices. Karen Rubino will fill out the event report form for our records.
4. **TD bank signup status:** Sue Hersey has filled in the paperwork. Nonprofits have to have an account at the bank. We will open up an account. Sue will find out what the minimum amount would be to do so. Once we have filled out the paperwork they will give us marketing materials. Karen Rubino is organizing this with Sue.
5. **Increase membership:** Student reps? Middle school parent reps?: Audrey Tarr will contact Marcia Nadeau at the High School and ask her to have teachers nominate two student reps for the 2015-2016 school year. One student will be and junior and one a senior to provide some continuity from year to year. They can earn community service for this.
6. **Begin using Robert's rules?:** We voted to begin doing so starting at our September meeting. This will make meetings run more formally and should be the way we are keeping records/meeting notes.
7. **Process for allocating \$:** Twice a year requests can go out to teachers from the music program to apply for funds. A link can be added to the website with a form they can fill out. Marcia Nadeau can send the email directly to teachers. Dianne will get the form that the Arts Foundation uses to show Dianne, who will develop our own and post it to the website.
8. **Fundraising ideas:** soccer all day pipe stave bake sale (see above).
9. **Recycling bin status:** Kendra Bowker will continue to be the contact person for this. So far we have raised \$50.00. Due to the rough winter and all the snow, it was not as much as the owner of the bin had hoped. The Booster's name was added to the bin and possibly moving it to a new location was discussed. It was agreed to keep it where it is for the present.
10. **Other:**
 - a. **Our first official meeting** for the 2015-2016 school year will be the first Tuesday in September. However, we will have an **additional meeting** on August 18th at Dianne Elardo's house: 22 Mill Street, Groveland, MA at 7:00 pm. We will be discussing the Back To School nights at the Elementary and Secondary Schools and having information table set up to try and increase membership and interest. Alice Walsh will contact the District Office about how we might get a link on the main website to our own and how we get a brochure about the Boosters home at the start of the school year (along with the other paperwork that is sent home at that time.)
 - b. Tony Beatrice came at the end of the meeting to ask for the Booster's support with a **new percussion group** he is starting. It will be run in a similar way as the Color Guard. It will come under the Booster umbrella, but have its' own budget which Tony provided for the board to look at. This will be a Marching Percussion group that will compete through NESBA. A fee would be charged in order for students to participate. This group will be completely self-funded. The group will meet on Monday and Wednesday nights to practice at the High School. There are about twenty students who will be participating between the High School and Middle School. A motion was made by Kendra Bowker at 8:30 pm that the Winter Marching Percussion Ensemble is covered under Pentucket Boosters. It would be a self-sustaining group and would cover all their own necessary expenses and fundraising. All board members were in favor and the vote passed unanimously.
 - c. Sue Hersey brought up that a **Form 990N** (Federal form) needs to be filed and an annual report with the state. Sue received a reminder notice about this. Dianne has experience with this and will help Sue complete these forms.