

## OMBA Meeting Minutes

### June 8, 2021

TOPIC	DISCUSSION
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Meeting was called to order at 7:04 pm by Vanessa.</li> </ul>
<b>Secretary's report</b>	<ul style="list-style-type: none"> <li>Minutes from the meeting last month were distributed via email. Lisa made a motion to approve the minutes. Jim seconded. Motion approved.</li> <li>Vanessa Hamilton shared info about the 5K in honor of Skylor Burgos coming up on 7/10/21 run by Dot's Tots Foundation to raise money for high school scholarships. Vanessa will share info about the 5K with the programs.</li> </ul>
<b>Concession's report</b>	<ul style="list-style-type: none"> <li>Dave Hilger was absent. No formal report; however, Terry shared that the anticipated startup costs for the concession stand will be a bit more. He made a motion to approve up to \$4,000 for startup stock purchases; Vanessa seconded; motion passed. Prices will remain the same as last year. (They were increased last year.) Discussion about middle school concessions: middle school programs do not submit a budget. In the past, they have submitted an occasional reimbursement request for expenses. May want to revisit the stand with the middle school programs.</li> </ul>
<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>Jim Blair shared profit and loss statements and unpaid balance statements with the board prior to the meeting. Our accounting is done on a cash basis (not accrual) so entries are recorded when they are paid which could be into the next fiscal year.</li> <li>Doug Smith has access to Quick Books to assist with invoices, tracking, and reconciling accounts to get started. He has been given access to "bandtreasurer" email address.</li> <li>Unpaid fees update - balances are down quite a bit. Latest lists have been sent out. Will continue to pursue those still outstanding, especially those continuing in the program next year.</li> <li>Matt Gilligan is transferring gift boxes (collections from Pride Day) to the checking account.</li> <li>Request directors submit any outstanding reimbursement requests.</li> <li>Hope to be ready for taxes in November.</li> </ul>
<b>Executive Vice President's report</b>	<ul style="list-style-type: none"> <li>Nothing new to report</li> </ul>
<b>President's report</b>	<ul style="list-style-type: none"> <li>See Concession's Report above. Nothing else new to report.</li> </ul>
<b>Program reports &amp; Budget reviews</b>	<p><b>OHS Choir</b></p> <ul style="list-style-type: none"> <li>Tim Smith</li> <li>Budget - Based on budget used 2 years ago. Goal is \$18,000 surplus. This year's group will be going to New York City over Spring Break (Thursday-Sunday). They'll go to 2 shows &amp; attend a workshop. Cost is \$1,299 per student payable to the travel agency, Bob Rogers Travel. Camp and program fee is \$1,500 per student. Plan is to spread out over 6 payments from August to January of \$250 each. Show choir program revenue comes from fees (Keynotes, She-Notes, Combo/Crew, &amp; camp) as well as Be a Star, Keynote Classic, and Cabaret programs. Show choir expenses include costumes, choreographer, asst. directors, clinicians, food, arrangements, rights, and set. Budgeted amounts for arrangements and asst. directors are slightly higher this year (better quality/more songs). Concert choir projects some revenue from poinsettia sale. Expense is for accompanist. General choir expenses include clinicians, awards, and concert</li> </ul>

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programs. Surplus of \$7,714 from last year applies to this year. Request is for \$8,000 from OMBA. Correction on submitted budget “2017-2018” surplus should read “2020-2021” surplus. Vanessa made a motion to approve; Jim seconded; motion passed.

#### **OHS Orchestra**

- Michelle Beck - End of year concerts and graduation went well. All 4 groups were awarded “1” rankings. All instruments needing repairs have been fixed.
- Budget - Total requested from OMBA to cover expenses: \$13,500 (includes instruction, concert programs, awards, senior recognition, and music). Shirts, dresses, and tuxedo dry cleaning are covered by parents. Instruction is the largest expense (\$10,000) as they work with students in sectionals all year long as well as solo and ensemble groups. Outside instruction is a key necessity for the program. School district does not provide for additional supplemental contracts. Orchestra families have not been asked for a program fee in the past. Discussion about the value of having families make a financial contribution to expenses without being a burden. We will request \$50 per student for the year. Anticipate approx. 100 students. Terry will draft a letter explaining what the fee covers. Vanessa made a motion to approve the budget; Jim seconded; motion passed.

#### **OHS Band**

- Ian Brun - End of year went well. Band is missing a handful of instruments which are probably at students’ homes. Both band groups scored “superior” at OMEA. Band camp 7/19-30. Derrick, the percussion instructor, is not returning. Kaylin, the color guard instructor, is also not returning. Ian is getting the list of incoming students to Jim. The calendar is being synced to the website.
- Budget - Student program fee is \$450 per student (approx. \$45,000 total) and covers equipment & instruction needs, CHARMS account (every 3 years), student awards, ensemble & honor band fees, staff (marching, concert, & jazz), food (camp, Friday nights, competitions, etc.), contest/association/group membership fees, dry cleaning & student scholarships. Requested amount from OMBA is \$16,000 (less \$7,000 surplus from this past year) and covers arrangements (wind & percussion), drill design, licensing, uniforms/inventory (marching, concert, & jazz), and props. Budget includes a proposal for the creation of accounts to save for future maintenance needs for all three programs. OMBA to set aside \$500 for equipment truck, \$500 for uniforms, and \$500 for pianos. Jim made a motion to approve; Terry seconded; motion passed. Vanessa asked about senior parent committee money on behalf of her neighbor. Ian confirmed it has never been a part of the budget. Senior parents have taken donations in the past.

#### **Conversation about need-based scholarships to cover program fees**

- Board recognizes there could be a need for need-based private scholarships to cover program fees. Ian shared that in the past we could use the free/reduced lunch list, but we can’t access that info any longer. Scholarship would need to be handled by OMEA.

#### **SMS Choir - Silcott; SMS Orchestra - Irvine; SMS Band - Grimes**

- No representation at meeting

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#### **Unfinished Business**

- Approval of fieldhouse funding - Revisited discussion about music program contribution to publicity and rendering for new athletic fieldhouse being built. Music program wants to be supportive and pay our \$700 contribution. Vanessa made a motion to approve and Lisa seconded. Motion passed.

#### **New business**

- Nothing new to report

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#### **Adjourn**

- Motion to adjourn the meeting by Vanessa, seconded by Terry. Meeting adjourned at 8:08 pm.
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**Executive Officers in Attendance:** Terry Tibbals, Jim Blair, Vanessa Hamilton

**Other Attendees Signed In:** Michelle Beck, Ian Brun, Tim Smith, Lisa Hausfield, Amy Tibbals

**Minutes prepared by:** Vanessa Hamilton

**Next meeting:** August 10, 2021