



**Ole Tangy Music Boosters Association, Inc.**  
 675 Lewis Center Road  
 Lewis Center, Ohio 43035  
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## OMBA Meeting Minutes November 9, 2021

TOPIC	DISCUSSION
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Meeting was called to order at 7:06 pm by Vanessa.</li> </ul>
<b>Snap Raise Presentation</b>	<ul style="list-style-type: none"> <li>See attached for notes on Snap Raise presentation from Chad Muetzel</li> </ul>
<b>Secretary's report</b>	<ul style="list-style-type: none"> <li>Minutes from the meeting last month were distributed. Terry made a motion to approve the minutes. Patti seconded. Motion approved.</li> </ul>
<b>Concession's report</b>	<ul style="list-style-type: none"> <li>Dave Hilger was absent. Jim shared estimated amounts from fall concession sales: \$62,000 revenue; \$37,000 profit; Shanahan had a very successful season.</li> </ul>
<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>Jim Blair reported that we will be getting an extension of our federal and state tax filings. The regular filing deadline is 11/11/21. The accountant will file the extension moving it to 5/15/22. This extension also extends the state filing.</li> <li>Positive Pay (PP) discussion: First Commonwealth is our bank. We had some large fraudulent checks when Jim first became treasurer. Our bank recommended we use PP saying it was the only way to protect us. When Jim writes a check or issues one through bill pay, he must approve each one or make a list of recipients so the bank knows the check is valid. During a lull in check writing, the bank changed their notification procedure and did not notify Jim. The bank returned some checks. The bank admitted their mistake. PP was \$40 per month. Over a 10 month period, Jim wrote 25 checks making PP a \$16 per check cost. Jim negotiated a reduction to \$20 per month for PP. Matt confirmed that fraudulent checks must be corrected by the bank if discovered within 30 days. PP was created for businesses with thousands of checks. Jen said we can stay on top of it if we are reviewing the statement monthly. Vanessa asked if there were banks that had accounts geared for non-profits that would better suit our needs. Terry asked if we need another bank and suggested the next board explore that. Jim will proceed with cancelling PP.</li> <li>Jim needs a list from Tim and Michelle of Jot Form items.</li> </ul>
<b>Executive Vice President's report</b>	<ul style="list-style-type: none"> <li>Patti &amp; Matt Gilligan led the discussion about Snap Raise. Jen asked if this fundraiser was by program (band, choir, orchestra) or for OMBA umbrella. Answer is for OMBA. Jen asked if we should include middle schools in the fundraiser. Michelle felt strongly that that would be asking too much of them--especially in view of how much they were doing with the Shanahan concessions. Matt made a motion to move ahead with the Snap Raise fundraiser; Traci seconded. All present approved, none opposed.</li> </ul>
<b>President's report</b>	<ul style="list-style-type: none"> <li>Terry Tibbals led the discussion about next month's executive board elections. Open positions include President, Vice President, and Treasurer. Vanessa will stay on as secretary. Appointed positions are listed on the agenda. Ideally, we would have assistant treasurers dedicated to band, choir, and concessions. Prior to the current board, the two board members had no budgets. This board has strived to improve. We still have work to do. The purpose of the OMBA is to raise funds and support the three music programs. Last year's budget was cut by 50% due to COVID. Positions can be co-run. Treasurer(s) need financial/bookkeeping experience. Vanessa shared that Renee and Brian Scott are interested in VP. Discussion about current status and challenges faced, lack of overall OMBA budget, and demands on treasurer without more support in the future. We continue to work towards a goal. Concessions need is</li> </ul>

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huge. Dave Hilger and Christin Maniccia have worked untold hours. They cannot continue. Terry will reach out to Dave about concession tasks. We'll provide position descriptions to everyone. We'll ask the directors to share. Looking into the future, large purchases could include uniforms, a new truck, stage risers, and a new piano. Terry suggested the next board ask the directors for their wish list to spend some of our funds.

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#### Program reports

##### OHS Choir

- Tim Smith reported Be a Star was awesome. Winter concert 12/13/21 at 7pm. Keynote Classic 2/19/22; 16 groups registered. Parent meeting 12/6/21, in theater, at 6pm.

##### OHS Orchestra

- Michelle Beck reported that the fall concert was the strongest they ever had. Six students are going to Regionals. Two to All States. A former student has been invited to the Philadelphia Orchestra. Winter concert 12/7/21.

##### OHS Band

- Ian Brun was absent. Michelle shared his report. Marching band had a good season. (Michelle noted it was the "best ever.") First in class 4 times, 1 reserve grand champion, 2 grand champions, and finished 3rd overall at championships. Blast concert on 11/22/21. Rehearsals on Tuesdays 3-6 and Thursdays 3-5 until the show. No tickets. Come and enjoy. Jazz Band is getting ready for their holiday concerts. Still working on the details with resident care facilities. Some are a "no" and others are on the fence. He'll update when he knows more.

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

- No representation at meeting. Terry shared Katie's report. She does not have any price quotes/updates about the AV equipment she hopes to purchase. She will keep us posted. Nothing additional to report except that the year is going very well so far!
  - Vanessa shared the news that Katie Silcott is among the 25 finalists for a music educator Grammy award. Traci shared that her son participated in the video, and it meant a lot.
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#### New business

- Vanessa shared news about the Brand and Licensing process being implemented by the district. She watched a recording about it and will send links to everyone. Vendors will be affiliated (those providing a donation to the school group) and non-affiliated (those making a profit just for themselves). Non-affiliate vendors pay the district a fee. School groups will need to get each project approved. "Project" does not mean each individual item. For example, if the same logo is used on a hat and a shirt in a logowear sale, only need to approve the use of the logo for the sale. The website will have a list of approved vendors as they are added. They want to start accepting applications now and be up and running on 1/1/22. Vendor contracts will be annual. This will apply to uniforms, apparel, show shirts, signs, etc. Here is the recording of the info session: [https://olsd-my.sharepoint.com/:v/g/personal/krista\\_davis\\_olsd\\_us/EWZU8ZleP8VGtn4wqCMJ3XMBnRjIOlnXqCtB8yGbtCtw?e=lrwk7R](https://olsd-my.sharepoint.com/:v/g/personal/krista_davis_olsd_us/EWZU8ZleP8VGtn4wqCMJ3XMBnRjIOlnXqCtB8yGbtCtw?e=lrwk7R) Here is the link to the district webpage: <https://www.olentangy.k12.oh.us/departments/communications/brand-identities-and-guidelines>
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#### Adjourn

- Motion to adjourn the meeting by Terry, seconded by Matt. Meeting adjourned at 8:33 pm.
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**Executive Officers in Attendance:** Terry Tibbals, Patti & Matt Gilligan, Jim Blair, Vanessa Hamilton

**Other Attendees Signed In:** Tim Smith, Michelle Beck, Chris Myers, Douglas Smith, Andrea Calvaro Squaiella, Davi Jose Ferreine Squaiella, Jennifer Tuma, Traci Wisard, Katherine Zunic. **Guest at beginning:** Chad Muetzel

**Minutes prepared by:** Vanessa Hamilton; **Next meeting:** December 14, 2021

## **Notes regarding Chad Muetzel's Snap Raise presentation:**

Snap Raise was created in 2014 by former athletes and coaches who wanted to help parents and students with their fundraising. Chad is the campaign manager, and he builds a webpage, meets with the team for 10-15 minutes, and gets each student started with an account. The students invite friends and family via email, text, Twitter, Facebook. The email is formatted for them. They invite 20 quality people. A donation takes three clicks. A "hello/thank you" video can be included on the site. Across the nation, the average donation is \$72. The campaign is open for 28 days.

Donors can help spread the word and can leave comments. Local businesses can support. Donors can be anonymous. A side feature is logowear sales. Directors can see the roster and invites. After emails go out, you can use Facebook and Twitter to promote. A QR code can be posted in a variety of places. Directors can remind students, track how much money each child has raised, and see a full list of all the donors. A thank you message goes out at the end of the campaign. Legacy giving can be opted into to be notified of future campaigns. Typically, 3-5% of donors come back in the first couple of years to donate again through the legacy program.

Snap Gear is the logowear. You can drag and drop the logo onto various products. Snap Raise has 200 staff members. Someone is always available to help you. No upfront fee. The group keeps 80% of funds raised. The group keeps 15% from purchases in the gear store. Snap Raise does not sell, trade, or distribute any personal information data like emails. The email schedule includes the initial email or first "ask." They will follow up with 3 more with wording like "check out how we are doing" or "want to spread the word?". Recipients can opt out at any time. There is an optional prize feature for students who provide 20 emails and have 5 or more donations. Prizes come out of the group's share and are approximately a 2% additional cost.

Terry spoke about the challenges and dangers of doing Pride Day as we have in the past. Jen shared her experience with her son and the soccer team. Tim said that Pride Day is a huge allocation of human capital, and this made sense to him.

Chad said their goal is just to provide funding to groups like us. Payments to us are either direct deposit or by check. He mentioned that 50% of support comes from outside 50 miles.

Discussion was ended with a vote to occur during the Vice President's report, after Chad had left.

*End of meeting minutes*

## **Olentangy Music Booster Association**

**Officers.** The Corporation shall have a President, an Executive Vice President, a Secretary and a Treasurer, all of whom shall be chosen by the membership to be members of the Executive Board. The Corporation may also have one or more Vice Presidents, Assistant Treasurers, Assistant Secretaries and such other officers as the Executive Board may deem necessary, all of whom shall be chosen by the Executive Board or by an officer or officers designated by it. Any two or more offices may, in the discretion of the Executive Board, be held at the same time by the same person. However, no officer shall execute, acknowledge or verify any instrument in more than one capacity if such instrument shall be required by law or by the Regulations to be executed, acknowledged or verified by any two or more officers.

### **Executive Board Positions (elected)**

**The President.** The President shall have the authority to preside at all meetings of the Members and of the Executive Board and shall have such other duties and powers as may be assigned to or vested in him or her by the membership. He or she shall have general charge and authority over the business of the Corporation and shall make a report of the business of the Corporation for the preceding fiscal year to the Members at each annual meeting. The President shall have such other duties and powers as may be assigned to or vested in him or her by the membership.

**The Executive Vice President.** The Executive Vice President, or if there be none, the Vice Presidents, in the order of their seniority by designation (or, if not designated, in the order of their seniority of election), shall perform the duties of the President in his or her absence or during his or her disability to act. The Executive Vice President and the Vice Presidents shall have such other duties and powers as may be assigned to or vested in them by the membership or by the President.

**The Treasurer.** The Treasurer shall be the principal accounting and financial officer of the Corporation. He or she shall:

- (a) have charge of and be responsible for the maintenance of adequate books of account for the Corporation and shall provide the Executive Board with regular reports of the Corporation's financial condition;
- (b) have charge of and custody of all funds and securities of the Corporation, and be responsible therefor, and for the receipt and disbursement thereof;
- (c) prepare or cause to be prepared an annual audit of the books of the Corporation and shall present a report of such audit at the meeting of the Executive Board next following the completion of the audit; and
- (d) perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President.

If at the time of the annual election of Officers, two individuals are willing to share the office of Treasurer, the membership may elect them as **Co-Treasurers**. Any action that may be taken by the Treasurer may be performed by either one of such Co-Treasurers, as determined by them in their discretion, provided, however, that the Executive Board may specify how certain responsibilities shall be separated, and in the event that the Co-Treasurers disagree as to any action to be taken by them, a majority of the Executive Board shall determine what action shall be taken.

**Secretary.** The Secretary shall:

- (a) be custodian of the corporate records other than those records which are within the custody of the Treasurer; and
- (b) perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Executive Board.

### **Officer Positions (appointed)**

***Vice President, Band & Vice President, Choir*** – Point person for directors

***Assistant Treasurer, Band***

***Assistant Treasurer, Choir***

***Assistant Treasurer, Concessions***

Assist the treasurer with bookkeeping tasks associated with band, choir, or concessions like issuing invoices to parents. These positions are key to our success. The workload is too great for one treasurer to handle alone.

***Vice President, Concessions***

***Assistant Vice President, Concessions***

- Run events of Fall and Spring season
- VP &/or Asst. VP work all Friday football and track events to ensure events run smoothly and are available to handle any needs that may arise
- Coordinate with Concession Treasurer to have money available in safe
- Manage equipment issues - Pepsi coolers are handled by Pepsi and are tagged with asset #. Pizza warmer is handled by Jets Pizza. Commercial Freezers and Refrigerator. Hot Chocolate Machine, Pretzel warmer, Popcorn machine are handled by Gold Medal. All other broken equipment is replaced.
- Supervise and is the point person/people for all other Concession positions
- Inventory:
  - Stocks and orders food - Gold Medal, GFS, and Pepsi are the main suppliers of food. Jets Pizza for most games. Chick-Fil-A for Friday football. Occasional Costco, Meijer, Kroger, & Menards.

***Open and Close, Concessions – small events (minimum 3 people; the more we have, the fewer events each individual person has to work)***

- Getting/returning keys from Vice President to unlock (or lock if closing) concession stand, cabinets, and coolers. Returns keys when done.
- Preparing cash drawers for event
- Supervising/instructing/working with volunteers for that event
- Cleaning before and after event
- Popping popcorn, grilling hot dogs/hamburgers, preparing other food to get ready for the event (or instructing other available volunteers on doing those tasks). Putting everything away after the event.
- Handling front window customers and managing front window volunteers (if any)
- Restocking as necessary

***Volunteer Coordinator, Concessions***

- Work with Concessions Vice President getting athletic schedule
- Creating Signup genius for all events and modifying as necessary
- Recruiting Volunteers to make sure all events are covered
- Getting link posted with the school for Student Volunteers
- Communicating to OMBA, program directors, and Concessions Vice President & Assistant Vice President if not enough volunteers sign up

*Updated 11/15/2021*