

OMBA Meeting Minutes

May 10, 2022

TOPIC	DISCUSSION
Call to order	<ul style="list-style-type: none"> Meeting was called to order by Chris at 7:02 pm
Secretary's report	<ul style="list-style-type: none"> Vanessa Hamilton shared the meeting minutes. Chris made a motion to approve the minutes. Traci seconded. Motion approved. Scholarship update: Vanessa presented the \$1,000 scholarship to Abbey Zunic at the district event. Lilia Baldwin was grateful for her \$500 scholarship. She is attending Otterbein in the fall.
Concession's report	<ul style="list-style-type: none"> Traci Wertz presented the report in person. Dave Hilger shared via conference call. Some new events have been added. (Lacrosse playoffs and soccer match). Will there be more playoffs? Waiting to hear. We'll need to understand from Dave what is needed to close in the spring and open in the fall. We need to remove candy and hot cocoa from the stand and store at someone's house over the summer. Dave will help remotely. He is setting up a spreadsheet of what initial orders should be placed. He'll start in July. He'll touch base with Gold Medal, Pepsi, GFS to find out about pricing for next year and review the menu for any changes or price adjustments. Review what candy sold and what to pull. He stocks up a lot on the front end—pretzels and hot dogs—and puts them in the freezer. Chris wants to bring in freezer guy and have them look at refrigerator too. Pepsi should come out in July to check the coolers. Needs to check MS too if we plan to open it. May take weeks to repair if needed. 5 football games plus one scrimmage. Mid-August is the first one. Berlin is the OLSD home game. Still need the list of other sporting events. Jets takes care of pizza warmer (Bob Couchman) Soccer parents (Suzanne Williams) reached out to request that we open the stand on July 22-24 for a soccer event. They'd like us to purchase food/drinks, and they would run it. We discussed the challenges and issues to address. Vanessa made a motion to let them use the concession, and we will work out the details. Chris seconded. All were in favor and none opposed. Chris and Traci will coordinate. Vanessa will email Suzanne and connect everyone. Dave would like to be involved too.
Treasurer's report	<ul style="list-style-type: none"> Jim Blair reported the accountant would have the tax return done by Thursday. Jim will do the charitable online filing in Ohio this weekend. Show choir outstanding invoices - Only two remain. One family is sending in a check. The other is unresponsive. \$320 owed. Tim will email them. Jim is entering 3 months of credit card statements. Directors received emails if there were outstanding questions about how to categorize. Southeastern Performance - provider of dresses, tuxes, shirts, bow ties. Orchestra and choir place their order together. Jim is sorting out how to allocate the expense between the two. There is a \$100-200 shipping charge that we need to make sure is included in the pricing for parents. Solo ensemble items for Michelle and Ian - make a new category in general OMBA and split in half between the two. Current credit cards will need to be reactivated unless we replace them (see new business). Band invoices - Doug sent out first installment. Second installments to be sent now. 22 new students to add. Kathy has a list. Two families didn't get invoices for their second child.
Executive Vice President's report	<ul style="list-style-type: none"> Traci Wertz reported on a potential promo card fundraiser. On it are 15 businesses of our choice. We could order 10 cards per child. (approx 300) Cost is \$6 per card.

Cards are sold for \$20 each. We keep the \$14. Ian had another card for us to look into—the one the football team sold in the past. Football is no longer doing that fundraiser. Traci will look into it. Idea to sell the cards in the concession stand—may not be able to do that—we'll need to check with Jay Wolfe about what we can sell in the stand. Maybe do a table instead?

- President's report**
- Chris Myers submitted paperwork for statutory agent to Ohio Secretary of State. Cost is \$25.
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Program reports

OHS Choir

- Tim Smith reported: Cabaret 5/13 & 5/14, tickets are selling well, dress rehearsal on Thursday, the parent number will steal the show. Combined spring concert is Sunday, 5/15 at 4pm, if rain then inside. Graduation 5/22. Awards and letters will be done in class on the last day.

OHS Orchestra

- Michelle Beck reported: Spring combined concert 5/15. Chamber and Symphonia on Monday, 5/16 with senior recognition. Graduation 5/22.

OHS Band

- Ian Brun reported: State competition - Symphonic earned a 2 and concert earned a 1; Spring combined concert 5/15; Band dessert only banquet 5/18 at 7pm in the Commons; Jazz dinner at Clintonville Womens Club on 5/19 almost sold out; Graduation 5/22 with 10am report time; Arrowhead clapout 5/26 at 1:15 pm. Will not be in Memorial Day parade.

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

- No representation - nothing to report
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New business

Presentation of budgets:

- Vocal - projected revenue \$143,500 plus requested from OMBA \$25,000 and poinsettia income \$1,500; projected expenses \$162,000 plus addl vocal expenses \$8,000 (including \$2,000 planned surplus). Show choir program fee of \$1,500 for 79 students. Kambo/Krew fee of \$100 for 25 students. 20 more kids this year. Costumes \$750 per student. Most of the expenses are the same as last year. New item: transporting equipment. Request from OMBA is larger than last year. Surplus of last year was used up, and this request is more in line with the total. Out of town trip is separate from budget. Run by Bob Rodgers travel who keeps parents accountable for payments. Kathy asked about missing expenses (fees to compete, charter buses, and hotel). That is estimated to be another \$10,000. Do we bump up the OMBA contribution to \$30,000? Keynote Classic income was underestimated. Might be \$5,000 more than listed on the budget.
 - Band - Fixed costs including arrangements, drill design, licensing, uniform maintenance, and marching band props equal \$17,000. This is the amount requested from OMBA. Other expenses like equipment/instrument needs, CHARMS, student awards, ensemble fees, show shirts, instructional staff, food, other fees, dry cleaning, and scholarships are paid for by program fees collected from families and total \$45,000. In addition, we need to pay yearly into maintenance accounts for truck, uniforms, and pianos. Ian suggests \$500 for each of those funded by OMBA.
 - Orchestra - program is fully funded by OMBA as they have no student fees. Budgeted expenses are: Instruction \$10,000 (supplemental contracts are not available to pay for sectional coaches), Concert programs \$750, Awards \$1,500, Senior recognition \$500, Music \$750. Total requested from OMBA \$13,500. Other expenses like shirts, dresses, and dry cleaning are passed through to the families.
 - Chris thanked the directors for providing their detail. He would like a better handle on what our financial position currently is (revenue, bank balance.) How can we approve OMBA funding without an awareness of this?
 - Estimated figures to consider: Total ask for this year from programs \$60,500 (using \$30,000 choir amt). Concessions brings in about \$70,000. Pride Day typically brings in \$15-18,000. Band uniforms cost about \$500 each (will probably need new ones in 2024). 16 risers would be approx. \$16,000. Programs are growing. We need to fund long range expenses. Current bank accounts: \$20,000 in savings, \$20,000 in truck savings account. Main checking runs program money through.
 - Ian is concerned about unequal funding of programs. Doug suggested looking at percentages based on size of program or revenue earned.
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- Fiscal year ends July 1st. Chris made a motion that we approve expenditures for 2022/23 that are being funded by incoming student fees, and the board will vote at the next meeting on amounts requested from OMBA after review of income statements. Doug seconded. All were in favor and none opposed.

Discussion of moving the bank account and credit cards:

- Traci presented information about Huntington. We need \$10,000 daily balance across all accounts to maintain (relationship banking). No monthly fee. Unlimited transactions and data downloads. Unlimited deposits with a \$10,000 cash in branch fee free monthly limit. (Over that amount, there is a fee.) Reverse positive pay included. Mastercard online banking with debit card. Chase would be similar; however, they have \$5,000 monthly cash deposit limit, and she is not sure fraud tool is included. Traci needs corrected EIN off a copy of the 990.
- Questions to answer: Who has the right to close the account and open a new one? What will our process be to slowly close the old account? Need to switch over ACH stuff. How do they handle signers on each account? Should concessions be tied to its own debit card with a low balance to prevent fraud?
- Chris made a motion to move the bank account from First Commonwealth to Huntington (closing of account will take several months). Vanessa seconded. All were in favor and none opposed. Traci will get next steps from Huntington.
- Credit card will be the next step. Chris will look into Capital One Spark card which includes 2% cash back.

Next meeting date

- Board elected to move the next meeting to June 21 due to a scheduling conflict. Vanessa will arrange for a meeting spot since the school will be closed.

Adjourn

- Motion to adjourn the meeting by Chris at 8:56 pm, seconded by Traci Wertz.

Executive Officers in Attendance: Chris Myers, Traci Wertz, Jim Blair, Vanessa Hamilton

Other Attendees Signed In: Michelle Beck, Ian Brun, Tim Smith, Lisa and Steve Hausfield, Dave Hilger (remote), Renee Scott, Doug Smith, Kathy Zunic.

Minutes taken by: Vanessa Hamilton; **Next meeting:** June 21, 2022