

## OMBA Meeting Minutes June 21, 2022

TOPIC	DISCUSSION
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Virtual meeting was called to order by Chris at 7:03 pm</li> </ul>
<b>Secretary's report</b>	<ul style="list-style-type: none"> <li>Vanessa Hamilton shared the May meeting minutes via email prior to the meeting. Chris made a motion to approve the minutes. Traci Wisard seconded. Motion approved.</li> </ul>
<b>Concession's report</b>	<ul style="list-style-type: none"> <li>Traci Wertz presented the concession report. Girls soccer team was approved to use the concession stand July 20-22 at our last meeting. They would like our help ordering and providing them with Square devices for credit card purchases. Traci has the list of what they would like to order (soda, Gatorade, water, popcorn). They will order Jet's Pizza on their own. She will get with Dave. We do not need to staff the event. We will not give them the keys. We will need to do open/close kind of monitoring. We'll inventory ahead of time and then again afterwards. We'll collect credit card purchases with our Square machines, deduct the fee, and the cost of the inventory they use and pay them the difference. They are responsible for cash drawers. We'll place Pepsi, Gold Medal, &amp; GFS orders. Vanessa made a motion to allow the girls soccer parents to use two of our Square devices. Chris seconded. All approved. No opposed. Motion passes.</li> <li>Vanessa will email Lisa at OHS to check on the schedule of fall sports. We currently only have football. Traci will check with Dave about creation of the Sign Up Genius. Chris would like it ready by July 15th to share with parents if possible.</li> <li>Pepsi needs to look at two coolers.</li> <li>We need to actively seek someone to manage Friday football games.</li> <li>Traci and Christin closed the stand. Need to flush the hot cocoa machine. Not sure how. She'll check with Dave. Hot cocoa and meltable candy are at Traci's house for safekeeping.</li> </ul>
<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>Jim Blair is trying to reconcile four months of credit card statements. Still missing some receipts from directors. They have a list of what Jim needs. Traci Wisard will be point of contact for choir and orchestra. She'll email Michelle. Jim needs receipt from hotel to see how many rooms were booked. Traci will reach out after Monday. We want to streamline the process as much as possible.</li> <li>Chris asked if we had the email address for support at QuickBooks. Can we ask about uploading statements via API? Populate credit card statements directly into QuickBooks.</li> <li>Doug has issued 3 band installment invoices so far. Will issue the 4th one. 7/18 is the first day of band camp. Send last invoice about a week prior? Have Doug or Jim there the first morning to collect checks. (Vanessa is available if needed.)</li> </ul>
<b>Executive Vice President's report</b>	<ul style="list-style-type: none"> <li>Traci Wertz reported that Huntington needs our EIN letter and two signers for our new accounts. The total relationship balance across all accounts needs to be over \$50,000 to waive any monthly fee. Jim shared that when he was added to our current bank accounts they needed a copy of the minutes showing he was to be added as an account signer.</li> <li>Discussion of who should be signers on account - Jim shared that he uses electronic checks as much as possible unless the recipient requires a paper check. Vanessa proposed that signers should be elected executive board officials.</li> <li>Discussion of process to move the accounts - Jim thinks we can do it over the course of two to three months. We set up QuickBooks. We stop writing checks on the old account. Make sure no vendors have the ACH tied to old accounts. We could move</li> </ul>

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concession first. Jim will set up Square to deposit to Huntington. Concession account currently has \$80,000. Concession has its own account for security purposes as it has a debit card. Chris would like to move away from debit cards and use credit cards instead.

- Vanessa made a motion that the President and the Treasurer should be the authorized signers for all our bank accounts and that they are authorized to open the Huntington bank accounts. Traci Wisard seconded. All in favor. No opposed. Motion approved. Traci Wertz will arrange the meeting with Chris and Jim and Huntington.
- Lisa would like to see transparency in bank info to encourage volunteerism. Board agrees. Chris would like to leave the accounts in better shape for the next board.
- Discussion of credit cards - Chris would like additional information from Huntington about what they can do. Our annual gross income is approximately \$450,000. Can we get 10% for a credit limit from Charity Charge? Capital One is not an option because you need a personal guarantor. Need to ask Huntington about personal guarantor requirements. Traci Wertz made a motion that if Huntington proposes acceptable credit card terms at the meeting setting up the accounts which the three present executive board members find acceptable, then they have permission to proceed with opening the credit card accounts. Traci Wisard seconded. All in favor. No opposed. Motion approved.
- Discussion of fundraising cards - Previously sold by football team. They aren't selling them this year. Each card is sold for \$20. We pay \$3,000 for the cards. We ask the students to each sell 10 cards. We don't pay for printing of the cards. This fundraiser is separate from Pride Day. Our aim is to fund standalone accounts for larger upcoming expenditures like uniforms, risers, truck, piano, as well as orchestra expenses (100% funded by OMBA). Vanessa wants to prepare a flyer explaining why we are doing this. We need to be really clear about how they benefit the programs. Will we include choir students? Maybe not. We'll have a set period of time to sell them (2 weeks). We'll have the physical cards to give to purchasers. We'll need parents to collect unsold cards and money so the directors don't have to do it. Suggestion was made that an email (in addition to the flyer) needs to be sent out. Chris made a motion to approve the card sale. Lisa seconded. Vanessa voted no. Jim abstained. The other members present voted yes. Motion approved. Traci will get all the final details in writing.

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#### President's report

- Chris Myers had nothing new to report.

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#### Program reports

##### **OHS Choir**

- Director representation not expected. No reports given.

##### **OHS Orchestra**

- Director representation not expected. No reports given.

##### **OHS Band**

- Director representation not expected. No reports given.

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

- Director representation not expected. No reports given.

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#### Old business

Approval of budgets:

- Chris led discussion of budget approvals. Amounts requested by directors from OMBA: \$25,000 show choir (\$170,000 total expenses), \$17,000 band (\$62,000 total expenses), \$13,500 orchestra (\$13,500 total expenses). Discussion of the nature of budgets and trying to provide flexibility to directors. Our desire is to give directors what they need so our kids have an awesome experience. Each budget went up approx. \$5,000 this year. Chris wants a way to easily distribute money to each group. The number of kids is going up. How can we accomplish simplicity and clarity? Are groups awarded a percentage of their budget? Do we set a certain amount that we can afford to provide? How can we provide clarity to the directors of what OMBA can do? More discussion is required. Vanessa made a motion to approve the OMBA funds requested by the directors at the May meeting. Chris seconded. All in favor. No opposed. Motion carried. Conversation about how to go forward will continue at a July meeting.

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#### New Business

Next meeting date - Board will meet on July 12 in order to discuss financial items. Directors not expected unless they choose to attend.

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**Adjourn**

- Motion to adjourn the meeting by Chris at 9:06 pm, seconded by Vanessa Hamilton.

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**Executive Officers in Attendance:** Chris Myers (President), Traci Wertz (Executive Vice President), Jim Blair (Treasurer), Vanessa Hamilton (Secretary)

**Other Attendees Signed In:** Lisa and Steve Hausfield, Doug Smith, Traci Wisard.

**Minutes taken by:** Vanessa Hamilton; **Next meeting:** July 12, 2022