

## OMBA Meeting Minutes September 13, 2022

TOPIC	DISCUSSION
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Meeting was called to order by Vanessa at 7:00 pm</li> </ul>
<b>Secretary's report</b>	<ul style="list-style-type: none"> <li>Vanessa Hamilton shared the August meeting minutes. Chris Myers 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 was absent. Chris Myers presented the concession report. Kona Ice update: \$685 made over 2 games; need to know who to make the check out to and where to send it; away stand kids were unsure how to get to truck on home side. Shanahan concessions is open and making money. We're still struggling to get volunteers for Friday nights. Two of the three Pepsi coolers are now working. The third needs to be replaced. Bands will be traveling to the next several games. Stand will be busier. Vanessa emailing families on Wednesdays and Saturdays about volunteer needs. Students are not allowed to work in the stand Friday night (district policy). Chris shared that Traci is doing an amazing job and organized the stand by assigning specific jobs that made it run very smoothly. Per Jim, we've made around \$9,000 per Friday night so far. The number of credit card transactions is increasing. Some problems with the new tablets through Clover; declining Huntington CC; Apple Pay needs to have the phone unlocked; some data/wifi conflicts; Kember cards declined. Chris is working through problems. All beef hotdogs are back.</li> </ul>
<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>Jim Blair presented the treasurer's report. Russ Williams, Merchant Services proposed BizOnline package which includes setting up multiple users for our account, ACH payments, and reverse positive pay (fraud protection for written checks). Cost is \$50 per month. Discussion of whether or not to buy this. Very few written physical checks. OMEA, dry cleaners, awards among those who need a check. Positive pay is unnecessary. We can add it if a need arises. Instead get ACH alone (\$5/mo extra) to use with online bill pay as much as possible. Traci Wisard is issuing show choir invoices (\$250/mo for 6 months). Jim had trouble connecting QuickBooks with new bank accounts, but they are now connected and can pull from banks to reconcile monthly. Savings account is pulling in as credit card in QB so he will need to get that fixed.</li> <li>Credit card discussion: We have three credit card accounts. 1st Commonwealth for Michelle and Ian. Huntington for concessions. Charity Charge for director with the largest budget (this year that is Tim). Do middle school directors need credit cards? Jim has them. He'll cancel them and have the middle school directors request checks as they have very few expenses. Michelle only needs about \$3,000 for her largest purchase. We'll split 1st Commonwealth \$10,000 on Ian and \$5,000 on Michelle. Can be changed as needed. Steve asked if it was better to use Ian's credit card or request reimbursement? Jim said use cc if possible. Steve needs copy of sales tax exemption form. Jim needs access to Charity Charge website to download transactions to QB. We're still waiting on the card. Chris wants to make the process as simple and well organized as possible. He will investigate an app that can scan receipts, share with director, and populate QB. Jim wants to make sure we have paper copy (or scanned copy) in some other place in addition to QB for paper trail/audit purposes. Discussion about requiring expense request forms. Are there non-profit requirements? What are our controls? Vanessa read section of Code of Regulations. Chris's goal is to make it as easy as possible for the directors. Steve suggested Concur app.</li> <li>Jim requested a motion to implement a 60 day deadline for the submission of expense reimbursement requests from the time of the expense. Chris made the motion. Traci seconded. All in favor. None opposed. How will we communicate this</li> </ul>

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change? Chris will draft an email that Vanessa will send along with a copy of the expense reimbursement form.

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**Executive Vice President's report**

- Traci Wertz was absent. Chris Myers presented the Vice President's report. Update on discount cards: Traci has the cards, and they are ready to hand out. Discussion about when to get them to the students. Decided not to hand out at Music Pride Day or try to sell them on that day as it would be too confusing. Traci Wisard volunteered to hand out the cards on Monday, 9/19. Lisa and Vanessa can hand out the band cards on Tuesday, 9/20. Traci Wisard and Vanessa can hand out the orchestra cards on Friday, 9/24 in class (4 periods: 8:10, 9:55, 1:00, 1:45). Collect them at the school on 10/9 from 10 am to 1 pm. Checks need to be endorsed by Jim, and he will make the deposit. Can a QR code be made to collect credit card payments for discount cards? We'd need to differentiate it from the Music Pride Day item. We could put the QR code on the flyer. Jim will investigate.
  - Discussion about name of "Pride Day" event: Michelle Beck received an email from a parent about the name of the event which she read to the board. To clarify, the term "Pride Day" has been used for this event for a very long time. The band is announced as the "Pride of Olentangy" at events like football games and competitions and is referred to as the "Band of Pride." This is the source of the event name. We discussed changing it to something else. Because of the history of the event and our connection to the word, we will keep the word "Pride" and can refer to it as "Music Pride Day."
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**President's report**

- Chris Myers had nothing to report. New business is detailed below.
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**Program reports**

**OHS Choir**

- Tim Smith was absent, but shared this report: Vocal music and orchestra apparel should be in on Thursday. I'm planning to distribute mine on Friday. I'm continuing to talk to my choirs everyday about Pride Day. The Kambo and Krew list was posted yesterday. I have a few meetings to have with students and I will have a final list for Traci by the end of the week. Registration and fliers for "Be A Star" will be going out this week. The deadline for registration is September 26th.
- Upcoming Vocal Music Events:
  - September 21st: Show Choirs perform for Shanahan
  - October 10th: Fall Choral Concert
  - October 14th: Be A Star
  - October 15th: Pumpkin Patch (optional fun event)
  - October 28th: She-Notes performs for Haunt
  - October 29th: Keynotes performs for Haunt
  - A few of these haven't been announced before tonight. Details will be out this week about these events.

**OHS Orchestra**

- Michelle Beck shared the upcoming concert date on October 12.

**OHS Band**

- Ian Brun was absent.

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

- No representation at the meeting.
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**Old business**

- Nothing to report.
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**New Business**

- Chris proposed getting a PO Box instead of relying on mail delivered to the high school. It would be at Orange post office. Approximate \$190 for the year. Two keys (treasurer & one other person). Current mail includes bank statements, parent checks, etc. Chris made the motion. Jim seconded. All in favor. None opposed.
  - Chris proposed getting cases for the 6 new tablets in the concession stand to protect them. Should be about \$25 each. Chris made the motion. Jim seconded. All in favor. None opposed.
  - Chris is concerned about people having access to accounts (bank, Google, etc.) when outgoing people leave and new people take on their roles. Chris made a motion that the outgoing person is responsible to make sure the incoming person has all the information they need to manage whatever accounts are related to that position. Traci seconded. All in favor. None opposed.
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- Chris created a 5-year budget draft to estimate incoming funds and planned large expenses. Upcoming purchases include band uniforms 2023/24, risers/piano/mics 2024/25, truck 2026/27, band uniforms again 2033/34. Earmark money for these large expenses in QB.
  - Chris introduced a discussion about monthly balance sheets at the meetings. How can we help the treasurer with preparing these statements? Next month, Chris would like to discuss hiring a bookkeeper. We'd need to lay out their duties. We could have the same person from year-to-year.
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**Adjourn**

- Motion to adjourn the meeting by Chris at 8:36 pm, seconded by Traci.
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**Executive Officers in Attendance:** Chris Myers (President), Jim Blair (Treasurer), Vanessa Hamilton (Secretary)

**Other Attendees Signed In:** Michelle Beck, Lisa Hausfeld, Steve Hausfeld, Doug Smith, Traci Wisard

**Virtual Attendees:** Tracy Sferra (Note other virtual observers may have been in attendance.)

**Minutes taken by:** Vanessa Hamilton; **Next meeting:** October 11, 2022