

## OMBA Meeting Minutes December 13, 2022

TOPIC	DISCUSSION
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Meeting was called to order by Chris at 7:01 pm</li> </ul>
<b>Secretary's report</b>	<ul style="list-style-type: none"> <li>Vanessa Hamilton shared the minutes. Chris made a motion to approve the minutes. Traci Wisard seconded. Motion approved.</li> <li>Vanessa mentioned the upcoming scholarship process. The district has shared deadlines/dates with us.</li> </ul>
<b>Concession's report</b>	<ul style="list-style-type: none"> <li>Traci shared the concession report. Pepsi took away the cooler we didn't need. We got a replacement cooler. Asked Vanessa to check with Lisa Daragona to see when March concession schedule will be ready.</li> </ul>
<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>Jim shared that Huntington ACH training will be a responsibility of the next treasurer. Chris should be a backup. He needs receipts for some of the credit card statements. He has 3-4 months to do. Traci Wertz has Jet's receipts. He doesn't need request forms for director purchases. Discussion about how to prioritize tasks handing over job to new treasurer. Chris would like detailed list of every account (Amazon Smile, PayPal, etc.) Jim can help consult with new bookkeeper. Having some challenges connecting Huntington &amp; QuickBooks. Jim will close the First Commonwealth account on Friday. Got QuickBooks fee reduced. Now \$90 per month for 5 users and 43 classes (program fees, fundraising, concessions, etc.) There are 4 parent overpayments. Largest amount is \$150. Traci Wisard will reach out to see how the parent would like to handle. Jim mentioned that Traci is doing a great job assisting with collections from parents.</li> </ul>
<b>Executive Vice President's report</b>	<ul style="list-style-type: none"> <li>Traci Wertz shared that Jet's Pizza will be funding a sign for the concession stand that says proceeds benefit the music programs. Drawing held for student winners from restaurant card fundraiser. 5 students were awarded gift cards for selling more than 10 cards. Traci will notify them.</li> </ul>
<b>President's report</b>	<ul style="list-style-type: none"> <li>Chris Myers had nothing to report. New &amp; old business is detailed below.</li> </ul>
<b>Program reports</b>	<p><b>OHS Choir</b></p> <ul style="list-style-type: none"> <li>Tim Smith reported that the winter concert went well. Thank you to the Thomas &amp; Engberg families for organizing the poinsettia sale. Sold 79. Will get started again on 1/2/23. 1/21/23 is the preview show. Start time may change due to athletic event.</li> </ul> <p><b>OHS Orchestra</b></p> <ul style="list-style-type: none"> <li>Michelle Beck reported that the concert was 11/30/22. Moving into contest season. One student is going to All State.</li> </ul> <p><b>OHS Band</b></p> <ul style="list-style-type: none"> <li>Ian Brun was absent. Michelle shared his report. Marching band had a great season &amp; received a superior rating at States &amp; 4th at Midstates (despite nasty windy weather). The Disney trip went great. Thanksgiving dinner was served outside by the lagoon in Epcot. Concert &amp; Solo Ensemble after the new year.</li> </ul> <p><b>SMS Choir - Silcott; SMS Orchestra - Irvine; SMS Band - Grimes</b></p> <ul style="list-style-type: none"> <li>No representation at the meeting.</li> </ul>
<b>Old business</b>	<ul style="list-style-type: none"> <li>Bookkeeper - Chris is looking for a freelancer. No luck with an accounting firm. 1-800-accountant has service based on the number of transactions. Approx. \$1,859</li> </ul>

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for the entire year paid up front. Receiving \$ or paying \$ is one transaction. Can flag \$ in specific ways. They won't attend meetings. We can tell them what reports we want. They can do account reconciliations. They are a user on our QuickBook acct. They get access to our bank accounts. Treasurer and Chris will meet with bookkeeper before putting it in place and deciding whether or not it meets our needs. Chris made a motion to proceed. Traci Wisard seconded. All in favor. None opposed.

- More discussion on making theater part of OMBA. Traci Wertz and Chris met with Anna McReynolds. Theater wants 501(c)3 status. Chris wanted to discuss a process to address the serious issues & eventually vote on it. Vanessa proposed sending an email to all parents, having discussion at January's meeting, and having a vote at February's meeting. Vanessa will draft email for Chris's suggestions/edits & send it out.
- P.O. Box # is 305. We would like Jim to create a list of people/organizations to notify.

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### New Business

- Chris told us about an app called Expensify. You can use it to take a picture of each receipt & it uploads them to Excel so asst treasurer can assign them. What happens to the actual receipt? Chris needs to see the demo to see how it works. Paid version saves pics to the cloud. No vote on this yet. Wants to try it out first.
- Michelle was approached by our piano tuner, Dave McDonald, about purchasing a Yamaha piano from him. Cost \$2,800. We'd need to explore the cost to move. Traci Wisard made a motion to approve the purchase of the piano (with Michelle's approval of its condition). Vanessa seconded. All in favor. None opposed.
- Discussion about increasing volunteerism: We brainstormed ideas to get more parents involved. Do we assign smaller concession events to specific music groups? Can we incentivize volunteers? Discount on their fee? Concerns were raised about the legality of volunteering having an impact on fee amount. Ryan Griffin proposed some other kind of volunteer incentive. Try a different approach next year. Incentive ideas - gift card to a restaurant, parent appreciation party (one at the beginning of the year & one at the end), for every shift you work you get a ticket in a raffle for a prize, tickets to a sporting event, charitable donation made in your name. Can we do a party in January or February for fall volunteers?
- Executive board elections - The following people were nominated to serve as executive board members for the 2023 year: Chris Myers, President; Traci Wertz, Vice President; Traci Wisard, Treasurer; Vanessa Hamilton, Secretary. Vote taken. All in favor. None opposed.
- Changes to officer positions (not elected) - Traci Wertz, VP Concessions. Band asst treasurer position is open. Tim does not need a VP Choir at this time. Other officers remain the same. Thank you to everyone who continues to serve in these positions.
- Chris took a moment to thank Jim & Doug for their services as treasurer & band asst treasurer.

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### Adjourn

- Motion to adjourn the meeting by Chris at 8:26 pm, seconded by Doug

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

**Other Attendees Signed In:** Michelle Beck, Tim Smith, Davi Jose Ferreira Squaiella, Doug Smith, Traci Wisard

**Virtual Attendees:** Ryan Griffith

**Minutes taken by:** Vanessa Hamilton. **Next meeting:** January 10, 2023