



**Napa High School Instrumental Music Booster Meeting
Minutes August 10, 2022
Via Zoom**

Attendees

Advisory	Committee Members
<p>Director <input checked="" type="checkbox"/> Mike Riendeau</p> <p>Assistant Principal <input checked="" type="checkbox"/> Robert Grebe</p> <p align="center">Board of Directors</p> <p>President <input type="checkbox"/> Maureen Theunissen</p> <p>Vice President <input checked="" type="checkbox"/> Lauren Daley</p> <p>Treasurer <input checked="" type="checkbox"/> Brad Fisher <input type="checkbox"/> Jim Bui</p> <p>Secretary <input checked="" type="checkbox"/> Amanda Jones</p> <p>Bingo Director <input checked="" type="checkbox"/> Denise Parks</p> <p>Tech and Webmaster <input checked="" type="checkbox"/> Art Ochoa</p> <p>Marketing <input checked="" type="checkbox"/> Tammy Smith</p> <p>At Large/Fundraising Coordinator <input type="checkbox"/> Jessica Pequeno</p>	<p>Orchestra <input type="checkbox"/> Kelly Deianni</p> <p>Drumline <input type="checkbox"/></p> <p>Color Guard/Dine and Donate <input type="checkbox"/> Maria Cantera</p> <p>Jazz Band <input checked="" type="checkbox"/> Lauren Daly</p> <p>Volunteer Coordinator <input type="checkbox"/> Julie Mineau</p> <p>Business Sponsorship <input type="checkbox"/></p> <p>Bingo Scheduler <input type="checkbox"/></p> <p>Uniforms Coordinator <input type="checkbox"/> Jackie Shikowitz</p>

1.	BAND DIRECTOR REPORT AND UPDATES
Band Camp	<ul style="list-style-type: none"> ❖ August 12th – The end of Band Camp Marching Band performance (to include annual Capture the Flag event) 6:00pm in the Quad. Mike will arrange for food/drinks (pizza, grapes, water, cookies). Suggested 3 parent volunteers to assist in managing food distribution. Reimbursement method for purchase of food is to be determined. ❖ Several parents provided support during Band Camp – including Mr. Kringen who filled the need when asked for volunteers to fix the golf cart headlights.

Color Guard	<ul style="list-style-type: none"> ❖ Five incoming freshmen participated in Marching Band. ❖ There are 11 returning Color Guard members with 31 total students interested in participating in the class. Only 16 uniforms are available. Mike to discuss with Administration how to manage shortage of uniforms as Color Guard is an academic class and all students will participate in performances and need access to uniforms. Sharing uniforms among all the students is not a viable option.
Marching Band	<ul style="list-style-type: none"> ❖ Mike clarified the definition of “Marching Band” participants to include Wind, Drumline, and Color Guard students. ❖ Currently working on 12 pieces of music. ❖ Formation work will intensify once school starts due to lower than anticipated attendance at Band Camp.
Schedule	<ul style="list-style-type: none"> ❖ Mike will send a Facilitron request to Ms. Martin this week to finalize the calendar/schedule for the year, to include tours for all groups – Marching, Strings, and Jazz - football games (6), CMEA (not a competition, but striving for a “Superior” rating), concerts, etc.
Booster Night	<ul style="list-style-type: none"> ❖ August 31st – Band Booster Night. Marching Band will not perform at this event. Mike will coordinate information dissemination about the meeting time, location, etc. Potluck - It was determined that it will be a potluck. Mike will delegate types of dishes and utensils to bring based on music/color guard class. Mike will also confirm that the school district will allow potlucks to be held again – in relation to pervious Covid-19 restrictions.
Bingo Scheduler	<ul style="list-style-type: none"> ❖ If a volunteer is not identified to be the Bingo Scheduler, the Board members will rotate through the position on a monthly basis. Two Booster Board members volunteered to perform this duty for the months of September and October.
Bookkeeper	<ul style="list-style-type: none"> ❖ A discussion was held regarding the potential need to hire a bookkeeper – Amanda suggested Carol Stein as a potential provider for this service.
Insurance	<ul style="list-style-type: none"> ❖ A new provider for liability insurance is needed – the band’s belongings are currently uninsured. Coverage is needed to cover the cost of replacement of: Instruments (approx. 90% owned by Band and 10% owned by school.)

<p>Misc.</p>	<p>Uniforms (\$100,000 - \$150,000) Popcorn Machine Golf Cart Chairs Music Stands Other additional items</p> <ul style="list-style-type: none"> ❖ Quotes/estimates needed for items that would be considered a financial loss. ❖ Mike requested reimbursement for the cost of supplies purchased from Ace Hardware that are needed for ongoing maintenance needs. ❖ Assistant Principal Robert Grebe was introduced as our Administrative Representative this year.
<p>2. Treasurer Report</p>	
<p>Report</p> <p>Bookkeeping</p>	<ul style="list-style-type: none"> ❖ Brad reported that the Band has three bank accounts to include: <ul style="list-style-type: none"> General Account – to be used for items such as payment for school buses to various venues Bingo Account Savings Account – Identified as the current “insurance policy” for items previously mentioned. ❖ QuickBooks reconciliation is needed. ❖ Cathy Cruz and Carol Stein were recommended as two potential bookkeepers who could assist with ongoing support. Maureen will follow up on these suggestions.
<p>3. Bingo Report</p>	
<p>Staffing Needed</p> <p>Instrumental Jackpot</p>	<ul style="list-style-type: none"> ❖ Denise reported that Bingo is the #1 Fundraiser that the Boosters have ❖ Several positions need to be filled in order to maintain operations as several regular workers have moved on because their students have graduated. <p>Positions needed include: Scheduler, Caller, Front Desk, and Flash Managers</p> <p>A Zoom meeting will be set up with Heather to learn how to manage Sign Up Genius. Email address is bingo.scheduler@napahighband.org</p> ❖ The Instrumental jackpot caps at \$4000. A winner received \$2,400. Tax forms were provided to the individual.

New Year's Eve	❖ Parents and students are needed on Saturday, December 31, 2022 for all positions.
4.	Volunteer Report
Dine and Donate	❖ Dine and Donate – 1 st Dine and Donate of the year will be at Southside Café on August 26 th from 4-6pm
5.	Outstanding Items
	❖ None
6.	Next Meeting
	<ul style="list-style-type: none"> ❖ Wednesday, September 14, 2022 ❖ 7:00 PM ❖ Napa High Band Room (Unless otherwise specified)