

UpBeat Club Meeting – July 29, 2014 Unapproved Minutes

UpBeat Club Notes – July 29, 2014

- President Jill Tygier called the meeting to order at 7:25 PM
- Introduction of Exec Board followed by Introductions of Directors, then everyone in attendance. Everyone shared their name, student's name and instrument
- Secretary Leslie Twardowski asked if anyone had any amendments to the May 15th meeting
 - No Changes
 - Cindy Schubart moved to accept minutes; it was seconded by Jodie Barnes and motion carried.
- Treasurer Ellen Fogle shared final balance of 129,000 for the end of fiscal year 2013-2014

Director's Report

- Greg shared poster of Marching Firebirds from Macy's parade
- Happy to have all the rookie parents in attendance -- almost half of the marching band are rookies
- Pre Band Camp -- off to a great start -- Drill-- Best of West
- 1st marching band performance will be freshman night – September 12th
- 1st competition September 27th at Hamilton High
- Life Touch will be here to take group band pictures, single pictures are optional
- Pictures for Rose Parade Buttons will be taken
- 276 marching band students
- Brand new drums were ordered and will arrive in September
- Buckeye Invitational – 7:45 PM performance time on October 11th
- Band Fest Performance is at 10:45 AM on Tuesday, December 30th in Pasadena
- Winds -- selected to play at State Convention in Cleveland in February
- Freshman Night --107 freshman and 40 are in marching band -- Beach Boys Show
- Alumni Marching Night – October 17th. Will be doing Patriotic Music
- Mr. Carr -- band camp is off to a great start, leadership team retreat went well
- With the new 7 period day at the Freshman Building, 1st period band will start at 7:15 AM
- Mr. Racic -- freshman parents -- great to have so many parents here

Rose Parade Trip – Update – John Trygier

- Very busy getting all the processes in place, donations, etc.
- Sponsorship of transporting our Equipment to Pasadena is in place
 - Working on securing a good price for a 2nd trailer for our luggage
 - Benefits students from having to check bags and the potential for losing the students while either checking or picking up baggage
 - This would also save money for each student as there would be no cost for checking their luggage.

- Working to gain approval for Rose Parade Logo and wording to use for mattress sale & placemats. Written approval is required for each item.
- Spiritwear is a separate process. Working on getting our local vendor licensed to use the Rose Parade Logo so we can move forward with spiritwear.
- Working with 2 large corporations in an attempt to gain financial sponsorship for the Jackets. Last time AK Steel donated.
- Working on a letter donation campaign. If anyone knows anyone specifically please reach out to John Trygier or Carol Sparks with the contact name. We have a much better chance of getting a response if we have an attention name.
- Final stages of getting flights worked out. Hoping to have schedules by next meeting. We will be using Cinti/Day/Col/Indy as airports -- good flights and fares. Direct flights out of Columbus/Indy. Working out logistics for getting the students to/from the airports. We will meet at the HS and then use busing to airports.
- Will be sending out letter to find out who is LAND only package; working on process at the other end on how to get your student to us.

Audit Discussion

Jill shared information about what do we need to be doing about audits. She shared that the Exec Board has zero concerns about embezzlement and that our true objective is to have good governance and good solid financial policies in place. She discussed the 3 choices that we have come up with:

- 1) External company -- Flynn & Company -- independent audit for last 3 years
 - a. Cost of \$9500
 - b. Complete within one month of letter of intent signed.
- 2) UpBeat East & PTO's follow a set procedure which includes but is not limited to a certain percentage of checks, debit card, cash receipts, reconciliation of all bank statements
 - a. Did we do a good job of doing what we are supposed to be doing
 - b. No Cost
 - c. Short turnaround time
 - d. Committee of 3 people – members may not serve on committee to review years for which they served on the board.
- 3) Identify college student to do a capstone project
 - a. More time needed to gather more information
 - b. Low to no cost
 - c. Will need a parent to hand hold the student.

Exec recommends Option 2. If something is found, we would want to explore something more in-depth.

Discussion Items:

- How many hours is Flynn charging – they are not breaking it down in hours but gave us a month time frame.
- Flynn is asking for 990's – These do not exist for Lakota West. The 990's are done at

the Corporate level and include both East & West.

- Mike – what do the ByLaws say – “Request Independent Audit – Requested by VP – Mike says we cannot audit ourselves. Jodie--didn't counsel say it was okay
- When was the last audit done – no clear date was given – more than 3 years ago.
- Why are we looking at this now – because it has not been done for the last 3 years, prompted by 1099's not being done.
- Mike said he's fine with #2 going forward but not necessarily the past
- Sue per her interpretation of the bylaws -- we need to do independent audit
- Can we operate under new bylaws? Just do last year's at \$4500 or do the full at \$9500

David -- Motion for Exec Board to consult with East's Exec board and come back with a proposal

Jodie seconded -- Motion carried

BUDGET

- Deficit for the 2014-2015 Year
- Order jackets to keep better watch on the kids -- \$27,600 for jackets
- \$12,000 for shipment -- expect that will be half because of ABF
- Aggressive fundraising will be needed
- Questioned why the entire amount of tag day money was not going in the budget line. Jill shared that part of it was going to band support. It was asked if we were notifying people of this when we collect for Tag Day. Jill shared that this information is on the flyer
- Surplus \$ not as much as it was originally stated –
- \$100 proposed reduction needs to come off of Trip not Marching Band Fee per discussion with District. They want to maintain the fee across the district.
- There is money for 20 half band scholarships

Motion to Approve Budget

Jodie -- motion to approve 2014-2015 Budget with \$14,000 audit budget to be held in reserve until further clarification is reached. Monica seconded. Motioned carried

Articles of Incorporation

Jill opened discussion with a thank you to Jodie & Helen for helping out with this effort. The Articles of Incorporation cannot be changed but the bylaws can be changed. An Operations Manual has been started by Exec.

There was discussion with changes being made to the following sections:

4 - Clarified it's for West only

5.02 -- remove "the number"

Jodie Barnes motioned to Approve Articles of Incorporation, John Trygier seconded. Motioned carried.

By Laws

Jill shared there are 2 versions of the By Laws with the major difference being the Audit.

There was good discussion regarding changes to the ByLaws. All of the changes were made to the version that proposed the Oversight Committee. The following sections had changes made to them:

3.1 d) remove the words "High School".

Add "E" to section 3.1 to define the members.

e) Lakota West Band Program includes all band students in Lakota West in Lakota West attendance zone.

5.2 Add 100 members in addition to the 15%

The Secretary shall call a special meeting upon written request of the Members who have the right to vote not less than 100 members or Fifteen Percent (15%) of all the votes of the entire membership, whichever is less.

8.3 add "voting" to last sentence. Nominees shall be voting members.

9.9 Remove the word "board" and replace with "membership at a regular or special meeting"

10.6 Replace the word "Audit" with "Oversight" and clarify who cannot be on the Committee. Members may not serve on the Oversight Committee to review years for which they served on the board.

10.7 Replace the word "audit" with "oversight"

Motion to Approve By Laws as Amended and read by Jill Trygier, Motion Seconded, Motion Carried.

Committee Reports

Harold -- band support -- includes tailgate party -- can it include the pool party
Motion to include pool party, motioned seconded -- motion carried

Jodie motion to adjourn meeting ~~ Kevin seconded ~~ Motion Carried
Meeting Adjourned 9:38 PM