

Hoover Performing Arts Boosters
Minutes of the Meeting
Wednesday, 6:00 p.m., April 19, 2017

- No Minutes from March 22, 2017 to review (yet).
- Treasurer's Report:
 - Money collected.
 - Financials:
 - Letter received from DOJ (Department of Justice). Have 8 days to respond.
 - Boosters was formed in 2008-2009?
 - Proof of filing needed for 2011 – must locate.
- Minutes from the March 22, 2017 meeting were reviewed and unanimously approved.
- Board Positions:
 - Danielle and Jen will continue to split the secretary position for the 2017-2018 school year.
 - Positions can be shared.
 - Kristy Junio can possibly work the communications position. It may be possible for Mary to pick-up programs as she works next to the printer Boosters uses.
 - There are 2 Trace parents (Jeannie and Mary) that expressed interest in Board positions.
- Mrs. McAllister provided update from Trianon event. She promoted venue since the Director gave kudos to the full auditorium of diversity. Director also offered reduced pricing. Also discussed that the Trianon would be a good venue for other performing arts groups.
- Board Recruitment:
 - Each current Board member will provide a brief description of their Board role to Kat. Kat will work with Kristy to put together a flyer, or something similar, to use as handouts at the Trace Family Fiesta event on Friday, April 28th.
 - Sandy discussed the process for *Handling and Distribution of Funds to the Performing Arts Teachers* (see attachment). Although a guideline was put in place by Boosters in previous meeting, it is still very important that it be clear the procedure be

added to Boosters Binder for next year's Board. We also need to be sure that everyone is aware of the bylaws.

- Ms. Jordan asked and got confirmation that it is acceptable for her to order pizza for her drama students to eat at performances, and she can be reimbursed from Boosters.
- Report on Fundraisers:
 - **See's Easter Candy Drive**
Kat reported that the See's drive went very well and we had a profit of \$415.25. Top sales are Dance and Drama. They will get a free-dress day. Next year the prize will be put in writing ahead of time. Deadline is March 30th in order to get candy back and distributed by Monday, April 7th (last day before Spring Break). We will offer a prize as an incentive for highest seller.
- Upcoming Events:
 - **April 23 – Band CROP Hunger Walk, Hoover MS, 12:00 pm – 2:00 pm**
 - Rori Garfinkel reported Hoover has been hosting this event for the past few years. Band students will arrive at noon and perform from 1 – 1:30 pm. A \$100 donation will be given to the organization. Boosters is not sponsoring this event.
 - **April 29 – Arts on the Green, Our Spring Open House, 9:00 am – 12:00 pm**
 - All advanced groups are performing. Monika researched having a Cotton Candy machine and reported the cost of the equipment is \$87 (includes 75 cones and 1 flavor container, serves 70 people). We will also get an additional flavor container. It was voted on and unanimously approved.
 - **May 13 – Orchestra Competition at Six Flags, Vallejo**
 - **May 18-21 – Disneyland for Band and Choir**
 - Kat provided a quote for the t-shirts. T-shirts are on hold at this moment.
 - **May 23 – Dance Performance, Hoover Theatre, 5:00 pm and 7:00 pm**
 - **May 24 – Band Concert – Hoover Gym at 7:00 pm**
 - **May 31 – Choir Concert – Hoover Gym at 7:00 pm**
 - **June 1 – Orchestra Concert – Hoover Gym at 7:00 pm**
- Next Board Meeting: Tuesday, May, 16, 2017 at 6:00 PM

There being no further business to discuss, the meeting was adjourned at 7:00 p.m.

Handling and Distribution of Funds to the Performing Arts Teachers

Estimated budget for the new school year: Incoming President and/or Treasurer send a reminder email to the PA teachers(prior to the first HPA Boosters meeting of the new school year) requesting each PA teacher provide an *estimated* budget for anticipated needs for the school year, i.e.; supplies, repairs, dry cleaning, alterations, choreographers, accompanists. This is only an *estimate*. The estimate should be kept in the Treasurer's binder with a copy to the HPA Boosters President. The Board will review the expenses and any general questions can be addressed at that time.

Money collected at performances and concerts: Money collected from the sale of tickets for Band, Orchestra, Drama, Dance and Choir Concerts/Performances, are deposited into the Hoover Performing Arts Boosters bank account by the HPA Boosters Treasurer and then allocated to each group as a line item.

How much money can be spent from each group's funds without HPA Boosters approval?: ***\$250 is the maximum.*** These funds are available to the PA teachers, to purchase items **or** be reimbursed for supplies specific to their group's needs (***as defined in the HPA Boosters Bylaws, provided they have the funds in their account at the time***). Amounts requested for spending or reimbursement **OVER \$250** must be discussed for approval at the next HPA Booster's meeting **before** the funds are spent and reimbursement requested. If a PA teacher is uncertain of the expense being eligible, the teacher will bring the item to the attention of the Board at the next meeting **or** contact the HPA Booster's President before making the purchase.

FAQ's

Q: What happens if a specific PA group has a need but they do not have sufficient funds at the time of the need?

*A: The need is presented to the Board and the Board votes whether to use funds from the HPA Boosters "General" account. If the Board is in agreement, the funds are provided and the HPA group borrowing the funds **must reimburse the HPA Boosters "General" fund once they have money to do so.***

Q: Where do funds for Bake Sales, T-shirt sales, Sees Candy fundraiser, Drawing prizes and flowers sold at performances go?

A: These funds are deposited toward the HPA Boosters General Fund, unless the specific group is donating their own items for drawing prizes, then that group would receive the funds.

Q: Where do funds come from for event Programs?

A: Funds for event programs come from the HPA Boosters General fund if there is a Bake Sale at the event. Funds used from the Bake Sale will support the programs. Any printing charges that exceed what is earned during the Bake Sale, comes from that PA groups specific fund. Any funds leftover, will go to the HPA Boosters General fund.

Q: How many signatures are required from the Booster's Board on checks?

*A: There should always be one from the Treasurer and a second signature from another Board member listed on the Bank Account (generally the President and or VP). It is a good idea to have a **minimum of 3 Board members with a signature on file for the bank account.***