

September 13, 2016 Ada Music Booster's Meeting

Shane Wright called the meeting to order at 6:35. A quorum was met to start the meeting.

In attendance: Amy Morgan, Cliff Maier, Kim Smittle, Dave Smittle, Crystal Huffer, Scott Allison, Arlene Allison, Anna Poling, Amy Spar, Shane Wright, Kelly Wright, Shelly Hopson, Lori Poling, Ben Thaxton, Scott Henning, Stacy Geedey and Cindy Boehm.

The next Music Booster's meeting is moved to Monday October 10, 2016 at 6:30.

Amy S. motion to accept the minutes from the June meeting and Mike seconded. The motion passed.

August minutes were handed out. Arlene motion to approve the minutes and Dave seconded. The motion passed.

Read Beth's report

Director's Report

- Thanked everyone for the support for the fair.
- VS costumes need one more purchase. Will purchase a backdrop for the show.

Treasure Report:

- \$4414.39 checking
- SCRIP \$1,036.49
- Quest Student account \$2873.00,
- Trailer \$2,858.00
- Uniform \$2156.00
- VS Alumni \$691.00
- Credit Card \$7565.00. Card had been paid off except the rooms from Indianapolis that has not been solved yet.

- Used Scrip cards for the camp food.
- \$7300.00 of unpaid fees. Contacted families and have made a payment plan. People are making regular payments.
- More online sales including Chicken BBQ, Bulldog sales and Patron through the web page.
- Using Legacy system software for budgets.

Policy Review Committee

- Met August 31, 2016 see attached minutes.

Trailer Committee

- Has not met yet.

Old Business:

- RFP for audit Dave started on the annual report and will be in contact with Clark, Shaeffer and Hackett to let them know they were selected. Dave will give them the past 4 years of our tax filing to give them a good picture. At that time will ask the CPA to give a quote for conducting an audit for the 2015-2016.
- RFQ for Trailer Insurance is \$186.00. The policy review committee is still looking at the insurance.
- Trailer brake repair has not been done. The boxes were not all shipped. Don and Dave have been in contact with the company. The brakes will be fixed when we receive all of the parts.
- Allowing Credit cards use for purchases for Music Feast. Square is the leader for credit card. Thank you Amy M. and Ben for helping with this. We are getting 4 of the free swipe. This accepts all of the major cards. The funds will be received by one or two days after the purchase.

New Business:

- Dave's last year as treasure and Crystal Huffer has volunteer to be treasure for the next fiscal year. Arlene motion and Cliff seconded it. The motion was voted on and passed.
- Credit Card Policy brought to executive board. Dave read the policy. Policy was voted on and passed.

Adjournment

Kelly motion to adjourn and Scott H. second. The meeting was adjourned at 7:43.

Minutes of the Policy Review Committee Meeting

August 31, 2016

Present: Mr. Lischack, Shelly Hopson, Shane Wright, Cliff Maier

Absent: Mike Milks

The meeting was called to order at 7:35 pm by Cliff.

Cliff and Shane summarized the purpose and scope of the Committee, which is to review policies, guidelines, and procedures that could pertain to the Ada Music Boosters so that any actions needed for compliance or potential improvement can be identified. This includes reviewing the policies and guidelines of Ada Exempted Village Schools.

The Committee reviewed several school policies and guidelines. Cliff stated that these are the same policies and guidelines that he and Dave discussed earlier this year in a meeting with school administrators. Accordingly, Cliff provided the school administrators' interpretation of these policies and guidelines as they pertain to the applicability to the Ada Music Boosters. The Committee reviewed each policy and guideline to determine whether any action is required by the Ada Music Boosters. The Committee reviewed the following policies and guidelines:

- Guideline 9211 - District Support Organizations
- Policy 9211 - District Support Organizations
- Guideline 5830 - Student Fund-Raising
- Policy 5830 - Student Fund-Raising
- Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities

The Committee did not identify any compliance concerns with respect to school policies. However, several action items were identified:

1. Fund-raising plan (from Guideline 9211) – The guideline states that a fundraising plan is to be submitted by support organizations by the end of September each year. Elements of this plan for the Ada Music Boosters exist and a plan can be submitted. However, the Committee agreed to confirm with Dr. Darmer whether the administration would like the Ada Music Boosters to actually submit a plan. Shane and Cliff will address this with Dr. Darmer.
2. Insurance coverage (from Policy 9211) - Although the Committee concluded that the Ada Music Boosters are in compliance with the insurance requirement (through a rider on the school's policy), the Committee agreed to find out where we may have other insurance needs. Cliff has had previous communication with the school's insurance provider and volunteered to contact them to find out where we may need to have additional insurance coverage. This could include special events or the trailer.
3. Music Booster policy creation – The Committee has questions about the policy creation process and whether policies become part of the By-Laws or should be maintained separately. The matter will be raised with the Executive Board. It is anticipated that the Executive Board will

direct the Policy Review Committee as to what policies, guidelines, and procedures to review. Motions to create new policies for the Ada Music Boosters will be made by the Policy Review Committee and presented to the Executive Board for consideration.

The Policy Review Committee does not expect to meet again until more information can be obtained with respect to policy creation and potential insurance needs.

The meeting was adjourned at 10:15 pm.

Respectfully submitted,

Cliff Maier