

Cape Elizabeth Music Boosters

Executive Board Meeting Minutes

Thursday, September 23, 2021
22 Longfellow Drive

Attendees:

Robyn Devenish Clay, President
Aaron Scifres, Treasurer
Abby Wark, Secretary
Elizabeth Scifres

Welcome

Robyn opened the meeting with a welcome to the 2021-22 Board Members.

1. Discussion of adding a co-president role to help with transition for 2022-2023

Robyn proposes to add Elizabeth as vice-president of the CE Music Boosters. Bylaw 4.1 allows the Board to appoint a new officer as Vice-President. Aaron moves that we establish a Vice President position and also that we appoint Elizabeth to that position. Robyn seconds both measures. The board unanimously approves the new appointment. Elizabeth is our Vice President.

2. Discussion of By-Laws and Corporate Governance and Practices

The Board would like to post the by-laws on the website. Aaron will help with this. Robyn proposes that we clarify the Mission/Role of the CE Music Boosters to the CEMB membership by: 1) a clear mission statement on the website, and 2) an announcement at the start of future Boosters meetings. Robyn would also like to make the Board Members' emails available to the Boosters via the website. All attendees agree to the post emails, names, and roles but not phone numbers. Aaron will add these to the website.

3. Financial Review

Robyn shares the financial statements from last year (2020-21) prepared by Beth, the former Treasurer. Elizabeth notes that Jazz Cabaret was removed from last year's financial documentation, but argues should have been kept on the record at \$0 rather than getting removed for record keeping and planning purposes. This line item will be returned to the 2021-22 budget before the budget goes to the Booster's membership for a vote. There is some question over what should fall into our budget or Rob's Jazz Cabaret budget. There were instrument repairs that were previously on the Boosters budget (including repairs to the upright bass) but the Board recognizes that this should not have been presented as a standard annual cost for the Boosters. Future requests for instrument repairs will need to be made as grant requests.

Elizabeth brings up the point that we have been operating at a loss for several years. She calls for a discussion about the level of concern for diminishing savings. In light of this, Elizabeth proposes that we set a budget for grants. She points out that it will help the teachers and the Boosters' members evaluate incoming grants within the context of an established budget and a set pot of money. She notes that this is standard practice in similar grant-giving organizations, such as parent organizations like PCPA. Robyn points out that the operating budget of the CE Music Boosters has been decreasing over time and that the last two years have been unusual.

Pandemic expenses: The Covid-19 pandemic has affected the budget in several ways. We budgeted for Covid-related expenses and then did not need all of them, creating a savings. At the same time, we did not pay for busing, programs, or continuing education during the 20-21 school year. For setting this year's operating budget and grant budget, Aaron will look over the last three or four years in order to suggest a starting point.

Continuing Education: Elizabeth points out that all teachers in the school district receive money for continuing education, so she asks about the reasoning that the Boosters keep this line item. Robyn explains that historically there was a specific donation from an individual donor that was earmarked to cover continuing education for the highschool band director. When the money from this donation ran out, the Boosters decided to continue paying for this support. It is proposed that Becky Bean should be included, making 5 total staff members who will benefit. Elizabeth proposes that in light of the support that all staff members receive from the school district, we should reconsider this line item. Courses are generally less expensive than the current \$500 budget per person. Aaron proposes we change this budget item to \$1000 to be split 5 ways, to be voted on by the Boosters membership.

Jazz Cabaret Gifts: Robyn brings up the topic of staff gifts for Jazz Cabaret. Historically we have given gifts to many different people who support the Jazz Cabaret, including the musical directors and other people who contribute to lighting, publishing, etc. We propose to keep this line item in the budget for now. Similarly, the trombone budget which offsets the rental cost of trombone has not been used for several years so for now this line item will remain in the budget at \$0.

Grants Budget: Elizabeth proposes that we bring the overall grants budget down so that it is more in line with projected income., Aaron proposes that a good model would be to maintain a small balance year to year with the goal of keeping savings balanced year-to-year as a percentage of incoming funds. Aaron will research best practices for a 501(c)(3) to help us set a budgeting guideline. Aaron will aim to present a preliminary budget based on these guidelines to the first meeting this October. Looking forward, we will try to have a budget in place before the start of the school year because our fiscal year is July 1-June 30th.

For this year's budget, Aaron and Robyn will apply for a BottleShed grant and include this as projected income in the 2021-2022 budget. Robyn and Aaron will look at previous years to try to estimate costs for this year given an expectation of more activity than last year but still diminished activity compared to previous years due to the continuing pandemic. Jazz Cabaret is central to the budget both historically and as a line item. Elizabeth comments that we should add a small increase to previous year's costs.

Transportation Credit:

We have a transportation credit in the budget that will be enough to cover one trip in the upcoming year. Robyn points out that we need to keep that line item as a projected expense for future years as this is something we support annually. We note that this regular annual expense for Jazz Transportation as such

4. Meeting Minutes

Robyn requests that we keep a hard copy of meeting minutes in a binder for the meetings (assuming they are in person) as a reference for attendees. Minutes will also be posted to the website.

5. Grant Request Procedure

Elizabeth proposes a new grants request procedure to clarify the grants review process. Abby notes that we need to clarify the number of respondents required to make sure that the procedure is clear and that we are in compliance with 501(c)(3) standing, particularly in the case of email responses. Elizabeth will review the wording of the grants request. We propose that grants will be covered at the end of each Boosters meeting so that we can ask the teachers to leave before the Boosters vote.

6. Boosters Positions

Current Social Media Positions:

- Webmaster: Aaron Scifres
- Instagram: Caitlin Ramsey
- Facebook: Elizabeth Scifres
- Jazz Cabaret co-Chairs: Robyn Clay, Elizabeth Scifres

Open Positions

- Publicity
- Concert Program and Jazz Cabaret Program layout and design
Elizabeth proposes reaching out to Betsy Neilson

New Positions

- Middle School/Pond Cove Liaison
- Fundraiser Point Person (suggested by Emily LeBorgne at last meeting)

7. Instrument Fair (Oct 16)

The Instrument Fair is noted as an opportunity to sign-up new Boosters members. Abby points out that we could post a sign crediting the Music Boosters for supporting the event as much-needed publicity for the Middle School parent audience. We can also hand out magnets for donations. Aaron will set up a Venmo or Paypal QR code and send it out for use at events like the Instrument Fair. Abby will work with Caitlin to create a Booster sign-up at this event.

8. Spirit Wear Sale

Will begin on November 29, 2021

9. Letter to the new administration

Robyn is working on a draft of this letter, aiming to inform the new superintendent about the role of the Music Boosters and letting him know about Jazz Cabaret and other events.

10. Sock Fundraiser

Caitlin sent info about a possible sock fundraiser over the summer. The Board decided to table this opportunity for now in order to focus on the annual appeal letter which needs to go out in early November.

Upcoming Meetings

- First Boosters meeting date – October 4th at 6pm (on zoom)
Aaron will look into a boosters zoom account to host meetings this year.
At this meeting we will request help with letters in the first week of November.
- Second November 17th meeting (probably on zoom)