**Wylie Band Booster Board Budget Meeting Minutes**

**June 8, 2013**

The *budget* meeting was called to order at 10:05am by Tiffany Hutchinson.

Members present were:

Greg Bradley

Todd Dixon

Wendy Gibbons

Tiffany Hutchinson

Laura Judd

Tami Krause

* A list of positions filled by board members, and special chair positions filled was provided to each member to verify the booster members holding those positions for clarification or updates if necessary. That list will be published out by Tiffany Hutchinson to all the Booster Board Members and other parents involved in managing programs.
* The treasurer report was provided and adjustments were made (as the prior evening new check requests were made by booster members requesting reimbursement). A current *budget* report was provided, and the 2013-2014 projections were reviewed at the meeting.
* ***Deleted Budget line items:*** Event Start-Ups; Jazz Gala *(BBJDD);* Winter Guard Contest (WGI); and Transfer to Inwood.

**Funding to Intermediary Schools**

* McMillan; Cooper; Draper - $2200 was offered to the schools, $725 for scholarships. An adjustment will be made to McMillan for special purchase (\*add back to budget last year). This special purchase is for WJH Summer Band Camp on August 17th (\*$175 teachers; $240 buses; $160 food). Mr. Dixon has emailed to confirm they are using the funds.
* It was suggested and agreed to by the board to have one check cut to McMillan in total for them to utilize the funds as they need. This will be listed as a special line item; rollover balance $310.

**Fundraising “Working” Events 2013-2014**

* March-a-Thon is set. This event is initially an expense due prizes; police coverage; water needed; fruit; and crackers for the event. However, this will be booked as income in its final stages in our financial report. The income against this line item has been increased from $13k to $15k due to the size of the Freshman class.
* The Wylie Invitational is set for October 19th, 2014. Last year TWB profited $11,600; the 2014 projection has been set at $12,000.
* The American Classic will stay the same as prior years. These typically take parental volunteers, so the board needs to get the parents engaged in signing up as soon as possible.

**Banking Matters**

* ANB –*This is the bank where both main and flow through accounts are located. There is no savings account.*
* Inwood – No funds are in the current account and has a balance of $2,654 since 2009. It was discussed that this account was set up to get Wylie East starting with their program. This account was also utilized for providing a one-time painting of the trailer. It was discussed *that Roy Harrington is listed on the account and can assist with moving the funds to the main ANB booster account.*
* The treasurer commented that checks are becoming abundant and the debit card is more helpful to use and is less expensive. ~~Do~~ Note that each purchase needs to have our *sales* tax *exempt form* included as *several purchases last year needlessly incurred sales tax*. *Organizers of events need to be aware of and ensure that the sales tax exempt form is* provided to any member that could potentially make a purchase on behalf of TWB. A link on a web page may be helpful to *ensure easy attainability* for the board members or those making purchases for TWB.
* A new box of checks ($125) and deposit slips ($75) must be ordered over the summer months. *Laura mentioned that she may be able to obtain at least one free refill next year due to her contacts at ANB.*

**Edward Thomas Scholarship**

* The account is shown as 2012-2013 having $2,975 @ 80% with $1,187 for each school. TWB paid out $312 against this scholarship in 2012-2013 award. The question the board brought is what East is putting into this account in order for the interest earned to be split between both Wylie High and Wylie East. Each school takes a $1,500 scholarship annually. It is not certain what East is putting into this account annually to benefit from its existence.

**Spirit Sales**

* Spirit sales are to break even. At this time we have a positive balance against the spirit wear. Jill Koski is the new booster member managing this position. She is looking at providing the “buttons” that were offered in years past. The equipment to create these buttons is old and not sufficient to provide this service in the 2013-2014 band season. The parent and owner of B&E Photography (Brad Walsh) *has agreed to* provide the buttons over the 2013-2014 band season per a board member. *It was discussed that the excess ~700 will be utilized for next season stock.*
* Jill is also to provide the information for the yard signs. The old vendor previously used has a new job, and cannot provide the service as in prior years. *They will be redesigned and the drummer figure will be removed from all items including yard signs and will no longer be associated with TWB in future designs.*

**Expenses in Budget for 2013-2014 Discussed**

*Line Item 2012-2013 Projected Amount 2013-2014 Projected Amount*

March-a-thon $13,000.00 $15,000.00

Savings Interest $25.00 $2,600.00 (moved from Inwood)

Wylie Marching Invitational $3,200.00 $12,000.00

Graduation Banquet $2,400.00 $2,000.00

Leadership Camp $4,400.00 $5,500 (2012-2013 was + so increasing)

Master Programs $7,000.00 $8,000.00

HS – Scholarships $3,000.00 $1,500.00

Special Purchase (McMillan) $1,200.00 $1,510.00

Special Purchase (WHS) $8,325.00 $9,790.00 (additional equipment)

Special Purchase-Boosters $1,000.00 $3,600.00 (Inwood svgs allocated here)

Summer Band (WHS) $8,600.00 $10,000.00

Travel $1,400.00 $1,500.00

Drum Major Camp $0 $800.00 (added as a new item)

\*All other budget items provided to the board remained unchanged from the 2012-2013 band season.

**Miscellaneous**

* *Each event will require a budget file to the treasurer prior to the event. This file will be a tab in the main budget spreadsheet file for reference, tracking and review. The budget file will no longer have detailed breakdown of expenses vs. income for any specific event. However, the concessions line will break out payments to Wylie East Band Boosters for reference, tracking and review.*
* The City of Wylie is hosting a “Jazz in the Park” *event* with all the WISD schools present that will *occur on the same day the Big Band Jazz Dinner & Dance (BBJDD) was scheduled to occur. This event will supersede the BBJDD which is no longer needed for fundraising due to the success of the WMI. WMI will be an annual event going forward.* We may need parents and students to assist in people traffic and flow of the event. This event is tentatively set for April 5, 2014.
* Brad Walsh is the new pit boss.
* Parent involvement has a set team for the upcoming year. This team is Patty Bradley; May Sanders; and M. Frame.

*Note that with Vince Prado’s departure, based on prior season, we stand to lose $4,300 member sponsorship.*

Wendy Gibbons motioned to adjourn the meeting, Tiffany Hutchinson 2nd the motion and the meeting adjourned at 11:53am.

Approved:

President, Wylie Band Booster