

**ABBI BOARD OF DIRECTORS MEETING**  
**February 8, 2018**  
**AHS Senior Lounge**

**ATTENDEES:** Tracy Catron, Al Chen, Chris Quinby, Sheila St. Onge, Carlos Valez, Susan Smith, Lesley Harrison, Evan Rzodkiewicz, Darrell Keech

**Called to order:** 7:00 PM

**(1) Reading of Minutes of previous meeting**

Motion: Lesley

Seconded: Tracy

Passed unanimously

**(2) Reports of Boards & Standing Committees:**

**Director's Report: - Mr. Keech**

**Finance - Chair – Carlos Velez**

- Income is at \$148,799.57 since last report; Instrument fund is at \$5,108.22 with another deposit pending; Wind Ensemble raised \$753.60 towards Carnegie Hall trip; Middle School Winter Guard is led by Diane Sizemore, and tour fees and expenses are being processed (this should be financially neutral to ABBI); Expenses are \$123,092.7; Net Income shows \$25,706.84.
- A 20-month CD was opened for the Marching Band Capital Fund; Profits from the 50<sup>th</sup> (7,306.92) were moved from Checking into this account
- Taxes were filed (net loss reported of \$3,485); 23 sets of 1099 forms were processed for calendar 2017
- Budget Committee met on 2/5/18; Novelty sales are up (50<sup>th</sup> celebration helped with this effort); We saw improvement in sponsorships (thanks to a dedicated person, Chris Cox) and online merchandise sales (thanks to Tom Spendley)
- Proposed budget change/discussion to reinstate the Senior Scholarships (currently not in budget)- would increase projected spending by \$1,000 (2 @ \$500 each)

**Motion made to reinstate Senior Scholarships: Tracy Catron**

**Second: Al Chen**

**Passed unanimously**

***Action item:* Susan Smith will chair the scholarship committee/Susan or Chris will update ABBI website**

**Communications - Chair- Chris/Susan**

- Lesley is sharing our event information with other schools in the district

**Social Media – Chair – Tracy Catron**

- Great photos and videos taken of AHS music students at Titusville
- Lesley is posting to Twitter
- Winter Percussion- need photos!

- Tracy suggested that we use the digital sign out front to promote events

Action item: Requests to use the digital sign can be forwarded to Mr. R zodkiewicz

### **Good Will/Welfare – Chair – Katina Catron**

- No report

### **Fundraising (Financial ONLY/does not involve student performances) – Sheila St. Onge**

- March 3 clothing drive: Volunteers are needed to help load the clothing and other bags of donations onto the truck at 3pm (Carlos will ask the pit crew)
- March 11- Winter Indoor Invitational- clinics are being offered (for elementary students; dance instruction for high school/college students)
- Discussion: Are missing opportunities to sell generic music items? Tom Spendley is working on some generic designs; status of online fundraisers- are we overwhelming people? Keep Adams gift card (promote in August instead of catalog fundraiser?);

### **Reports of Special (Select Committees)**

#### **Sponsorships- Chris Cox**

- Need to replace Chris by May
- **Action item:** Tracy can put out an ad (also need to recruit board members and a VP)

#### **Chaperones – Andrea Hagan**

- No report

#### **Uniforms – Andrea Hagan**

- No report

#### **Photography – Al Chen**

- No report

#### **Yearbook – Nancy Bessio**

- No report

#### **Props – Tracy Catron**

- No report

#### **Pit Crew- Brian Laferriere**

#### **Invitational- TBD**

- No report

#### **Barnes & Noble - Alan Mangelsdorf**

- No report

#### **Jazz Cabaret- Karen Locke**

#### **Yard Sale- Gina Ragusa**

- No Report

**Community Days- Sheila St. Onge**

- No report

**Winter Guard- Sheila St. Onge**

- No report

**Winter Percussion- Lesley Harrison**

- Shows run from 3/3 – 4/14
- 2/17- Parents will provide lunch!

**Unfinished Business****New Business****Meeting adjourned: 8:31 PM****Next Meeting: Thursday, March 8, 2018****ACTION ITEMS:**

<b><i>TASK</i></b>	<b><i>OWNERSHIP</i></b>	<b><i>DATE DUE*</i></b>	<b><i>DATE DONE</i></b>
Follow up with Mr. Guillen re Jazz Machine trip budget	Carlos Velez		
Post Adam's Gift Card Info to Facebook	Tracy Catron		<i>Done</i>
Update/correct Sponsorship links	Chris Cox		
General maintenance to keep sites updated	Tracy Catron and Chris Quinby	<i>Ongoing</i>	
Send Thank you letters to LaGrange Fire Dept and ACSDNY Transportation	Katina Catron		<i>Done</i>
Discuss "candy-gram" sales with Directors	Chris Quinby		
Publicize need for Clothing Drive Chairperson and volunteers	Tracy Catron, Chris Quinby, Susan Smith		
Research online fundraising options	ABBI Board	<i>Table</i>	
Post Marching Band uniform turn-in/laundry reminder and email regarding patch stitching and laundering fundraiser	Tracy Catron and Mr. Keech		<i>Done</i>
Contact Mr. Guillen and ASOA re Barnes & Noble event organizational/fundraising advice.	Chris Quinby		
Publicize need for Jazz Cabaret Chairperson	Tracy Catron		<i>Done</i>
Schedule and book room for	Chris Quinby		<i>Done</i>

Jazz Parent meetings			
Schedule and book room for Winter Guard parent meetings	Chris Quinby		
Contact Sheila St. Onge re Drive In plan	Chris Quinby	<i>Table for next year</i>	
Reserve rooms for upcoming ABBI Board and General Membership meetings	Chris Quinby	<i>Ongoing</i>	
Update ABBI website (minutes, calendar)	Susan Smith	<i>Ongoing</i>	

\*= if no date specified, task to be completed by next board meeting