**DV Choir Booster Meeting Minutes**

Sep 2, 2020

1. **Call to Order**
   1. The meeting of DV Choir Booster was called to order at 7:00 PM on Sep 2, 2020 virtually
      1. Present: Officers from 2019-2020 school year (James Martin, Monica Gellman, Jason Gellman, Debbie Fogel), Meg Palermo, Other members (See below)
2. **Approval of Prior Meeting Minutes**
   1. Minutes from prior meeting on Aug 5 - *motion to approve by Monica second by Jason. Unanimously approved.*
3. **Old Business:**
   1. Thunderboard meeting rep discussed at Aug 5 meeting. Kim Hicks volunteered to attend the meetings as the DV Choir booster rep.
4. **New Business**
   1. Treasurer Report/Financial Review: A summary report of activities since the last meeting including the current balance on account plus:
      1. Square payment setup completed. Square incurs a 2.9%+ $.30 fee. Recommendation to see if NFP’s could get a reduced fee. Messaging for payments should disclose fee and allow people to gross up.
      2. Discussion of use of Zelle payments with no fee. Current bank, MidFirst, does not have Zelle so would require move to new account. Recommendation for Chase. After discussion, *motion to open new account to transition over time by James, second by Monica, unanimously approved.*
      3. Use of quick books for record keeping.
      4. Budget for the year was presented with estimated $11,038 in revenue and $16,495 in cost. Loss for year, and reduction in balance acceptable with savings from prior year and existing balances. Approach to budget given uncertainty surrounding remote learning to include using current proposal as estimated with updates to budget at future meetings. Meg agreed to review line item expenses and provide to Jason for future updates. Following discussion, *Debbie motion to approve budget, James second, with unanimous approval.*
   2. Director Report:
      1. Update of course and planned events including virtual choir on Oct 2.
      2. Purchase of student Tshirts ordered through approved vendor and available funds in tax credit account, and purchase of music by district funding account – both to be removed from next version of budget. Explanation of use of funds through student account and tax account provided, with booster funds least restrictive.
   3. Discussion of two options for parents to pay course fees. pay by check and mail to school indicating for choir booster. Monica volunteered to pick up mail from box monthly. Meg to send out email to parents with explanation and link to square payment for course fees.
   4. Fundraising: Ideas discussed for fundraising in the current environment. Use of donation goods to be held for in-person concerts. Ideas for remote environment included: restaurant commissions, shoe donations, 50/50 on line ($10 donations through square, with students selecting winner on video at oct 2 event) , and gift/caroling in the holiday season. Kim to check on restaurant timing. Toireasa volunteered use of truck for moving donations if needed. To be discussed at next meeting.

**References:**

Refer to Thunderboard website: <https://dvhsthunderboard.com/> for governance documents and <https://www.dvchoir.com/> for choir booster information.

1. **Action Items Recap**
   1. Check if Square will reduce fees for NFP (Jason)
   2. Open new account with Chase to transition from current account (Jason)
   3. Updated budget for T-shirts and other items paid by other accounts (Jason)
   4. Review budget detail line item of expenses and provide to Jason (Meg)
   5. Mailbox pickup at school monthly (Monica)
   6. Send out email to parents about check/square payment options with links (Meg)
   7. Attend Thunderboard meetings and report updates at Choir Booster meetings (Kim)
   8. Check out restaurant commissions for fundraising with various ideas provided (Kim/Monica)
   9. Work on implementing 50/50 idea during month of Sept. (Monica to draft note, Meg to send out note, Jason to provide info on who paid and net amount, Meg coordinate video of selection by Sep 26)
   10. Ensure student choir council rep at next booster meeting (Meg)
2. **Future Meeting Dates:**
   1. Oct 14 At 7PM
   2. Nov 3 at 7PM
   3. Dec 2 at 7PM
   4. Following months: First Wed of month at 7PM
   5. Include in Agenda of Next Meeting:
      1. Treasurer update
      2. Fundraising update
      3. Student council update (deferred from this meeting)

**Other coming Events:**

1. Virtual choir Oct 2
2. **Adjournment:** Meeting was adjourned by James around 830 PM

**Also in attendance:**

Tracy Roth (partial)

Kim Hicks

Heather McClain

Toireasa Corrales

Minutes Submitted By: Debbie Fogel