



📅 **Date:** Tuesday, March 7, 2023
🕒 **Time:** 7:00pm

March 7 STMAA Board Meeting Minutes

Attendees-ALL VIRTUAL

STMAA Board Members: Amanda Barefield (Treasurer), Farah Culbertson (President), Lorene Okamoto (Member at Large/ Uniforms), Sonya Bowman (Member at Large/Dine-Outs), Laura Yeager (Director of Volunteers)

Reps: None

Visiting: None

I. Call to order- Meeting was called to order at 7:06pm

II. Approval of Agenda-

Motion: Amanda Barefield **Second:** Lorene Okamoto

Ayes: all **Noes:** none **Abstain:** None

III. Approval of February 7 minutes

Motion: Sonya Bowman **Second:** Amanda Barefield

Ayes: all **Noes:** none **Abstain:** none

IV. Band Director's Report: Mr. Sanchez (covered by STMAA President: Farah)

March 2023 Director's Report

Ramiro Sanchez, Director of Bands

Contact Information:

STMAA Website: santateresamusic.com

Mr. Sanchez: sanchera@esuhd.org

Upcoming Performances/Events:

3/3/23: 11th Annual Music Marathon

3/4/23: CCGC Color Guard show at Fremont High in Sunnyvale (Pulled out)

3/7/23: ESUHSD Concert Band Festival at EVHS (Symphonic Winds and Wind Ensemble)



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3/7/23: STMAA Board Meeting
3/8/23: Dine-out at Mod Pizza
3/11/23: WGI Regional at James Logan High School (Varsity Winter Guard ONLY)
3/17/23: Santa Cruz Jazz Festival (Jazz program)
3/18/23: NC-PA Show at James Logan High School (Percussion)
3/25/23: CCGC Show at Oak Grove High School (Percussion and Guards)
3/29/23: Incoming Freshman Meeting in the theater at 7pm
4/1/23: CCGC Winter Guard Champs at IHS. Sierra Indoor Cup at Fresno State (Percussion)

Music Marathon: 3/3/23

I would like to thank Sonya Bowman and Nancy Tsai for their help and support for this event and Online silent auction. I would like to thank Patricia Damazio for the pulled pork/Mac n cheese, Lorene Okamoto for being at the Bobateani table, Bowman Family, Luzod Family, and everyone who helped with the event. I would also like to thank all of our student and parent volunteers that made this event possible.

Vertical Raise Update: 3/7/23

We are at \$13,123 and I have not seen many donations since Friday, 3/3/23. I have extended the fundraiser til Friday, but I don't expect much more. The economy is a huge reason that I feel that we didn't receive as much as we had planned. I am thinking of a "Music Marathon After Party Blitz" before the end of the school year, to help raise our goal for the Music Marathon. This would be the neighborhood across the street.

ESUHSD Concert Band Festival: 3/7/23

The Symphonic Winds and Wind Ensemble will be going to Evergreen Valley High School on Tuesday, March 7th. Our students will take a district bus and stay for the entire evening. We will need 4 chaperones to help with the event (as of 3/7/23, I have no chaperones and we are taking 2 buses). Symphonic Winds performs at 7:30pm and Wind Ensemble performs at 9pm.

Sonoma Invitational Wind Band and Orchestra Festival: 3/8/23

The Wind Ensemble will be going to Sonoma State University on Wednesday March 8th, for the Sonoma Invitational. Our portion of the festival is from 8am until noon. This is under Music for All and they will be offering various masterclasses for our students to



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attend and participate in. We will need a couple of chaperones to help with the event (I have nobody as of today).

Santa Cruz Jazz Festival: 3/17/23

Our Jazz ensembles will be going to the Santa Cruz Jazz Festival on 3/17/23 at Cabrillo College. This is an annual jazz festival that our program attends. In the past, we've purchased burritos for the students. I have decided to ask our students to either bring money to purchase concessions, or bring a packed lunch instead. We will need a couple of chaperones to help with the event.

Music Marathon After Party: March 24th after school

The Music Marathon After Party is scheduled for 3/24/23 after school. Last year, we had frozen ice cream bars for the students. This was a scaled down version of the Music Marathon After Party, compared to pre-covid times. I would like to continue with the scaled down version for this year.

Music in the Parks Festivals: 4/29, 5/6/23, 5/12, and 5/20

We will be hosting the Music in the Parks Festival on

- 4/29 (MPR, 9 ensembles. Last Band performs at 11:45am, **maybe cater towards BREAKFAST items**)
- 5/6 (Theater, 12 ensembles). Last band performs at 2:15pm. Herman will be here. We will need breakfast/lunch items.
- 5/13 (Theater, 8 ensembles), Last band performs at 11:20am, **maybe cater towards BREAKFAST items**),
- 5/20 (Theater, 9 ensembles). Last band performs at 1pm. We will need breakfast/lunch items.

Since we are only hosting instrumental ensembles in 1 venue each Saturday, we will not be needing as many volunteers. Some Saturdays will require more concessions (Herman/Adventure has 100 students). I will use the student numbers to determine how much food we will need to purchase. I recommend selling donuts and hot drinks from the start of the event and pizza near lunch time.



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Band Program “To Do” List

- Music Marathon After Party
- Music in the Parks
- Filling Open STMAA Positions

V. Board Member/Committee report

a) President report

- Amanda stepping down as treasurer at end of the school year. We will need to replace her. Also need replacements for other roles.
- Need to send out another plea
- Thank you to Sonya, Lorene and Nancy for taking on larger roles at the Music Marathon
- Is anyone available to attend incoming freshman parent meeting on 3/29 as we could do a plea there as well.

b) Treasurer (Financials)

- About 61% of all payments in
- Cash Position Report (Appendix A)
- Fixed Payment Summary (Appendix B)
- Financial Report (Appendix C)

c) Volunteer

- Nothing much to report. If in the future bus chaperones are needed, we should request earlier
- Will work on Music in the Parks as it will be a bit different than before



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d) Dine-Out

- Mod Pizza tomorrow
- Have dine outs for the rest of the year scheduled. Will send out to the team

e) Uniform

- Nothing to report

f) SMAC



- Not present at the meeting

VI. Open forum

VII. Upcoming/Ongoing Events

- a) ESUHSD Concert Band Festival-3/7**
- b) March Dine Out-MOD PIZZA 3/8**
- c) Sonoma Invitational: Wind Ensemble only-3/8**
- d) WGI Winter Guard: Varsity only James Logan-3/11**
- e) Santa Cruz Jazz Festival- 3/17**
- f) NC-PA Winter Percussion James Logan-3/18**
- g) CCGC Winter Percussion Oak Grove-3/25**
- h) CCGC Winter Guard Oak Grove HS-3/25**
- i) Incoming Freshman Parent/Student Meeting-3/29**
- j) SCC Winter Percussion Save Mart Fresno-4/1**



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k) CCGC Winter Guard Championships Independence- 4/1



VIII. New Business

a) None

IX. Next Meeting: Tuesday, April 4 at 7pm

X. Adjourn: Meeting was adjourned at 7:23pm



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APPENDIX A- Cash Position Report

3/5/23, 10:07 AM

Charms

Santa Teresa High School Band 16461 Position Report

Prepared 3/5/2023 10:04 AM

BEGINNING BALANCE 2/1/2023:	\$26,527.12	
<u>INCOME</u>		
<u>Music Marathon</u>	840.00	
TOTAL INCOME	840.00	
<u>Amazonsmile</u>	127.04	
TOTAL INCOME	967.04	
<u>Merchandise (Online Store/FanCloth)</u>	120.00	
TOTAL INCOME	1,087.04	
<u>Dine-Outs</u>	798.36	
TOTAL INCOME	1,885.40	
<u>Band Classes</u>	125.00	
TOTAL INCOME	2,010.40	
<u>Marching Band</u>	300.00	
TOTAL INCOME	2,310.40	
<u>Jazz Bands</u>	250.00	
TOTAL INCOME	2,560.40	
<u>Winter Guard</u>	3,450.00	
TOTAL INCOME	6,010.40	
<u>Winter Percussion</u>	1,000.00	
TOTAL INCOME	7,010.40	
<u>Reserves (Misc Ledgers)</u>	25.00	
TOTAL INCOME	7,035.40	
<u>EXPENSES</u>		
<u>Equipment/Supplies</u>	-104.78	



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APPENDIX B- Fixed Payment Summary

3/5/23, 10:10 AM

Charms



Santa Teresa High School Band Student Fixed Payment Summary

Prepared 3/5/2023 10:10 AM

Item Name	Item Amount	Amt Expected	Amt Collected	# of Students
<u>Jazz 1 - 2/1/23</u>	250.00	5,250.00	1,750.00	<u>7 / 21</u>
<u>Jazz 2 - 2/1/23</u>	250.00	2,250.00	500.00	<u>2 / 9</u>
<u>Jazz Combos - 2/1/23</u>	100.00	0.00	0.00	<u>0 / 0</u>
<u>Marching Band & Color Guard - 1 - 9/1/22</u>	350.00	24,850.00	17,500.00	<u>50 / 71</u>
<u>Marching Band & Color Guard - 2 - 10/1/22</u>	300.00	21,300.00	14,700.00	<u>49 / 71</u>
<u>Marching Band & Color Guard - 3 - 11/1/22</u>	300.00	21,300.00	14,100.00	<u>47 / 71</u>
<u>Symphonic Band - 11/1/22</u>	125.00	3,750.00	1,625.00	<u>13 / 30</u>
<u>Wind Ensemble - 11/1/22</u>	150.00	6,750.00	2,400.00	<u>16 / 45</u>
<u>Winter Guard JV - 1 - 12/1/22</u>	200.00	2,000.00	2,200.00	<u>11 / 11</u>
<u>Winter Guard JV - 2 - 1/1/23</u>	200.00	2,000.00	1,400.00	<u>7 / 10</u>
<u>Winter Guard JV - 3 - 2/1/23</u>	150.00	1,500.00	900.00	<u>6 / 10</u>
<u>Winter Guard Varsity - 1 - 12/1/22</u>	300.00	5,400.00	4,500.00	<u>15 / 19</u>
<u>Winter Guard Varsity - 2 - 1/1/23</u>	200.00	3,600.00	2,200.00	<u>11 / 19</u>
<u>Winter Guard Varsity - 3 - 2/1/23</u>	150.00	2,700.00	1,800.00	<u>12 / 19</u>
<u>Winter Percussion - 1 - 12/1/22</u>	300.00	6,900.00	5,700.00	<u>19 / 23</u>
<u>Winter Percussion - 2 - 1/1/23</u>	200.00	4,600.00	3,400.00	<u>17 / 23</u>
<u>Winter Percussion - 3 - 2/1/23</u>	200.00	4,600.00	2,400.00	<u>12 / 23</u>
Totals		118,750.00	77,075.00	<u>294 / 475</u>



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APPENDIX C- Financial Report

STMAA Financial Report FY2022-2023

BUDGET CODE	INCOME / EXPENSE CATEGORY	2019-2020 YTD Actuals	2020-2021 YTD Actuals	2021-2022 YTD Actuals	2022-2023 BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD Actuals	2022-2023 PRELIMINARY BUDGET NOTES
STARTING CASH BALANCE (CHARMS)						38,160	\$ 36,225	\$ 29,198	\$ 33,300	\$ 22,346	\$ 1,711	\$ 24,996	\$ 26,527		
INCOME															
1001	General Fundraiser Income:	11,787	3,065	6,312	15,200	-	-	4,258	3,056	352	590	4,330	-	12,585	
1001a	Gift Card / Ornament / Band Swag Drawing	355	-	-	250									-	Coordinate drawing to coincide with Winter concert and holiday Jazz or Parent / Family Meeting in Fall
1001c	Bingo	490	-	-	N/A	-	-	-	-	-	-	-	-	-	Is Bingo happening and any % for STMAA or just students
1001k	Double Good Popcorn - Fall	-	2,000	3,316	4,500				989					989	INDIVIDUAL FUNDRAISER - 9/16-9/20/22
1001m	Applebee's pancake breakfast - Fall	1,211	-	-	600				1,767					1,767	Includes a mics amount of \$50.00 GENERAL FUNDRAISER - 9/25/22 (tentative)
1001r	Driven Coffee Roasters - Fall	1,983	-	398	400					227				227	INDIVIDUAL FUNDRAISER - 10/24-11/7/22
1001e	Raise 365 Cookie - Fall (Prev. See's Candy)	-	474	-	250				300	25	490			815	See's Candy from prior year \$300.40 INDIVIDUAL FUNDRAISER - 11/7-11/12/22
1001d	Fall/Winter Blitz (Prev. Spirit Books)	3,988	-	-	7,200			4,258			100	4,330		8,688	Per Sanchez, Fall Blitz on 9/10/22 and Winter Blitz on 12/3/22 - GENERAL FUNDRAISER - 12/3/22
1001h	Mattress Fundraiser - Winter / Hibernate - Spring	2,805	591	1,922	2,000					100				100	GENERAL FUNDRAISER - Mattress - 1/7/23
1001f	Double Good Popcorn - Spring	955	-	676											INDIVIDUAL FUNDRAISER - 4/21-4/25/23
1002	Concert ticket sales	2,355	-	1,679	1,850	-	-	-	252	530	1,704	-	-	2,486	
1002d	Fall Concert	750	-	-	100				252	530				782	Per Sanchez 11/27/22: 2023-2024 budget will include donations from Friends and Family show. 10/06/22 - Donations Only
1002e	Winter Concert / Poinsettia Sales	1,290	-	636	750						295			295	GENERAL FUNDRAISER - 12/15/22 - Poinsettia Sales - Donations / Concessions/ Mds
1002a	Holiday jazz event / Poinsettia Sales	1,015	-	333	250						1,409			1,409	GENERAL FUNDRAISER - 12/16/22 - Poinsettia Sales - Donations / Concessions/ Mds
1002f	Spring Concert	-	-	149	250									-	5/15 or 5/16/23 - Donations / Concessions/ Mds
1002c	Spring Jazz Concert	(700)	-	560	500									-	5/15 or 5/16/23 - Tabard Theatre - Net ticket sale profit after rental of theatre
1007	Music in the Parks Concessions	-	-	1,196	650									-	
1015	Music Marathon / Vertical Raise	29,390	12,368	22,966	34,205						1,000		840	1,840	Per Sanchez, \$1500.00 Blitz + GENERAL FUNDRAISERS Vertical Raise - 1/30-3/5/23 Music Marathon - 3/3/23 MM Pledge Parties - Jan/Feb 2023 EXPENSES MM After Party - 3/24/23
1016	eScrip	1	1	0										-	
1017	Amazonsmile	355	294	382	300			118		94			127	339	
1020	Music in the Parks festival hosting	-	-	2,456	3,500									-	Per Sanchez as of 1/5/23, \$500 decrease in Music in the Park budget was told back in September 22. Treasurer changing amount to \$500, 5/13 & 5/20/23
1021	Merchandise (Online store/FanCloth)	2,466	30	2,914	5,500			248	1,848	1,398			120	3,614	3 Dates: \$500, \$1000, \$1500
1027	Dine-Outs Concert	1,301	1,388	2,946	2,500				388	40	217		799	1,444	Per Sanchez, Globe Prop for \$3,000 + GENERAL FUNDRAISER - Fan Cloth - 8/15-8/31/22 Some designer for Rainforest to design 2022-2023 show wear.
1101	Band/Symphonic/WindEnsemble	9,900	5,075	9,700	7,571		450	1,225	700	700	550	125	125	3,875	Student Contribution Tab Calculation
1102	Marching Band & Color Guard	50,650	9,000	37,742	43,843		7,000	10,000	13,248	12,100	2,500	1,500	300	46,648	Student Contribution Tab Calculation
1103	Jazz Bands	2,775	1,870	7,100	6,130				500	250	1,000	250	250	2,250	Student Contribution Tab Calculation
1104	Winter Guard	4,500	-	13,650	14,048						8,700	2,150	3,450	14,300	Student Contribution Tab Calculation
1105	Winter Percussion			9,000	9,100						7,855	3,500	1,000	12,355	Student Contribution Tab Calculation
1106	Donations to General Fund	1,991	8,777	1,415										-	
1107	Reserves (Misc Ledger)	8,664	(9,595)	(4,680)	(6,046)	(426)	(465)	(1,375)	15	3,773	(3)	(1,299)	25	245	Money in Student's Charms Accounts
1108	After School Music Programs	-	-	-										-	
1109	Fleetweek Competition	2,000	-	-	5,000					6,000				6,000	Monday 10/10/22: 1st place \$10K, 2nd place \$7K, 3rd place \$5K, all others \$2K
	Income Totals	\$ 128,135	\$ 32,272	\$ 114,777	\$ 143,350	(426)	\$ 6,985	\$ 14,473	\$ 20,007	\$ 25,237	\$ 24,113	\$ 10,556	\$ 7,036	\$ 107,981	



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	STARTING CASH BALANCE (CHARMS)					38,160	\$ 36,225	\$ 29,198	\$ 33,300	\$ 22,346	\$ 1,711	\$ 24,996	\$ 26,527		
	EXPENDITURES														
2303	Hotel WBA Championships	2,233	-	-	4,000					6,543	(60)			6,483	Per Sanchez, 1 night only 11/19.
2304	Transportation	24,561	-	19,606	33,375	-	-	-	8,171	17,405	-	7,800	-	33,375	
2304a	Sac State Super Show Comp Buses	2,630	-	2,900	3,000					4,432				4,432	2 Buses (1 big / 1 small) - 11/5/22
2304b	Gilroy HS Comp Buses	2,425	-	2,480	2,700				3,452					3,452	2 Buses (1 big / 1 small) - 10/15/22
2304c	Independence HS Comp Buses	2,270	-	2,400	2,700					3,652				3,652	2 Buses (1 big / 1 small) - 10/29/22
2304d	Logan HS Comp Buses - WBA Regional	3,819	-	1,240	2,700					3,652				3,652	2 Buses (1 big / 1 small) - 11/12/22
2304e	MB bus driver tips	-	-	200	200									-	8 bus drivers at \$25 each
															No reserve for damage at this time. Truck & trailer rentals plus gas for 4 shows. Per Valdez: Possible increase due to alternate truck company and insurance.
2304f	Truck Rental/Gas	1,919	-	5,222	3,500				509	3,508				4,016	
2304g	Fleet Week Buses	2,700	-	-	3,000				4,210					4,210	2 Buses (1 big / 1 small) - 10/10/22
2304h	Driver Tips WBA - Southern CA	-	-	-	-									-	Not budgeting at this time - \$50
2304i	Transportation WBA Championships	6,000	-	-	5,000							7,800		7,800	Per Sanchez - 2 buses (1 big/1 small) 11/19/22-11/20/22
2304j	Truck Rental WBA Champ	1,608	-	-	1,000					2,161				2,161	Per Sanchez - Truck, trailer, and gas
2304k	Spring bus driver tips	-	-	100	125									-	
2304l	Santa Cruz Jazz Fest Bus	-	-	1,984	2,000									-	1 big bus - Seats 56
2304m	Sonoma State Music For All Festival	-	-	-	2,700									-	1 big bus - Seats 56 - Wind Ensemble only
2304n	CMEA Amador Valley H.S. Buses	-	-	1,540	3,000									-	2 Buses (1 big / 1 small)
2304p	Campana Jazz Festival	1,190	-	1,540	1,750									-	1 big bus - Seats 56
2602	Drummajor Camp	-	-	-	500									-	USA Drum Major Camp - 2 spots
2603	Financial Aid	396	-	-	-									-	
2618	Equipment/Supplies	26,751	2,037	5,403	6,700	449	2,323	1,149	980	357	-	-	105	5,362	
2618a	open	-	-	-	-									-	
2618b	misc equipment	175	60	426	500				147	238			105	491	
2618c	lease agreement	22,575	-	-	-									-	
2618d	Rifles	191	-	-	-									-	
2618f	Show Flags	1,419	-	1,013	2,000			890	223					1,113	
2618g	Sabers	-	-	-	-									-	
2618h	Supplies-COLOR GUARD	118	33	-	200									-	
2618i	MB Props	1,211	-	1,551	1,500		1,637		137	118				1,892	
2618j	Field Paint/Tape	356	-	168	500	211	220		99					529	
2618k	Flip Book Supplies	-	-	-	-									-	
2618m	Percussion Supplies	707	1,945	2,245	2,000	238	466	259	374					1,337	
2619	Uniforms/Apparel	7,815	930	9,431	10,500	-	-	4,270	2,218	4,629	610	-	-	11,727	
2619a	Uniforms-COLOR GUARD	2,810	-	2,662	3,500			3,417	72					3,488	
2619b	MB Uniforms	-	-	3,060	2,650			657	2,051	87				2,795	Per Sanchez Champs Costumes additional \$1,650.00 + traditional or 2021 Season Uniforms
2619c	Uniform Cleaning	900	-	810	1,000			196	96					292	
2619d	Uniform Supplies	-	-	-	-									-	
2619e	Membership Shirts MB	3,390	930	2,096	2,500					4,542	610			5,152	
2619f	Orange/Blue Membership Shirts	715	-	803	850									-	
3007	Staff MB	28,775	14,437	33,063	34,900		11,100	1,125	14,850	7,175				34,250	Contractor Tab Calculation
3008	Instrument Repairs/Supplies	450	-	110	500									-	
3009	Music	646	300	1,690	2,000	20						99	766	884	
3010	Support Staff	3,077	1,078	3,294	3,000	-	-	-	1,515	-	-	-	885	2,400	
3010a	admin support	3,077	1,078	3,294	3,000				1,515				885	2,400	Band assistant raising rate to \$18.25 per hour as of 6/1/22
3010b	charms financial system support	-	-	-	-									-	
4002	Winter Programs	7,609	-	24,608	18,000	-	-	-	2,370	-	750	9,300	12,420	-	Does NOT include competition fees, costumes, truck rental, supplies.
4003a	Winter Guard	7,609	-	10,069	7,000				970			4,000	4,970	-	Contractor Cost Only
4003b	Winter Percussion	-	-	14,539	11,000				1,400		750	5,300	7,450	-	Contractor Cost Only
4004	Jr Saints	167	-	(150)	-	301				(210)				91	10/14/2022
5002	Staff Concert/Jazz	6,075	7,590	2,650	5,500								500	500	
5002a	day time sectionals	400	930	150	500									-	
5002c	Instrument Clinicians	1,375	2,040	-	500									-	
5002d	Jazz Clinicians	4,300	4,620	2,500	4,500								500	500	Contractor Tab Calculation
5002e	Misc	-	-	-	-									-	
5002o	Other Clinician	-	-	-	-									-	
5003	Event/Recognition Expenses	408	423	1,115	2,200	-	-	-	335	-	-	-	-	335	
5003a	CMEA Plaques	-	-	-	-									-	
5003b	Student PINs MB Finals	316	-	287	350									-	

