



Date: Tuesday, March 5, 2024



Time: 7:30pm

March 5 STMAA Board Meeting Minutes

Attendees

STMAA Board Members: Farah Culbertson (president), Aaron Ashcraft (treasurer), Christine Deihl (secretary), Tami Chao (volunteers, virtual), Claire Mallamace (fundraising), Cecilia Nazareta (communications, virtual), Andrea Pieper (member at large, food service), Karina Luzod (member at large, jazz café, virtual)

Reps: Irving Crisanto (band director), Roberto Plamenco (historian, virtual), Mike Gormely (equipment), Michael Howden (uniforms, virtual)

Visiting: Joanne S (virtual)

I. Call to order: 7:35pm

II. Approval of Agenda

Motion: Andrea, **Second:** Aaron

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

III. Approval of February 6 Meeting Minutes

Motion: Andrea, **Second:** Aaron

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

IV. Band Director's Report:

Directors Report – March 2024

Irving Crisanto, Director of Bands

ESUHSD Official - crisanto@esuhsd.org

STMAA - banddirector@santateresamusic.com



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Upcoming Events for March

March 7: District Festival

March 10: Daylight Savings Time

March 21: CAC Meeting

March 23: CCGC @ Oak Grove High

March 29 - April 5: No School

Music Marathon

A massive thank you to Andrea Pieper, Clair Mallmace and Christine Deihl for taking on the headaches of leading Music Marathon and Battle of the Bands. Overall, a successful night in regards to atmosphere, even with the last minute problems. Thank you to all of our other volunteers as well!

Music in the Parks

We are back down to one venue per weekend (for 5 weekends), with one weekend hosting two. As a reminder, it will run on Saturday's starting from April 20 to May 18. April 27, will be the only two venue weekend.

Charms to CutTime

CutTime is proving to be very barebones, though I expect this to be resolved throughout the rest of the year. Relying on it fully may not be in our best interest for next year.



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Budget Considerations

I would like to start having some consideration on next year. There are ideas on moving fundraiser dates and such, which I would love as suggestions. I do not plan on adding a great many events, rather shoring up the ones we currently have. I plan to lay a better foundation for incoming students on dues and expectations on them. Treading carefully, I also want to see how well I can start working with the rest of the school.

V. Board Member/Committee Reports

a) President Report: Farah

- iVolunteer- Issues with CutTime and access for everyone to get to volunteer. Once Tami put it on iVolunteer, people were signing up. (outside students and parents can access this). Renewal is up and I believe 99/year is worth it.
- Thank you for all the work for Music Marathon. We can talk about more in that committee update. (Debrief, do again?, recruit now)
- Think about budget for next year. For the most part it is Mr. Crisanto, Aaron and a bit me, but we need your input. How much do we expect for u-hauls, costumes, staff, to bring in for fundraisers, dine outs. Do we need to have more money for food, etc. These will be important for us to be able to create the closest REALISTIC budget for the school year. REMINDER, we must end with a balanced budget, meaning zero money no profit or loss.

[Discussed in meeting:](#)



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- Send budget suggestions to Farah, Aaron, and Mr. Crisanto by March 30.
 - To encourage 9th grade marching band sign-ups: have an information packet for parents when Herman/Bernal perform at Music in the Parks, Parent Square announcement, Peachjar announcement, and 8th grade May 31 Herman concert announcement.
 - Current budget should be OK – no Sonoma State trip, no Santa Cruz trip, no jazz clinicians, uniforms were cleaned in-house, etc.
 - Sign-up Genius might be easier than iVolunteer – consider for next year.
 - Vertical Raise is much easier to use and offers training than Fundrazer. Farah and Aaron are following up on this.
 - Disneyland goal – marching bands can perform. We'll look more into this.
- Charms ending approx. 45 days. Is everyone ported over? What else needs to happen?

b) Treasurer (Financials): Aaron

Treasury update for the month ending February 29, 2024:

- Bank account balance –
 - Bank of America balance at \$22,347 (including \$425 in outstanding checks).
 - Charms balance \$22,321



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- Fixed payment summary -
 - MB 9/1 payments @ 47 / 66
 - MB 10/1 payments @ 45 / 66
 - MB 11/1 payments @ 41 / 66
 - Symphonic Winds @ 17 / 33
 - Wind Ensemble @ 23 / 30
 - Winter Guard 12/1 @ 12 / 18
 - Winter Guard 1/1 @ 11 / 18
 - Winter Guard 2/1 @ 11 / 18
- Budget update
 - Please refer to the Feb 29, 2024 budget update in the Appendix.
- Donations
- Fundrazr - \$2,135 raised (as of 3/4). Started Fundrazr with Paypal only but then heard of issues with payment processing. Updated Fundrazr to accept payments via Stripe and started to get funding Monday (3/4).
 - Need to discuss staying with Fundrazr for the remainder of year, or switching to Vertical Raise.
 - Need to consider additional 'prizes' which could be offered for top fundraisers
- Music Marathon Auction - Raised over \$1,900 cash which should be deposited mid-March
- Music Marathon concert - Raised over \$950 in door donations and concessions sales
- Unknown: Music Marathon food truck donations - need to confirm if we hit the minimum sales (rain may have been a factor)

c) Volunteers: Tami



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- Setting up Music in the Parks volunteer needs as soon as possible.

d) Dine-Outs: Amanda

- Wednesday, March 13 – Panda Express
- Wednesday, April 10 – Chipotle
- May TBD
- Ongoing: Happy Lemon – 3/22, 4/26 and 5/24; Tea Era – every other Tuesday.

e) Uniforms: Michael and Jennifer

- No updates.
- Discussed in meeting: Photoshoot not scheduled yet. Likely March 12th or March 14th. Mr. Crisanto will look into ordering a group photo.

f) Communications

- Will keep fundraising information in the newsletter.

g) Music Marathon: Andrea, Claire

- 20 Marching Band Photobooks left. Budget this for next year.
- Silent Auction – Carry over unsold items as raffle prizes to incentivize volunteers for Music in the Parks.
- Add popcorn machine to budget
- Food vendors were good.
- Skip auction baskets next year – too much cost, time, effort.
- We will plan to have Music Marathon in March 2025



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- Battle of the Bands - Christine
 - Christine compiled a separate Battle of the Bands recap ([https://docs.google.com/spreadsheets/d/14gyfKMkbXeRpRPglES4SaAAIjnlTtZaR/edit?usp=drive link&ouid=104949954583469469648&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/14gyfKMkbXeRpRPglES4SaAAIjnlTtZaR/edit?usp=drive_link&ouid=104949954583469469648&rtpof=true&sd=true)) for future reference. We need at least 20 weeks to plan Battle of the Bands. Start planning by no later than October 15, 2024.
 - Outstanding items: Sharing photos (Journalism class and 2 students) and scheduling the Art Boutiki show for the winners.
 - Discussed having the three bands perform at a November fundraising event.

VI. Open Forum

- No items.

VII. Upcoming/Ongoing Events

- a) March 7 - ST performs at District Music Festival**
- b) March 12 – Next Tea Era fundraiser**
- c) March 13 - Panda Express Dine out**
- d) March 23 - CCGC at Oak Grove**
- e) March 29 - No school**
- f) April 1-5 - Spring Break**



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g) April 6 - CCGC Championships at Independence HS



VIII. New Business

- None.

IX. Next Meeting: Tuesday, April 9, 7:30pm

X. Adjourn: 9:44pm



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APPENDIX A - Financial Report

FY 2023 – 2024, through February 29, 2024

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2023-2024 BUDGET
INCOME / EXPENSE CATEGORY														
STARTING CASH BALANCE (CHARMS)	\$ 23,469	\$ 13,198	\$ 17,327	\$ 6,802	\$ 14,564	\$ 13,791	\$ 18,726	\$ 21,257	\$ 22,509	\$ 19,734	\$ 19,734	\$ 19,734		
INCOME														
General Fundraiser Income:	-	2,790	-	1,136	323	2,345	-	-	-	-	-	-	6,594	17,900
Gift Card / Ornament / Band Swag Drawing													-	-
Bingo	-												-	N/A
Double Good Popcorn - Fall				1,136									1,136	1,000
Applebee's pancake breakfast - Fall													-	1,800
Driven Coffee Roasters - Fall					323								323	250
Raise 365 - Fall (Prev. See's Candy)													-	850
Fall/Winter/Spring Blitz (Prev. Spirit Books)		2,790				2,345							5,135	12,000
Mattress Fundraiser - Winter / Hibernate - Spring													-	1,000
Double Good Popcorn - Spring													-	1,000
Concert ticket sales	-	-	-	-	-	1,774	-	-	-	-	-	-	1,774	2,350
Fall Concert													-	-
Winter Concert / Poinsettia Sales						540							540	500



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Holiday jazz event / Poinsettia Sales						1,233							1,233	1,350
Spring Concert													-	250
Spring Jazz Concert													-	250
Music in the Parks Concessions													-	800
Music Marathon / Vertical Raise				160		1,060	500	1,818	100				3,638	17,500
eScrip													-	-
Not Used													-	-
Music in the Parks festival hosting													-	6,000
Football game bake sale				1,083		1,095	80						2,258	2,650
Dine-Outs			42	282		42	138						504	2,500
Concert Band/Symphonic/WindEnsemble		1,550	1,150	1,875	425	275	300	-					5,575	4,644
Marching Band & Color Guard	240	7,600	-	20,550	10,050	3,750	300	-					42,490	39,900
Jazz Bands		250											250	907
Winter Guard						1,600	4,250	1,600					7,450	13,597
Winter Percussion													-	-
Donations to General Fund													-	-
Reserves (Misc Ledger)	-	57						3,618					3,675	764
After School Music Programs													-	-
Fleetweek Competition				3,930									3,930	3,930
Income Totals	\$ 240	\$ 12,247	\$ 1,192	\$ 29,015	\$ 10,798	\$ 11,941	\$ 5,568	\$ 7,036	\$ 100	\$ -	\$ -	\$ -	\$ 78,137	\$ 113,442



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EXPENDITURES														
Hotel WBA Championships													-	-
Transportation	-	-	-	2,408	2,072	3,359	-	2,771	-	-	-	-	10,610	18,118
Cupertino HS Comp Buses					849								849	900
Hollister HS Comp Buses													-	-
Independence HS Comp Buses						1,832							1,832	1,800
Logan HS Comp Buses - WBA Regional						1,164							1,164	2,000
Champs buses rental								2,771					2,771	6,418
Truck Rental/Gas/Champs Truck				601	1,223	363							2,188	3,500
Fleet Week Buses				1,806									1,806	2,000
SISU Band Day (September 9, 2023)													-	-
Transportation WBA Championships													-	-
Truck Rental WBA Champ													-	-
Spring bus driver tips													-	-
Santa Cruz Jazz Fest Bus													-	-
Sonoma State Music For All Festival													-	1,500
CMEA Festival: TBD													-	-
Campana Jazz Festival													-	-
Drummajor Camp													-	500
Financial Aid													-	-
Equipment/Supplies	-	1,185	1,229	1,848	-	-	-	-	-	-	-	-	4,262	6,150
open													-	-
misc equipment			114										114	500
lease agreement													-	-
Rifles													-	-
Show Flags				1,707									1,707	1,650
Sabers													-	-
Supplies-COLOR GUARD				141									141	500
MB Props			1,115										1,115	1,500



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Field Paint/Tape													-	500
Flip Book Supplies													-	
Percussion Supplies		1,185											1,185	1,500
Uniforms/Apparel	-	-	782	5,012	798	156	-	-	-	-	-	-	6,747	11,800
Uniforms-COLOR GUARD			782	1,265		156							2,203	3,500
MB Uniforms													-	2,500
Uniform Cleaning													-	1,000
Uniform Supplies													-	
Membership Shirts MB				3,747									3,747	4,000
Orange/Blue Membership Shirts					798								798	800
Staff MB	8,260	4,510	4,960	6,510	6,510	2,250							33,000	35,000
Instrument Repairs/Supplies					115								115	-
Music			693		227								920	1,000
Support Staff	-	-	666	-	237	-	-	-	-	-	-	-	903	2,500
admin support			666		237								903	3,000
charms financial system support													-	
Winter Programs	-	-	-	-	-	-	2,875	2,875	2,875	-	-	-	8,625	11,500
Winter Guard							2,875	2,875	2,875				8,625	11,500
Winter Percussion													-	
Jr Saints													-	150
Staff Concert/Jazz	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000
day time sectionals													-	
Instrument Clinicians													-	500
Jazz Clinicians													-	1,500
Misc													-	
Other Clinician													-	
Event/Recognition Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	1,950
CMEA Plaques													-	
Student PINs MB Finals													-	350



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(Homecoming/Last Concert)													-	100
Fleet week patches													-	
MB Volunteer thank you													-	150
Graduation cords													-	200
Varsity letters													-	600
Student Awards													-	550
Competition Fees	-	-	2,125	-	-	-	-	-	-	-	-	-	2,125	3,050
WBA Dues			2,125										2,125	2,125
CMEA Festival Entry													-	-
Honor Band Entry													-	
Santa Cruz Registration													-	425
West Valley Registration (Logan)													-	500
Campana Jazz Festival Entry													-	
BOA Regional													-	
Spring Tour													-	-
Show Design	2,200	2,000	1,000	4,500	450	-	-	-	-	-	-	-	10,150	10,200
Chambers (Prior: Benjamin Kane)	2,200		1,000										3,200	3,200
MB Show Design - Color Guard					450								450	500
Dave Glyde)		2,000		500									2,500	2,500
MB Drill Design - Todd Ryan				4,000									4,000	4,000
MB music licensing													-	-
MB Show Design	-												-	-
Food services	-	215	-	363	710	660	-	-	-	-	-	-	1,948	3,852
Band Day Parent Event		215											215	702
Banquet Marching Band													-	150
Wind Ensemble Festival Food													-	
Senior Dinner @ WBA Championship				363	113								476	500
MB Competition Food					597	660							1,257	2,500



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Food WBA Champ													-	
Santa Cruz Meal													-	
financial fees	-	7	187	217	452	272	62	67	-	-	-	-	1,265	2,000
bank fees													-	
credit card processing fees		7	187	217	452	265	62	67					1,257.94	2,000
paypal fees													-	
check Printing Fee						7							7	
Band Director Professional Development													-	-
Insurance				395									395	395
Printing/Office Supplies	51	-	-		-	66	-	70	-	-	-	-	187	900
Postage/Office Supplies	51					66		70					187	500
Teacher Expense - Misc													-	250
Printing													-	150
Professional Fees/Subscriptions	-	201	75	-	-	243	99	-	-	-	-	-	618	2,377
Website													-	35
Charms													-	350
Volunteer							99						99	99
P.O. Box Rental		201											201	201
Tax Prep													-	1,592
Music Subscriptions													-	
CA Registry of Charitable Trusts			75										75	75
Secretary of State form SI-100						243							243	25
Expense Totals	\$ 10,511	\$ 8,118	\$ 11,717	\$ 21,253	\$ 11,572	\$ 7,006	\$ 3,036	\$ 5,784	\$ 2,875	\$ -	\$ -	\$ -	\$ 81,872	\$ 113,442
Net Totals	\$ (10,271)	\$ 4,129	\$ (10,525)	\$ 7,763	\$ (774)	\$ 4,935	\$ 2,532	\$ 1,252	\$ (2,775)	\$ -	\$ -	\$ -	\$ (3,735)	\$ 0
CURRENT CASH BALANCE - \$	\$ 13,198	\$ 17,327	\$ 6,802	\$ 14,564	\$ 13,791	\$ 18,726	\$ 21,257	\$ 22,509	\$ 19,734	\$ 19,734	\$ 19,734	\$ 19,734		
PETTY CASH BALANCE - \$	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310	\$ 1,310		