



Date: Tuesday, November 12, 2024



Time: 7:00pm

## November 12 STMAA Board Meeting Minutes

### Attendees

#### STMAA Board Members:

- ☒\_x\_Andrea Pieper, President
- ☒\_x\_Aaron Ashcraft, Treasurer
- ☒\_x\_Christine Deihl, Secretary
- ☒\_x\_Farah Culbertson, Member at Large (virtual)
- ☒\_x\_Mike Gormely, Member at Large (equipment)
- ☒\_x\_Karina Luzod, Member at Large
- ☒\_x\_Joanne Sugiyama, Member at Large (food service)
- ☐\_\_Open, Director of Volunteers
- ☐\_\_Open, Director of Fundraising
- ☐\_\_Open, Director of Communications

**Reps:** Irving Crisanto (band director), Roberto Plamenco (historian, virtual), Raquel Searcy (uniforms, virtual)

**Visiting:** Mr. P-A, Tom Luzod (virtual), Rick Atkisson, Mia Atkisson, Christine Xavier, Sarah Gianocaró

I. **Call to order:** 7:06pm

II. **Approval of Agenda**

**Motion:** Aaron, **Second:** Farah

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

III. **Approval of October 1 Meeting Minutes**



**Date:** Tuesday, November 12, 2024

**Time:** 7:00pm

**Motion:** Aaron, **Second:** Farah

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

#### **IV. Band Director's Report, November 2024:**

Irving Crisanto, Director of Bands, Santa Teresa High School

Email - [crisantoi@esuhsd.org](mailto:crisantoi@esuhsd.org)

Office - (408) 347-6324

#### **Upcoming Events**

16 November - WBA Regionals @ James Logan High School

21 November - Friends and Family Show @ Santa Teresa High School

23 November - WBA Class Championships @ Deran Koligian Stadium in Fresno

7 December - Winter Blitz

#### **Report**

#### **Middle School Visits**

I plan to visit the middle schools with a few students to talk about the concert and marching bands next week. I would appreciate some quick bullet points on information that parents would like to have known before entering the program.

Comments in meeting: Include an interest form for Marching Band students so that we can plan for camp. Include a QR code to the website, incoming freshman page (note that parents and students may want different information). Include color guard information.



**Date:** Tuesday, November 12, 2024

**Time:** 7:00pm

### **Friends and Family Show**

The Athletic Directors have been very kind, and soccer will plan around us. The stadium will be ours for the event on Nov 21, 2024.

Comments in meeting: State 7:15pm start time in communications. We'll have donation bins, hot chocolate for attendees.

### **Fair Share Donations**

Letters are being created. ESUHSD IT has been responsive, as has BoosterHub.

### **WBA James Logan Regionals - Senior Dinner**

What equipment will I need to request, if any?

### **WBA Class Championships**



The charter bus has been requested, and our previous partner Avalon seems like they have a bus available. The issue will be timing. Assuming we leave at 4pm and return to ST at 7pm, the quote is for \$2750.

Comments in meeting: We are expecting 55 students to attend. Mr. Crisanto will find out the total capacity of the bus so that we know how many extra spots for volunteers we may have. The school buses were not cheaper than the charter bus due to the time duration.

### **Winter Programs**

Winter Percussion will not be offered here at Santa Teresa.



 **Date:** Tuesday, November 12, 2024  
 **Time:** 7:00pm

Winter Guard will be headed by Cece Rentaria. Cece has requested to hold the informational meeting the first week of December, on the 5th.

Scheduling will be the same as last year, with practices being Tues/Thurs/Sat.

We will once again only have one group.

### **Holiday Cafe**

All concert ensembles are aware they will be performing at this event. The guitar classes have a few interested students. Current timing and scheduling puts music at 70 continuous minutes, so I expect a two hour-ish event.

Comments in meeting: Music handed out to small ensembles. 14 groups, performing in 3-6 minute chunks. Includes students from the two band classes and the guitar classes. Mr. Crisanto will meet with Karina and Tom to go through the details.

### **Further comments in meeting:**

**Winter Blitz** – Mr. Crisanto will share ensembles and holiday music in advance so that students can practice together. We will have groups walk from La Colina Park.



**Music in the Parks** – Mr. Crisanto received the information for hosting.

## **V. Q&A with Principal, Mr. Payne-Alex**

- Pep band will not be needed at the STHS football playoffs game at Wilcox on November 15.
- There will be a STHS Open House for incoming freshman. We can include a band table to be part of it.

## **VI. Board Member/Committee Reports**



 **Date:** Tuesday, November 12, 2024  
 **Time:** 7:00pm



**a) President: Andrea**

- Bake sale – We brought in over \$1000 at the November 8<sup>th</sup> game. Some people rounded up to donate to the band program. The location near the entrance was really successful. We actually sold out of food and bought more during the game to replenish the food.
- Competitions and performances – Many going on currently. Great volunteer participation.
- Music Marathon planning – We are starting planning. We will have the nacho and churro trucks again. We'll use the Amazon orders for creating the baskets. If anyone is interested in helping with Music Marathon, please let Andrea know.

**b) Treasurer (Financials): Aaron**

- Bank balance - end of October \$29,071 (see bank statement and associated budget sheet)
- Marching Band payments - 14 (about 25%) students have not paid any donations for the year.
- BoosterHub - ESUHSD typically blocks all domains except from ESUHSD. Mr. C. was able to talk the IT department into allowing BoosterHub so we can connect with students via their school emails
- Parents have been notified in BoosterHub of open donation suggestions
- November 8th Football game brought in over \$1,080, which was offset against \$99 of purchased food.
- Top Sellers: Cinnamon Rolls, Spam Musubi, Brownies, M&M cookies,
- Missing (which is also a big seller) - Popcorn
- The October Football game brought in \$680 - location on November 8th was great for foot traffic (bad for connection to the band).



 **Date:** Tuesday, November 12, 2024  
 **Time:** 7:00pm

To do:

- Need to add multiple Parents / Guardians in BoosterHub and connect the accounts to students
- Need to set up fundraising with students to get it started
- It was suggested to also include ColorGuard in the fundraising round to help expand the footprint - which I'm a fan of
- Need to consider if we are going to give 'prizes' for the top fundraising students.

Please refer to the October 31, 2024 financial report in the Appendix.

Comments in meeting:

Suggest to submit invoices for Aaron to process in the month the expense occurred so that we know more clearly our current budget.

If anyone else needs access to Booster Hub, please let Aaron know.

We will set up a separate meeting for launching the donation campaign. If we raise enough money, we can start to plan trips for the future.

We need to order a part for the bass drum for the Holiday Café. Andrea will take the lead on it.

**c) Fundraising: Open position (Andrea covered)**

- Blitz and Holiday Café – Planning is starting.
- Newsletter – Will include upcoming fundraiser info.
- Dine Outs (Rebecca)



**Date:** Tuesday, November 12, 2024

**Time:** 7:00pm

- Pizza My Heart – Have not received a check yet for Sep 25
- Panda Express – Raised \$113.53 on Oct 30
- Casa Teresa – Nov 20-21, noon-8pm. Rebecca is making a flyer.

**d) Communications: Open Position (Farah covered)**

- Meeting notes are posted on the website.
- Working on the senior dinner plan at the Logan competition.

**e) Volunteers: Open Position (Christine covered)**

- Will need volunteers for upcoming events – Competition at Logan 11/16, Friends & Family Show to serve hot chocolate and uniforms 11/21, Competition at Fresno 11/23, and Winter Blitz 12/7.

**f) Uniforms: Open Position (Raquel)**

- Throwing out marching band shoes as they fall apart. Threw out about 7-8 more pairs this week.

**g) Equipment: Mike**

- Champs – Load truck the night before. Allow an hour to load. Volunteers for loading and unloading the truck have been great!

**VII. Open Forum**

- Regionals Competition – We'll be taking a team photo for the yearbook with everyone in costume.



**Date:** Tuesday, November 12, 2024

**Time:** 7:00pm

- **Bus** – Make sure only marching band class members are riding the bus, not friends.
- **Battle of the Bands** is confirmed for the March 7<sup>th</sup> Music Marathon –
  - Each band must have at least one STHS current student
  - Free entry for both bands and attendees
  - Duration will be 2 hours (preferred: 6:30 stage is clear, 7-9pm is show, might go over with encore depending on the number of bands)
  - First prize will be \$400; second prize will be \$200
  - We will seek judges who can judge for free to save costs
  - All genres are welcome

#### **VIII. Upcoming/Ongoing Events**

- a) WBA Regional Championships at Logan 11/16**
- b) Casa Teresa Dine Out 11/20, 11/21, noon to 8pm**
- c) Friends and family show 11/21, 7:15pm**
- d) WBA Class Championships at Fresno 11/23**
- e) Thanksgiving break 11/25 – 11/29**
- f) Winter Blitz 12/7**

#### **IX. New Business**

None.





**Date:** Tuesday, November 12, 2024





**Time:** 7:00pm

**X. Next Meeting:** Tuesday, December 10, 7:00pm

**XI. Adjourn:** 8:57pm



 **Date:** Tuesday, November 12, 2024  
 **Time:** 7:00pm

## Appendix

### FY 2024 – 2025

														YTD Actuals	ESTIMATE
BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BoFA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
<b>INCOME</b>															
1001	General Fundraiser Income:	-	-	2,179	88	-	-	-	-	-	-	-	-	2,267	8,000
1001a	Gift Card / Ornament / Band Swag Drawing													-	-
1001c	Bingo	-												-	N/A
1001k	Double Good Popcorn - Fall				88									88	1,150
1001m	Applebee's pancake breakfast - Fall													-	-
1001r	Driven Coffee Roasters - Fall													-	350
1001e	Raise 365 - Fall (Prev. See's Candy)													-	-
1001d	Fall/Winter/Spring Blitz (Prev. Spirit Books)			2,179										2,179	6,500
1001h	Mattress Fundraiser - Winter / Hibernata - Spring													-	-
1001f	Double Good Popcorn - Spring													-	-
1002	Concert ticket sales	-	-	-	-	-	-	-	-	-	-	-	-	-	1,250
1002d	Fall Concert													-	-





Date: Tuesday, November 12, 2024  
 Time: 7:00pm

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BofA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
1002e	Winter Concert /													-	500
1002a	Holiday event /													-	500
1002f	Spring Concert													-	250
1002c	Spring Jazz Concert													-	-
1007	Music in the Parks Concessions													-	800
1015	Music Marathon / Vertical Raise													-	12,675
1016	eScrip													-	-
1017	Not Used													-	-
1020	Music in the Parks festival hosting													-	6,000
1021	game bake sale			337	1,667	1,388								3,391	3,000
1027	Dine-Outs													-	1,000
1101	Concert Band/Symphonic/WindEnsemble								-					-	6,000
1102	Marching Band & Color Guard	800	15,837	12,691	4,300	125			-					33,753	38,350
1103	Jazz Bands													-	-
1104	Winter Guard													-	13,500
1105	Winter Percussion													-	-
1106	Donations to General Fund													-	-
1107	Reserves (Misc Ledger)	-												-	-
1108	After School Music Programs													-	-

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BofA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
1109	Fleetweek Competition													-	-
	Income Totals	\$ 800	\$ 15,837	\$ 15,207	\$ 6,055	\$ 1,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,411	\$ 90,575
	EXPENDITURES														
2303	Hotel WBA Championships													-	-
2304	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	5,850
2304a	Cupertino HS Comp Buses													-	900
2304b	Dublin HS Comp Buses													-	500
2304c	Independence HS Comp Buses													-	900
2304d	Logan HS Comp Buses - WBA Regional													-	550
2304e	Champs buses rental													-	1,900
2304f	Truck Rental/Gas/Champs Truck													-	1,100
2304g	Delta College Band / Orchestra Festival													-	-
2304h	SISU Band Day (September 9, 2023)													-	-
2304i	Transportation WBA Championships													-	-
2304j	Truck Rental WBA Champ													-	-
2304k	Spring bus driver tips													-	-
2304l	Santa Cruz Jazz Fest Bus													-	-
2304m	Sonoma State Music For All Festival													-	-
2304o	CMEA Festival: TBD													-	-
2304p	Campana Jazz Festival													-	-
2602	Drummajor Camp													-	500
2603	Financial Aid													-	-
2618	Equipment/Supplies	29	-	2,380	1,129	-	-	-	-	-	-	-	-	3,539	6,300
2618a	open													-	-
2618b	misc equipment													-	500
2618c	lease agreement													-	-



 **Date:** Tuesday, November 12, 2024  
 **Time:** 7:00pm

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BofA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
2618e	Rifles													-	400
2618f	Show Flags			1,668										1,668	1,700
2618g	Sabers													-	
2618h	Supplies-COLOR GUARD													-	500
2618i	MB Props			667	725									1,393	1,500
2618j	Field Paint/Tape				404									404	500
2618k	Flip Book Supplies													-	
2618m	Percussion Supplies			45										45	1,200
2619	Uniforms/Apparel	-	-	3,020	-	2,653	-	-	-	-	-	-	-	5,673	8,820
2619a	Uniforms-COLOR GUARD			3,020			-							3,020	3,020
2619b	MB Uniforms													-	
2619c	Uniform Cleaning													-	1,000
2619d	Uniform Supplies													-	
2619e	Membership Shirts MB				-	2,653								2,653	4,000
2619f	Orange/Blue Membership Shirts					-								-	800
3007	Staff MB	-		11,440	8,440	-	-							19,880	32,300
3008	Instrument Repairs/Supplies					-								-	200
3009	Music			-		-								-	400
3010	Support Staff	-	-	-	-	-	-	-	-	-	-	-	-	-	250
3010a	admin support			-		-								-	
3010b	charms financial system support													-	
4003	Winter Programs	-	-	-	-	-	-	-	-	-	-	-	-	-	11,500
4003a	Winter Guard							-	-	-	-			-	11,500
4003b	Winter Percussion													-	
4003c	Winter Guard Comp Fees													-	
4004	Jr Saints													-	150
5002	Staff Concert/Jazz	-	-	-	-	-	-	-	-	-	-	-	-	-	

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BofA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
5002a	day time sectionals													-	-
5002c	Instrument Clinicians													-	-
5002d	Jazz Clinicians													-	-
5002e	Misc													-	-
5002o	Other Clinician													-	-
5003	Event/Recognition Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	2,550
5003a	CMEA Plaques													-	
5003b	Student PINs MB Finals													-	350
5003c	(Homecoming/Last Concert)													-	100
5003f	Fleet week patches													-	
5003g	MB Volunteer thank you													-	150
5003i	Graduation cords													-	200
5003j	Varsity letters													-	600
5003k	Student Awards													-	550
5003l	Battle of the Bands awards													-	600
6000	Competition Fees	-	-	2,500	-	-	-	-	-	-	-	-	-	2,500	2,500
6000a	WBA Dues			2,500										2,500	2,500
6000b	CMEA Festival Entry													-	
6000c	Honor Band Entry													-	
6000e	Santa Cruz Registration													-	
6000f	West Valley Registration													-	
6000g	Logan)													-	
6000h	Campana Jazz Festival Entry													-	
6000i	BOA Regional													-	
6000j	Spring Tour													-	
6002	Show Design	-	-	4,000	2,070	2,000	-	-	-	-	-	-	-	8,070	11,000
6002a	MB Arrangement (Music)					2,000								2,000	2,000





Date: Tuesday, November 12, 2024  
 Time: 7:00pm

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BoFA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
6002b	MB Show Design - Color Guard													-	500
6002c	Dave Glyde)													-	2,500
6002d	MB Drill Design - Todd Ryan			4,000										4,000	4,000
6002e	MB music licensing				2,070									2,070	2,000
6002f	MB Show Design													-	-
6006	Food services	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500
6006a	Band Day Parent Event													-	500
6006b	Banquet Marching Band													-	-
6006c	Wind Ensemble Festival Food													-	-
6006d	Senior Dinner @ WBA Championship													-	500
6006e	MB Competition Food													-	2,500
6006f	Food WBA Champ													-	-
6006g	Santa Cruz Meal													-	-
9001	financial fees	-	752	190	49	47	-	-	-	-	-	-	-	1,039	1,400
9001a	bank fees													-	-
9001b	credit card processing fees		752	190	49	47								1,038.56	1,400
9001c	paypal fees													-	-
9001d	check Printing Fee													-	-
9002	Band Director Professional Development													-	-
9009	Insurance			395										395	395
9017	Printing/Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	100
9017a	Postage/Office Supplies													-	100
9017b	Teacher Expense - Misc													-	-
9017c	Printing													-	-
9023	Professional Fees/Subscriptions	-	-	182	650	-	-	-	-	-	-	-	-	832	2,860
9023a	Website													-	30
9023b	Charms / BoosterHub				650									650	850

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2024-2025 BUDGET
	STARTING CASH BALANCE (BoFA)	\$ 28,400	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
9023c	iVolunteer													-	99
9023d	P.O. Box Rental			182										182	181
9023e	Tax Prep													-	1,600
9023f	Music Subscriptions													-	-
9023h	CA Registry of Charitable Trusts													-	75
9023i	Secretary of State form SI-100													-	25
	Expense Totals	\$ 29	\$ 752	\$ 24,107	\$ 12,339	\$ 4,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,928	\$ 90,575
	Net Totals	\$ 771	\$ 15,085	\$ (8,901)	\$ (6,284)	\$ (3,188)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,517)	\$ -
	CURRENT CASH BALANCE - \$	\$ 29,171	\$ 44,256	\$ 35,355	\$ 29,071	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883	\$ 25,883		
	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		