



## September 9, 2025 STMAA Board Meeting Minutes

### Attendees

#### STMAA Board Members:

- ☒ Christine Deihl, President
- ☒ Aaron Ashcraft, Treasurer
- ☒ Secretary, Margaret Nehorai
- ☒ Christine Xavier, Director of Fundraising
- ☒ Andrea Pieper, Director of Volunteers
- ☒ CJ Powell, Director of Communications (virtual)
- ☒ Jen Southwood, Member at Large (uniforms)
- ☐ Mike Gormely, Member at Large (equipment)
- ☒ Joanne Sugiyama, Member at Large (food service)

**Reps:** Kenneth Williams (band director), Roberto Plamenco (historian)

**Visiting:** Brittany Collier, Sarah G., Antoinette A. (virtual), Suzanne G. (virtual), Toshiyuki N. (virtual), Diana M. (virtual)

### I. Call to Order: 7:06pm

### II. Approval of Agenda

**Motion:** Andrea **Second:** Aaron

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

### III. Approval of August 12 Meeting Minutes

**Motion:** Andrea **Second:** Aaron

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

#### **IV. Band Director's Report**

- Kenny reports that he needed to adjust the pep band t-shirt budget. He has shared the invoice with Aaron.
- The company who is making the Varsity Letters has been contacted. It is Neff, the same as the cap and gowns. Their quote is \$500 for 50, so \$10 per letter. We have \$500 in the budget for the varsity letters.
  - Comments in meeting: How can Color Guard earn the varsity letter? Many ways i.e. service hours at a middle school, dance lessons, auditioning, participating in leadership, maybe a club leader, etc. See Kenny for further ideas.
- Marching band show is moving along, received all our drill and learned the 3rd movement. 4<sup>th</sup> movement is this coming week/weekend.
- Thank you to Andrea for helping to organize our Fall Blitz. It was great.

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

##### **a) President (Christine D.)**

- **The Board** – I'm excited to share that we will be voting in our new treasurer, Brittany Collier, who has a sophomore in marching band and band class. Thank you, Brittany, for filling Aaron's role and helping to keep STMAA going! We will vote towards the end of the meeting.
- **The First Game** – I'm looking forward to our first football game performance in a month from now on Oct 17! Lots to do before then with fundraising, uniforms, and props. I'm looking forward to everyone's updates tonight! We did confirm with STABC, Mac Pham, Mr. Young, and Ms. Fuji that STMAA can have a bake sale in the location near the ticket booth on the three home game dates - 10/17, 10/31, and 11/7.

- **Back to School Night** – Having the band perform, two board members present, and having a table with a bake sale were great – lots of visibility for our program. ASB set up tables for us near the clock tower and created large signs with QR codes to the STMAA website (I didn't see a huge jump in visits to our website that day, but a few people might have visited it after seeing the signs).
- **Fall Blitz in the Sakamoto Area** –
  - **What went well:**
    1. We had four groups of about 15 band and guard members that sounded strong, looked impressive, and people could hear from a block away, possibly leading to more donations with our larger group size. Despite having fewer groups than in the past, we brought in more donations.
    2. The potluck came together with just enough food for all. We had a full group of volunteers for helping with the potluck.
    3. One group stood in front of Nob Hill for an hour and compared it to walking through the neighborhood for an hour. We made slightly more by walking through the neighborhood, even though it felt like we received continuous donations in front of Nob Hill. Nob Hill (and other shopping centers) could be a prime spot in the future if we have a table to sell coupon books that support the band. We likely need permission to set up a table.
    4. Thank you to everyone who helped to make Blitz a success.
  - **What could be improved:**
    1. About 76 out of 100 students attended. If we have 15 more students next time, we could raise more for our band. Everyone's participation counts.
    2. While the larger groups turned out to be a

success, it would be helpful to have more parent volunteers chaperone the groups for future Blitzes.

- **District Paperwork** – We are working on submitting the required paperwork to the district, including our updated budget, before the end of the month.
- **Band Calendar** – The board is helping to keep the BoosterHub calendar up to date. Anyone can subscribe and have it in their Google and Outlook calendars. Going directly to BH allows you to filter calendar events by role (student, parent, marching band, etc.) as well as to see the open volunteer slots within each event.
- **Contacts** – As of today, all MB & CG and band class students and their parents have been invited to Slack for timely updates and discussions. They have also been added as members in BoosterHub for emails, volunteering, and fundraising. If anyone needs an invitation resent, please let me know. Currently roughly 45% students are in Slack, and about 40% of families are on Slack.

**b) Treasurer (Open Position – Aaron leads)**

- Bank balance - end of August \$37,433 (see associated budget sheet)
  - This is about 62% of student payments for Marching Band and 5% of payments for other bands
  - This does not include \$4,035 to be paid through Benevity in the next two months
- Marching Band payments - starting to receive payments for FY25 - FY26
  - 34 payments in full
  - 4 partial payments
- Prop 28 funding to start in FY25-FY26 year - Mr. Chau is confirming process and timing (still)

- Fall Blitz - obtained more donations than the prior 5 Blitz events
- Kettle Corn - Sign-up sheets are getting turned in completely full
- Back to School night - Raised \$133 and sold out of baked goods (could have sold more)
- Note for Football concessions - baked goods, including brownies are very popular
- Treasury to do items:
  - Train replacement (Brittany - Yea!!!)
  - Encourage Students who have not paid donations to find avenues to pay (volunteer, fundraise, corporate donations, etc.)
  - Enter lab fees in BoosterHub for various classes
  - Set up meeting with BofA, Christine and Margaret (and Brittany) to confirm changes to STMAA board for FY25 - FY26

#### **c) Fundraising (Christine X.)**

- Blitz went well.
- Coupon Books - Copies of the sponsor letter are available to bring into businesses. Kids and parents need to sign up to invite businesses to be in the coupon books. \$2800 in budget for printing 600 books initially. Suggest expiration date of 12/31/26 date on coupon books. Planning marching band picture for the books.
- Orangetheory - Jen sent flyer to CJ. Usually signups are done online. Can take up to 33 people. Maybe run thru Zelle and provide a QR code. Maybe Google doc or Booster Hub. Could be a store item in BoosterHub. In BoosterHub, signups could be set up as a volunteer shift, and it would send a reminder. Kids have to be 14+ years old. Drop-in rate is \$30. Suggested donation is \$40. More needs to be talked about.

**d) Communications (CJ)**

- Kettle Corn Fundraiser - forms and payments are due this Friday.
- Kettle Corn Concessions - We will have Kettle Corn for all 3 games. We can get also for the cheddar/caramel. We are going to sell the \$10 bags (medium size). We sold the large bags for the fundraiser. Kenny wants the medium ones after the games for the rest of the year. Requesting different kinds. Garlic and onion. Popcorn lasts 2 weeks. Possibly pre-sell before the game. Should err on the side of less so we can sell out.
- Website - Will keep updating.

**e) Food Services (Joanne)**

- Joanne wanted to confirm the number of meals to cater. There is a possibility of up to 5 meals for Champs with 2 meals a day including possibly helping for Senior Dinner. Champs is at Fresno this year.

**f) Uniforms (Jen)**

- Uniforms - All the members are measured except for two students. We will recheck fit at their first dress rehearsal.
- Plume inventory:  
SOLID BLACK MINIS  
WHITE AND SILVER  
BLACK AND SILVER
- We need to size each student for the shakos.
- Adidas has a \$60 shoe. We have a discount code. The 15% discount also applies to compression wear.

**g) Equipment (Christine D. on behalf of Mike G.)**

- Icebergs – Mike leaning back towards paper mache for cost reasons. Looking for help. Iceberg party to make them the week of the 15th. Mike is working with Kenny about design ideas and how they will be used for the icebergs so they can begin.

- Ship – Can Kenny sketch it by Friday so we make it how he wants it to look. We're not using a wheel anymore. What color will it be? How will it be used? Need to know before we start building it.
- Compass – What is it going to look like and how big?
- Sleds – 48"x44" sleds are being constructed this week. Putting wheels on and painting them this week. Being built by Hans.
- Mike thanks Anthony and Hans & family for their work last weekend!
- Mike will need a team of people to help work on each item.
- Is there anything else we are thinking of – so we can sure to reserve budget – where hide flags, screens, etc.

[Comments in meeting: Large sheer fabric.](#)

- Mike will be reserving the trucks next week.

#### **h) Volunteers (Andrea)**

- Blitz – We did not have many volunteers, despite posting in BoosterHub and Slack. Had 5 parents and Kenny chaperone the groups.
- Football games, bake sales, and competitions – We will need volunteers soon.

### **VI. Open Forum**

- Ensemble lab fees – We will officially extend deadlines for the second and third marching band and color guard installment dates by two weeks (since we extended the first deadline by two weeks). So, the second installment will be due September 30, and the third installment will be due October 31. This allows more time for the fundraising with popcorn and coupon books to be applied too.

### **VII. Upcoming Events**

- a) Dine Out: Pizza My Heart, 4-9pm – 9/10
- b) Kettle Corn Fundraiser forms due – 9/12
- c) Coupon Books – Deadline for Sponsors – 9/27
- d) Orangetheory Fundraiser – 9/28 at noon
- e) MBCG Ensemble Lab Fee 2<sup>nd</sup> installment due – 9/30

#### **VIII. New Business**

a) **Vote in updated budget for FY 2025-2026** – Incorporating the fundraisers we have planned, the need for two buses, and shirt orders.

- Motion to update budget
  - **Motion:** Christine X. **Second:** Andrea
  - **Ayes:** all    **Noes:** none    **Abstain:** none

b) **Vote in new board member**

- Motion to name Brittany Collier as Treasurer
  - **Motion:** Aaron, **Second:** Andrea
  - **Ayes:** all    **Noes:** none    **Abstain:** none

Welcome, Brittany! And thank you Aaron for all your help these past two years serving as treasurer.

**IX. Next Official Meeting: Tuesday, October 14, 7:00pm**

**X. Adjourn: 8:16pm**



## Appendix

### FY 2025 – 2026 Budget:

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2025-2026 BUDGET
	STARTING CASH BALANCE (BoFA)	\$ 18,202	\$ 37,433	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669		
	INCOME													
1001	General Fundraiser Income:	-	-	-	-	-	-	-	-	-	-	-	-	23,950
1001a	Gift Card / Ornament / Band Swag Drawing												-	-
1001c	Orange Theory	-											-	1,200
1001k	Cal Coast Kettle Corn												-	3,750
1001m	Applebee's pancake breakfast - Fall												-	-
1001r	Coupon Books												-	11,600
1001e	Chili Cookoff												-	400
1001d	Fall/Winter/Spring Blitz (Prev. Spirit Books)												-	6,500
1001h	Salsa Dancing night												-	400
1001f	Fan Cloth												-	100
1002	Concert ticket sales	-	-	-	-	-	-	-	-	-	-	-	-	1,250
1002d	Fall Concert												-	-
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 / BoosterHub												-	20,500
1016	eScrip												-	-
1017	Concessions		136										136	3,000
1020	Music in the Parks festival hosting												-	4,800
1021	game bake sale												-	1,000
1027	Dine-Outs												-	1,000
1101	Concert Band/Symphonic/WindEnsemble												-	6,000
1102	Marching Band & Color Guard	800											21,172	38,350
1103	Jazz Bands												-	-

1104	Winter Guard															-	13,500
1105	Winter Percussion															-	
1106	Donations to General Fund															40	
1107	Reserves (Misc Ledger)	-														-	-
1108	After School Music Programs															-	-
1109	Fleetweek Competition															-	-
	<b>Income Totals</b>	\$ 800	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,348	\$ 114,150
	<b>EXPENDITURES</b>																
2303	Hotel WBA Championships															-	12,000
2304	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,700
2304a	Cupertino HS Comp Buses															-	2,000
2304b	Dublin HS Comp Buses															-	1,500
2304c	Independence HS Comp Buses															-	2,000
2304d	Logan HS Comp Buses - WBA Regional															-	1,500
2304e	Champs buses rental															-	8,500
2304f	Truck Rental/Gas/Champs Truck															-	2,500
2304g	Delta College Band / Orchestra Festival															-	2,000
2304h	SJSU Band Day (September 9, 2023)															-	
2304i	Transportation L.A. Trip															-	8,700
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															-	-
2603	Financial Aid															-	
2618	Equipment/Supplies		-	-	-	-	-	-	-	-	-	-	-	-	-	131	5,600
2618a	open															-	
2618b	misc equipment															-	500
2618c	lease agreement															-	
2618e	Rifles / Emergency outfits															-	400
2618f	Show Flags															-	1,700
2618g	Sabers															-	500
2618h	Supplies-COLOR GUARD															131	500
2618i	MB Props															-	1,500
2618j	Field Paint/Tape															-	500
2618k	Flip Book Supplies															-	
2618m	Percussion Supplies															-	-
2619	Uniforms/Apparel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,820
2619a	Uniforms-COLOR GUARD															-	3,020
2619b	MB Uniforms															-	
2619c	Uniform Cleaning															-	1,000
2619d	Uniform Supplies															-	
2619e	Membership Shirts MB				-											-	4,000
2619f	Orange/Blue Membership Shirts				-											-	800
3007	Staff MB	-														-	-
3008	Instrument Repairs/Supplies					-										-	-
3009	Music		-			-										-	-
3010	Support Staff	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3010a	admin support		-			-										-	-
3010b	charms financial system support															-	-
4003	Winter Programs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003a	Winter Guard															-	-
4003b	Winter Percussion															-	
4003c	Winter Guard Comp Fees															-	
4004	Jr Saints															-	150
5002	Staff Concert/Jazz	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5002a	day time sectionals															-	-
5002c	Instrument Clinicians															-	-
5002d	Jazz Clinicians															-	-
5002e	Misc															-	
5002o	Other Clinician															-	
5003	Event/Recognition Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,450
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														-	1,500
5003m	Coupon Book Expense														-	2,850
5003n	Cal Coast Kettle Corn Expense														-	1,875
6000	Competition Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500
6000a	WBA Dues														-	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000
6002a	MB Arrangement (Music)														-	2,000
6002b	MB Show Design - Color Guard														-	500
6002c	Dave Glyde)														-	2,500
6002d	MB Drill Design - Todd Ryan														-	-
6002e	MB music licensing														-	2,000
6002f	MB Show Design														-	-
6006	Food services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000
6006a	Band Day Parent Event														-	350
6006b	Banquet Marching Band														-	-
6006c	Wind Ensemble Festival Food														-	-
6006d	Senior Dinner @ WBA Championship														-	500
6006e	MB Competition Food														-	3,150
6006f	Food WBA Champ														-	-
6006g	Santa Cruz Meal														-	-
9001	financial fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000
9001a	bank fees														-	-
9001b	credit card processing fees														-	.00
9001c	paypal fees														-	2,000
9001d	check Printing Fee														-	-
9002	Band Director Professional Development														-	-
9009	Insurance														-	395
9017	Printing/Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100
9017a	Postage/Office Supplies														-	100
9017b	Teacher Expense - Misc														-	-
9017c	Printing														-	-
9023	Professional Fees/Subscriptions	1,850	1,900	-	-	-	-	-	-	-	-	-	-	-	-	3,750
9023a	Website														-	30
9023b	Charms / BoosterHub														-	850
9023c	iVolunteer														-	99
9023d	P.O. Box Rental														-	181
9023e	Tax Prep	1,850	1,900												-	3,750
9023f	Music Subscriptions														-	-
9023h	CA Registry of Charitable Trusts														-	75
9023i	Secretary of State form SI-100														-	25
Expense Totals		\$ 1,850	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,881	\$ 79,725
Net Totals		\$ (1,050)	\$ (1,764)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,467	\$ 34,425
CURRENT CASH BALANCE - \$		\$ 17,152	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669	\$ 35,669		
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	\$ 1,310		