



## November 4, 2025 STMAA Board Meeting Minutes

### Attendees:

#### STMAA Board Members:

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

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

**Visiting:** Natalie C., Antoinette A. (virtual), Suzanne G. (virtual)

### I. Call to Order: 7:09pm

### II. Approval of Agenda

**Motion:** Jen Southwood      **Second:** Christine Xavier

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

### III. Approval of October 14 Meeting Minutes

**Motion:** Jen Southwood      **Second:** Christine Xavier

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

#### IV. Band Director's Report

- Show shirts have been ordered. Kaylee Cardona's design was selected.
- Snap! Raise is a fundraising platform to consider.
- The Winter Guard program is starting after Thanksgiving break. We need to start looking at shows and costs.
- The hotel contract for Champs is signed. Students receive a form to fill out and for parents to sign asking who they want to room with to start making room assignments.
- Sound carts have been made and more were ordered.
- Starting an independent winter percussion group called Catalyst, open to students outside of STHS.

#### V. Board Member/Committee Reports

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

- o **Operational Update** – It's been quite a month! Two shows, two games, two bake sales, and a coupon book fundraiser hot off the press! 45% of marching band and color guard families and 7% of the additional daytime band class families have volunteered so far this year. Thank you everyone who has been supporting our volunteering and fundraising efforts. And, thank you to Kenny for teaching and inspiring our kids to perform their best!
- o **Jr. Saints Night** – As of this morning, 8 students have signed up (3 Herman and 5 Bernal). Last year, 70 students attended. Suggest that we discuss during the Open Forum ways that we can spread the word & any final steps for planning.
- o **Bylaws** – I shared draft bylaws updates by email to the board on Monday. The updates include updating our current PO Box and

adding Digital Music to the list of classes included in our music programs. We'll vote in the updates in our December meeting.

o **Event Chairs** – As an event planning chair update:

- **Battle of the Bands** – Our planning kickoff meeting for Battle of the Bands is at noon on November 9 at Blvd Coffee. All parents who want to help are welcome to join the meeting. I'll be the chair until someone is willing to step into this role.
- **Jazz Café** – We are seeking a Jazz Café champion. Propose that we discuss what to do for next steps in the Open Forum or right after the meeting.

**b) Treasurer's Report (Brittany)**

- Bank balance - end of October 2025 \$39,078.46 (see associated budget in the appendix)
- Marching Band/Color Guard payments are due in full. Current: \$35,301 vs budget of \$38,350 (-\$3,049)
  1. 38/62 (61%) paid in full—up from 55%
  2. 24 partial payments
  3. 13 with no payments/fundraising efforts (down from 16)
- Wind Ensemble / Jazz band payments due in full.
  1. 17/63 band class paid in full. 27%
  2. 46/63 73% balance due
- All payments have been recorded to BoosterHub.

Fundraising payment methods:

- At the football game, we used PayPal POS app to process electronic payments. This is not exclusively for people with PayPal accounts but for all credit card transactions. It allows for tap-to-phone payment with credit cards, Apple Pay and Google Pay.
- Pros
  - Credit cards, Apple Pay (including Apple Cash), Google Pay.
  - One device: Eliminates need for external credit card scanner, iPad and phone hotspot.
  - Fast and convenient for customers
  - Confirmation of payment
  - Can create items to track sales
- Cons:
  - 2.29% +\$.09 per transaction fee
  - Requires reliable device
  - Person with device needs to always be present
  - Occasional challenges with cell service
- Best practices:
  - Always suggest cash first—no fees!
  - Wait for transaction to approve before customer leaves
  - Continue to offer Zelle as a fee-free option.
- Football game bake sale from 10/17
  - \$972 plus kettle corn earnings that have not yet been settled.
- Coupon book sponsorships

- \$3,600 for coupon sponsorship
- Raman Champ - \$300 in gift certificates
- Saapaaduu - \$300+ in donated food to the Leigh game bake sale and Cupertino show
- Dine outs
  - Pizza My Heart: \$145.26
  - Chipotle \$80.83
- Reminders for Reimbursements
  - 1: Check available funds (budget spreadsheet and treasurer for in-progress transactions)
  - 2: Have STMAA purchases on separate receipts from personal purchases
  - 3: Submit receipts as soon as possible

### **c) Volunteers (Andrea)**

- We have volunteer forms up for football games on BH. Fri & Sat are busy, bake sale, more help with pit because of more speakers, need 12 parents instead of 8. Anthony is going to drive his truck to transport props. Mike G. will drive the prop/instrument truck to Hollister.
- Senior dinner at James Logan: we need volunteers.

### **d) Equipment (Mike)**

- The cost for the truck is \$300 each show.

#### **e) Fundraising (Christine X)**

- We have envelopes to give out for our kids for our coupon books. We need to \$ELL lots of coupon books. Presales envelopes are due after Thanksgiving.
- There is a Dine out tomorrow at The STAND.

#### **f) Communications (CJ)**

- Newsletter will be going out tomorrow. Coupon book flyer is made and can go out tomorrow.
- Needs pics. Will send him the Dropbox link.

#### **g) Food Services (Joanne)**

- Costs-bbq, Independence and Cupertino- around \$300 each
- Two more to go= \$700
- Planning for Champs: lunch on the bus, dinner Saturday, lunch on Sunday, dinner on Sunday.

#### **h) Uniforms (Jen) 5 minutes**

- We will be wearing uniforms on Friday. Color Guard will have their new uniforms
- Thursday, we will have Friends and Family; we will wear full dress uniforms. Kids be here by 5.
- If helping out, remind kids about still buying their shoes.

#### **VI. Open Forum**

- **Jr. Saints Night**
  - **Promoting the event** – how can we do more outreach?

Kelton is taking flyers to Herman. Suzanne posted to ParentSquare.

Maybe go over to Bernal's concert tomorrow night.

- o **Shirt printing dates & coordination w/Mac?** – Heat transfers arrived. Andrea will deliver shirts on Thursday. Can we schedule a printing time with Mac and some parents or students from 5-8pm on Thursday and from 12-1 on Friday (tutorial) if we need more time? Who should reach out to Mac? Who should request student volunteers?

Christine D. and Margaret will press the shirts the night before.

### **Schedule for Jr. Saints**

4:30pm – Jr Saints Arrive at STHS

4:45pm – Check in at the Band Room (center of campus). Prep for rehearsal. STHS students will be available to help set up your lyre and flip book if needed.

5:00pm – Meet with your big buddy. Warm-up with your section

6:00pm – Meet at the outdoor stage near the band room for Senior pinning and full band rehearsal

6:40pm – Line up to go to field.

6:45pm – Depart for field and get settled in seats in the stadium. Get ready for pre-game performance.

7:00pm – Kickoff

## **VII. Upcoming Events**

- a) Dine Out: The Stand (W Capitol Expy), 11am-9pm 11/5
- b) Cut-off Date to Confirm Parent Rooms for Champs Room Block 11/5
- c) Pick Up Coupon Book Pre-Sales Envelopes 11/6
- d) Football Game vs Lincoln, Bake Sale, Jr. Saints, Sr. Night 11/7
- e) WBA Hollister Competition 11/8
- f) Leigh Benefit Show 11/12- 7:30
- g) James Logan Show 11/15-
- h) Friends & Family Show 11/20
- i) Champs in Fresno 11/22-11/23
- j) Winter Guard Pay-in-Full or 1st Installment Contributions Due 12/1
- k) Winter Concert 12/4
- l) Winter Blitz 12/6 (move to 12/13 if it's raining on the 6th)

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

- a) No new business. Plan to vote on updated bylaws in December.

**IX. Next Official Meeting:** Tuesday, December 9, 7:00pm

**X. Adjourn** 8:27pm

## Appendix

### FY 2025 – 2026 Budget:

														YTD Actuals	ESTIMATE
BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actuals	2025-2026 BUDGET
	STARTING CASH BALANCE (BoFA)	\$ 18,202	\$ 17,152	\$ 37,433	\$ 43,574	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079		
	INCOME														
1001	General Fundraiser Income:	-	-	6,518	610	-	-	-	-	-	-	-	-	9,127	23,950
1001c	Orangetheory Fitness	-		280	80									360	1,200
1001k	Cal Coast Kettle Corn			5,400	510									5,910	3,750
1001r	Coupon Books													-	11,600
1001e	Chili Cookoff													-	400
1001d	Fall/Winter/Spring Blitz (Prev. Spirit Books)			2,838	20									2,857	6,500
1001h	SMASH Day													-	400
1001f	Spirit Wear													-	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			2,000	1,600									3,600	20,500
1016	eScrip													-	-
1017	Concessions			133	972									1,105	3,000
1020	Music in the Parks festival hosting													-	4,800
1021	Show Hoodies / Shirts													-	800
1027	Dine-Outs				226									226	1,000

	Concert Band/Symphonic/WindEnsemble			450	450	1,006										1,906	5,700
1101																	
1102	Marching Band & Color Guard	800	19,672	10,036	4,794											35,301	38,350
1103	Jazz Bands															-	-
	Winter Guard																
1104						616										616	12,300
1105	Winter Percussion															-	-
1106	Donations to General Fund		290	2,416	250											2,956	
1107	Reserves (Misc Ledger)	-														-	-
1108	After School Music Programs															-	-
1109	Fleetweek Competition															-	-
	Income Totals	\$ 800	\$ 20,412	\$ 23,553	\$ 10,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,837	\$ 112,450
	EXPENDITURES																
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	SISU 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	-	1,969	-	-	-	-	-	-	-	-	-	-	2,100	7,258
2618a	open															-	
2618b	misc equipment															-	2,158
2618c	lease agreement															-	
2618e	Rifles / Emergency outfits															-	400
2618f	Show Flags				1,277											1,277	1,700
2618g	Sabers															-	500
2618h	Supplies-COLOR GUARD		131													131	500
2618i	MB Props				692											692	1,500
2618j	Field Paint/Tape															-	500
2618k	Flip Book Supplies															-	
2618m	Percussion Supplies															-	-
2619	Uniforms/Apparel	-	-	2,342	3,478	-	-	-	-	-	-	-	-	-	-	5,820	8,862

2619a	Uniforms-COLOR GUARD				3,478											3,478	3,020
2619b	MB Uniforms															-	-
2619c	Uniform Cleaning															-	1,000
2619d	Uniform Supplies															-	-
2619e	Membership Shirts MB															-	2,500
2619f	Orange/Blue Membership Shirts			2,342		-										2,342	2,342
3007	Staff MB	-		7,250	7,150											14,400	-
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	-	-	2,700	-	-	-	-	-	-	-	-	-	-	-	2,700	2,550
5003a	CMEA Plaques															-	-
5003b	Student PINs MB Finals															-	350
5003c	Senior Corsages															-	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
5003p	Battle of the Bands Judge, Emcee,															-	750
5003m	Coupon Book Expense															-	2,850
5003n	Cal Coast Kettle Corn Expense			2,700												-	1,875
6000	Competition Fees	-	-	2,300	-	-	-	-	-	-	-	-	-	-	-	2,300	2,500
6000a	WBA Dues			2,300												2,300	2,500
6000b	CMEA Festival Entry															-	-
6000c	Honor Band Entry															-	-
6000e	Santa Cruz Registration															-	-
6000f	West Valley Registration															-	-
6000g	Sonoma State Music For All Festival (Prev.															-	-
6000h	Campana Jazz Festival Entry															-	-
6000i	BOA Regional															-	-
6000j	Reno Band Festival Entry/Disneyland Spring															-	-
6002	Show Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
6002a	MB Arrangement (Music)(Licensing) - Chris															-	5,000
6002b	MB Show Design - Color Guard															-	-
6002c	MB Percussion Arrangement - TBD (Prior:															-	-
6002d	MB Drill Design - Todd Ryan															-	-
6002e	MB music licensing															-	-
6002f	MB Show Design															-	-
6006	Food services	-	-	-	1,086	-	-	-	-	-	-	-	-	-	-	1,086	4,000
6006a	Band Day Parent Event				348											348	350
6006b	Banquet Marching Band															-	-
6006c	Wind Ensemble Festival Food															-	-
6006d	Senior Dinner @ WBA Championship															-	500
6006e	MB Competition Food				738											738	3,150
6006f	Food WBA Champ															-	-
6006g	Santa Cruz Meal															-	-
9001	financial fees	-	-	447	42	-	-	-	-	-	-	-	-	-	-	489	2,000
9001a	bank fees															-	-
9001b	credit card processing fees			447	42											488.66	2,000
9001c	paypal fees															-	-
9001d	check Printing Fee															-	-
9002	Band Director Professional Development															-	-
9009	Insurance			395												395	395
9017	Printing/Office Supplies	-	-	3	-	-	-	-	-	-	-	-	-	-	-	3	100
9017a	Postage/Office Supplies			3												3	100
9017b	Teacher Expense - Misc															-	-
9017c	Printing															-	-
9023	Professional Fees/Subscriptions	1,850	-	1,975	842	-	-	-	-	-	-	-	-	-	-	4,667	5,010
9023a	Website															-	30
9023b	Charms / BoosterHub				650											650	850
9023c	iVolunteer															-	99
9023d	P.O. Box Rental				192											192	181
9023e	Tax Prep	1,850		1,925												3,775	3,750
9023f	Music Subscriptions															-	-
9023h	CA Registry of Charitable Trusts			50												50	75
9023i	Secretary of State form SI-100															-	25
Expense Totals		\$ 1,850	\$ 131	\$ 17,411	\$ 14,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,960	\$ 78,525
Net Totals		\$ (1,050)	\$ 20,281	\$ 6,141	\$ (4,496)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,877	\$ 33,925
CURRENT CASH BALANCE - \$		\$ 17,152	\$ 37,433	\$ 43,574	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079	\$ 39,079		
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	\$ 1,310		