



## December 9, 2025 STMAA Board Meeting Minutes

### Attendees:

#### STMAA Board Members:

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

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

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

### I. Call to Order: 7:12pm

### II. Approval of Agenda

**Motion:** Christine Xavier    **Second:** Brittany Collier

**Ayes:** all    **Noes:** none    **Abstain:** none [Andrea arrived after vote]

### III. Approval of November 4 Meeting Minutes

**Motion:** Christine X    **Second:** Brittany

**Ayes:** all    **Noes:** none    **Abstain:** none [Andrea arrived after vote]

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

Band did great job with first concert.

March 11 or 12 - Spring concert.

CMEA Band & Orchestra - Applying for show at Saratoga on March 20 or at Gunn High School on April 24th.

WBA Advisory Board - Since we placed in the top 4 in our division in our region, Kenny was asked to be on WBA advisory board. This meeting might interfere with SMASH day. He will try to do both but feels it's important to show up and have a say.

Winter Guard and Winter Perc - Have started doing workshops for the past 3 weeks. New instructors have been helping. Using Prop 28-money so we can hire them. Winter perc has 25 people. Other schools are interested in joining.

Possible indoor winds program - Have 12 kids who are interested. We need commitment from them.

Disneyland trip - He would like a parent meeting for Disney trip, scheduling for following week.

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

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

- o **Donations** - I would like to acknowledge and thank all our friends and family of STMAA who have been so generous this year – from donating to our bake sales, eating out during our dine outs, buying and selling kettle corn and coupon books, our early Music Marathon sponsors, and making door donations, donations towards our fair

share for classes, and extra donations to keep our programs going. With everyone coming together we're on track with our budget this year and I look forward to many more events together to raise funds in our community in lots of fun ways.

- o **Champs** – What a great weekend! For future trips, it would be wonderful to designate a travel coordinator chair – reviewing the hotel room block and contract, help with checking in and out, coordinating chaperones.
- o **Jr Saints Night** – About 24 students participated. We made and sold Jr Saints t-shirts. We should have about 35 Jr Saints logos remaining to make more shirts next year. For next year, we should promote it to the middle schools four weeks in advance and send flyers out two weeks in advance to boost attendance. It would be helpful to have a Jr Saints chair next year to help manage matching buddies, making t-shirts, promotions, and welcoming the Jr Saints.
- o **Battle of the Bands** – We had our planning kickoff meeting for Battle of the Bands is at noon on November 9 at Blvd Coffee. Emails and flyers have gone out to recruit the bands. We have a donor who will cover the cost of the judges and our emcee will be graciously volunteering his time, so we do not need to ask bands to pay to enter. And, we have a new chair, Joe Zaccero! We are meeting tomorrow to begin transferring information to him so that he can lead our program.
- o **Jazz Café** – Kenny will be the chair of the event, working with the students to organize it.
- o **Communication Protocols** – For any communications that mention payments or financial information (flyers, emails, etc.), please include Brittany in the review process. This is to help ensure we're following district guidelines, non-profit guidelines, and are using the ideal

payment methods. For communications in general, please keep CJ in the loop!

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

- Bank balance - end of November 2025 \$28,470 (see associated budget sheet in the appendix)
- Marching Band/Color Guard payments are due in full.
  - 40/60 (66%) paid in full
  - 9 partial payments
  - 9 with no payments/fundraising efforts (coupon book participation not included)
- Wind Ensemble / Jazz band payments due in full.
  - 21/63 band class paid in full. 33%
  - Hopefully awareness at the concert and coupon book sales will improve this number.
  - Coupon book sales are still in progress and not yet credited to individual students.
- Bake sales:
  - Homecoming: We had a lot of bake sale items donated! Sales were lower, likely due to Halloween. We ordered 75 kettle corn bags but only sold 40. Mr Williams was able to sell some later.
  - Senior Night: We had less items donated and opted for only 50 kettlecorn bags. We completely sold out of all items and closed shop early.
  - For next year: plan accordingly, especially for senior night.

- o We received \$500 for students working in the snack shack.
  - o Consider adding transaction fees into the sales.
- Dine outs
  - o Stand: \$118.83
  - o Chipotle \$109.55 (second check)
- Music Village Receipts: Music Village gives a credit when we submit receipts from purchases. We currently have an outstanding balance from last year. Please submit your receipts to Mr. W to help reduce that balance and help with future instrument repairs. (Instrument rental receipts are not eligible).
- Budget updates: CG uniforms went over budget. Money was used from sabre line to make up the difference. Budget shows strike through to indicate sabre funds no longer available and notes to the right.
- I'm keeping a log of things that would be nice to include in the budget in the future. If you have any ideas, let me know!
- Reimbursements: Submit your receipts! Communicate with board prior to making purchases.

Brittany is still looking for a financial secretary.

### c) Fundraising (Christine X)

- Coupon books
  - o We posted dates for booth sign-ups on the volunteer page. Locations are Lucky, Ace Hardware, Total Wine and Guitar Center.
  - o Extending due dates to turn in envelopes with pre-orders to December 16 to receive books before the holiday, or sell through the holidays and turn in envelopes on Jan 9.
- Next dine outs are Round Table in December and Castillos in January

- Chili cookoff
  - Will be 6-8pm. We will ask \$10 per person at the door. On top of that we can charge for drinks.
  - Send out volunteer forms.
  - Jen will ask firefighter friends to judge the cookoff.
  - Do we want to sell tickets in advance? \$10 pre order and \$12 at the door.
  - Hoping to get Bernal and Herman Middle school families to attend.
- Music Marathon Food: we will bring food in; hamburgers, nachos, hot dogs. We will not be using food trucks.

#### **d) Volunteers (Andrea)**

If anyone gets matching donations through their company for volunteer hours, she will send over volunteer hours reports. Be sure to mark that you are volunteering in BoosterHub so that she can generate a report.

#### **e) Communications (CJ)**

He is working on Round Table and the chili cook off flyers.

#### **f) Equipment (Mike)**

- We have to deconstruct the icebergs.
- Need to clean out shed.
- Some wheels are coming apart on the marimba and others.
- Will keep the ship in shed.
- Need to find out what Winter Perc needs are.

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

The total number of meals made was 12, for 80 people each. In comparison to last year was 7 meals prepared. Including parent helpers, coaches, etc. it came out that we made about 1,000 meals. Joanne asked for donations and they were very helpful. Next fall to do list: create a donation list earlier in the season.

#### **h) Uniforms (Jen)**

Interested in getting wardrobe rack carts. Curious about when she should get uniforms cleaned. Led to photo discussion if we are going to take another band photo.

## **VI. Open Forum**

Winter Guard – We are seeking a parent rep. Input on dues schedule (this year and next), get quotes food, help us with the budget line items of what is needed, competition and rehearsal schedule, work on communication channels for students/parents. We discussed costs for program – staff, competitions, flags, uniforms.

Parent Meeting - Kenny would like to meet next Wednesday, December 17th in theater to have a parent meeting at 7pm to talk about Disneyland trip/all band class - Heritage tour/performance tour.

## **VII. Upcoming Events**

- a) Winter Guard Auditions 12/9 – 12/11
- b) Winter Guard Rehearsals Start 12/16
- c) Coupon Book Pre-Holiday Sales Envelopes Due by 1pm 12/16
- d) Dine Out: Round Table Pizza (Thornwood Dr.), 11am-10pm 12/17
- e) Coupon Book Pre-Holiday Distribution 12/18
- f) Winter Break 12/22 – 1/2
- g) Coupon Book Post-Holiday Pre-Sales Envelopes Due by 1pm 1/7
- h) Coupon Book Post-Holiday Distribution 1/9
- i) Chili Cookoff 1/9
- j) Winter Guard Pay-in-Full or 1st Installment Contributions Due TBD

## **VIII. New Business**

- a) We would like to update our bylaws to reflect our current PO Box number, add the digital music class to the class mentions, and clean up the formatting. The changes are highlighted in the board meeting documents shared folder that we

shared by email and in Slack.

### Approval of Bylaws

**Motion:** Christine Xavier      **Second:** Andrea

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

**IX. Next Official Meeting:** Tuesday, January 13, 7:00pm

**X. Adjourn** 8:34pm

### Appendix

#### FY 2025 – 2026 Budget:

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	YTD Actuals	2025-2026 BUDGET
	STARTING CASH BALANCE (BofA)	\$ 18,202	\$ 17,152	\$ 37,433	\$ 43,574	39,078.53	\$ 28,470	\$ 28,470		
<b>INCOME</b>										
<b>1001 General Fundraiser Income:</b>										
1001c	Orangetheory Fitness	-	-	8,526	610	2,250	-	-	11,385	23,950
1001k	Cal Coast Kettle Corn			5,400	510	1,230			7,140	3,750
1001r	Coupon Books					860			860	11,600
1001e	Chili Cookoff								-	400
1001d	Fall/Winter/Spring Blitz (Prev. Spirit Books)			2,846	20				2,865	6,500
1001h	SMASH Day								-	400
1001f	Spirit Wear					160			160	100
<b>1002 Concert ticket sales</b>		-	-	-	-	-	-	-	-	1,250
1002d	Fall Concert								-	-
1002e	Winter Concert /								-	500

BUDGET CODE	INCOME / EXPENSE CATEGORY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	YTD Actuals	2025-2026 BUDGET
	STARTING CASH BALANCE (BofA)	\$ 18,202	\$ 17,152	\$ 37,433	\$ 43,574	39,078.53	\$ 28,470	\$ 28,470		
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	600			4,200	20,500
1016	eScrip								-	
1017	Concessions			133	1,006	1,810			2,949	3,000
1020	Music in the Parks festival hosting								-	4,800
1021	Show Hoodies / Shirts								-	800
1027	Dine-Outs				226	228			454	1,000
1101	Concert Band/Symphonic/WindEnsemble		450	450	1,006	820			2,726	5,700
1102	Marching Band & Color Guard	800	19,750	10,046	4,803	550			35,949	38,350
1103	Jazz Bands								-	-
1104	Winter Guard				616				616	12,300
1105	Winter Percussion								-	
1106	Donations to General Fund		290	2,416	250	605			3,561	
1107	Reserves (Misc Ledger)	-							-	-
1108	After School Music Programs								-	
1109	Fleetweek Competition								-	-
	Income Totals	\$ 800	\$ 20,490	\$ 23,571	\$ 10,116	6,863.38	\$ -	\$ -	\$ 61,840	\$ 112,450

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	STARTING CASH BALANCE (BofA)	\$ 18,202	\$ 17,152	\$ 37,433	\$ 43,574	39,078.53	\$ 28,470	\$ 28,470		
<b>EXPENDITURES</b>										
2303	Hotel WBA Championships					4,933			4,933	12,000
2304	Transportation	-	-	-	-	319	-	-	319	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					319			319	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	-	1,969	1,325	-	-	3,425	7,258
2618a	open								-	
2618b	misc equipment					829			829	2,158
2618c	lease agreement								-	
2618e	Rifles / Emergency outfits								-	400
2618f	Show Flags					1,277			1,277	1,700

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	STARTING CASH BALANCE (BofA)	\$ 18,202	\$ 17,152	\$ 37,433	\$ 43,574	39,078.53	\$ 28,470	\$ 28,470		
2618g	Sabers								-	500
2618h	Supplies-COLOR GUARD		131						131	500
2618 i	MB Props				692	495			1,188	1,500
2618j	Field Paint/Tape								-	500
2618k	Flip Book Supplies								-	
2618m	Percussion Supplies								-	
<b>2619</b>	<b>Uniforms/Apparel</b>	-	-	2,342	3,478	1,682	-	-	<b>7,502</b>	<b>8,862</b>
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				-	1,682				2,500
2619f	Orange/Blue Membership Shirts			2,342		-			2,342	2,342
<b>3007</b>	<b>Staff MB</b>	-		7,250	7,150	4,950			<b>19,350</b>	-
<b>3008</b>	<b>Instrument Repairs/Supplies</b>					-			-	-
<b>3009</b>	<b>Music</b>			-		-			-	-
<b>3010</b>	<b>Support Staff</b>	-	-	-	-	-	-	-	-	-
3010a	admin support			-		-			-	-
3010b	charms financial system support								-	
<b>4003</b>	<b>Winter Programs</b>	-	-	-	-	-	-	-	-	-
4003a	Winter Guard								-	-
4003b	Winter Percussion								-	
4003c	Winter Guard Comp Fees								-	
<b>4004</b>	<b>Jr Saints</b>								-	150
<b>5002</b>	<b>Staff Concert/Jazz</b>	-	-	-	-	-	-	-	-	-
5002a	day time sectionals								-	-

5002c	Instrument Clinicians								-	-
5002d	Jazz Clinicians								-	-
5002e	Misc								-	
5002o	Other Clinician								-	
<b>5003</b>	<b>Event/Recognition Expenses</b>	-	-	2,700	-	2,934	-	-	<b>5,634</b>	<b>8,025</b>
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
5003p	Sponsorships								-	750
5003m	Coupon Book Expense					2,934			-	2,850
5003n	Cal Coast Kettle Corn Expense		2,700						-	1,875
<b>6000</b>	<b>Competition Fees</b>	-	-	<b>2,300</b>	-	-	-	-	<b>2,300</b>	<b>2,500</b>
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	Logan)								-	-
6000h	Campana Jazz Festival Entry								-	
6000i	BOA Regional								-	

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6000j	Spring Tour								-	-
<b>6002</b>	<b>Show Design</b>	-	-	-	-	-	-	-	<b>5,000</b>	
6002a	MB Arrangement (Music)(Licensing) - Chris								-	5,000
6002b	MB Show Design - Color Guard								-	
6002c	Dave Glyde)								-	
6002d	MB Drill Design - Todd Ryan								-	-
6002e	MB music licensing								-	
6002f	MB Show Design								-	-
<b>6006</b>	<b>Food services</b>	-	-	-	<b>1,086</b>	<b>1,214</b>	-	-	<b>2,301</b>	<b>4,000</b>
6006a	Band Day Parent Event				348				348	350
6006b	Banquet Marching Band								-	-
6006c	Wind Ensemble Festival Food								-	
6006d	Senior Dinner @ WBA Championship					233			233	500
6006e	MB Competition Food				738	982			1,720	3,150
6006f	Food WBA Champ								-	
6006g	Santa Cruz Meal								-	
<b>9001</b>	<b>financial fees</b>	-	78	465	86	115	-	-	744	2,000
9001a	bank fees								-	
9001b	credit card processing fees			447	42	68			557.08	2,000
9001c	paypal fees		78	18	44	46.16			186	
9001d	check Printing Fee								-	
<b>9002</b>	<b>Band Director Professional Development</b>								-	-
<b>9009</b>	<b>Insurance</b>			395					395	395
<b>9017</b>	<b>Printing/Office Supplies</b>	-	-	3	-	-	-	-	3	100
9017a	Postage/Office Supplies			3					3	100
9017b	Teacher Expense - Misc								-	-

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	STARTING CASH BALANCE (BofA)	\$ 18,202	\$ 17,152	\$ 37,433	\$ 43,574	39,078.53	\$ 28,470	\$ 28,470		
9017c	Printing								-	-
<b>9023</b>	<b>Professional Fees/Subscriptions</b>	<b>1,850</b>	-	<b>1,975</b>	<b>842</b>	-	-	-	<b>4,667</b>	<b>5,010</b>
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
	<b>Expense Totals</b>	<b>\$ 1,850</b>	<b>\$ 209</b>	<b>\$ 17,429</b>	<b>\$ 14,612</b>	<b>\$ 17,472</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,572</b>	<b>\$ 84,000</b>
	<b>Net Totals</b>	<b>\$ (1,050)</b>	<b>\$ 20,281</b>	<b>\$ 6,141</b>	<b>\$ (4,496)</b>	<b>\$ (10,608)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,268</b>	<b>\$ 28,450</b>
	<b>CURRENT CASH BALANCE - \$</b>	<b>\$ 17,152</b>	<b>\$ 37,433</b>	<b>\$ 43,574</b>	<b>\$ 39,079</b>	<b>\$ 28,470</b>	<b>\$ 28,470</b>	<b>\$ 28,470</b>		
	<b>PETTY CASH BALANCE - \$</b>	<b>\$ 1,310</b>	<b>\$ 1,310</b>	<b>\$ 1,310</b>	<b>\$ 1,310</b>	<b>\$ 1,310</b>	<b>\$ 1,310</b>	<b>\$ 1,310</b>		