

## **Kailua Intermediate School Band Boosters – Meeting Minutes**

Date: Monday, September 13, 2010

Location: Kailua Intermediate School - Band Room

Called to Order at 6:02 pm by Laura Sueda

**Attendees:** Kristi Kusunoki (Band Instructor), Laura Sueda (President), Lisa Woods (Vice President), Loreen Farr (Corresponding Secretary), Nadine Andow-Chang (Recording Secretary), Debbie Kubota (Treasurer), Alan Kubota (Fundraising Coordinator), Lisa Campos, Sheila Compagnoni, Bobby Furukawa, Noe Hokoana, Mililani Isaacs, Liz Kinsler, Steve Kodama, Pauline Nette, David Oka, Rod Palmer, Carole Rice, Jeff Vegas, Kerena Vegas, Jan Woitas, Leo Woitas, Mike Wolf.

**Approval of Minutes:** Motion was made by Pauline Nette, and seconded by Loreen Farr, to approve the minutes of the August 18, 2010 Booster meeting. Motion carried.

**Vice President:** Lisa Woods was introduced by Laura Sueda, as the new Band Booster Vice President. It was suggested that Lisa Woods' name replace Nadine Andow-Chang's name as a signature for the Booster Bank account. Motion to that effect was made by Pauline Nette, and seconded by Carole Rice. Motion carried.

### **Officers Reports:**

#### **President – Laura Sueda**

- ☞ Movie night was very successful, they had fun.
- ☞ Thank you to Bob & Mike for working on fixing the stands and band room cabinets.
- ☞ Hardware Hawaii (Kailua) donated hinges and plywood for the repairs.

#### **Treasurer – Debbie Kubota**

- ☞ Current balance for booster bank account is \$8,139.20
- ☞ Reminded members that booster account was switched from Windward F.C.U. to the current account in Territorial Savings Bank.

### **Committee Reports:**

#### **McDonalds Night – Fundraising – Alan Kubota**

McDonalds Night (09/10/10) was a big success. The McDonalds manager said KIS had the highest total so far. Sales were about \$3,100.00, which means the band will receive 25% of that total. Cash donations were received, which will be added to the final total. For future McDonald's Nights, more parent help is needed. Some of the kids were a little over exuberant. 7-8 parents per shift should work out fine. Shifts are 5:00 – 6:30 & 6:30 – 8:00 p.m.

**Auntie Ono's Cookie Sale – Noe Hokoana** Sales are coming up.

### **HI 5 Recycling Drive – Jan Woitas (co-chair)**

Four dates scheduled: Oct. 2<sup>nd</sup>, Dec. 4<sup>th</sup>, Feb. 12<sup>th</sup> & Apr. 2<sup>nd</sup>.

- ☞ We need to collect Twenty-five – 33 gallon bags of recycling materials in order for Reynolds to pick-up it up, otherwise we need to take it to the recycling center ourselves.
- ☞ Band students can sign-up to volunteer at the band room.
- ☞ 3 types of recycling items: Aluminum / Plastic / Glass (band members sort them).
- ☞ Recycling pick-up is between 12:30 - 1:30 p.m.

### **Kailua High School Homecoming (10/02/10) – Kristi Kusunoki**

- ☞ Our band will be there to just watch, we will not be performing.
- ☞ Meet at the Kailua High School band room at 6:00 p.m.
- ☞ Need at least 5 adult chaperones.
- ☞ We will leave the game after half-time at about 9:30 p.m.

### **Festival of Giving at Windward Mall – Rod Palmer (volunteer to chair)**

Dates: November 6<sup>th</sup> & 7<sup>th</sup>

- ☞ \$5.00 per ticket / entire ticket price goes to the band.
- ☞ Ticket is used for discounts throughout the mall on those two days.
- ☞ 200 tickets per batch to sell, can return unsold tickets.
- ☞ A decision needed to be made immediately, if we want to participate. By a majority show of hands, it was decided that we would participate in ticket sales.

### **Chili Dog Dinner – Pauline Nette**

Coming up on December 10<sup>th</sup>.

### **7-11 Coupon Books – Steve Kodama**

It was said that Steve Kodama volunteered to chair this, no further news yet.

### **Donations – David Oka**

Corporate Sponsors want us to be a full NON-PROFIT organization in order for them to give the Band Boosters donations. This has long-term potential.

This would also mean that the money received will have to be used for the whole group's benefit (not for an individual person). "Individual accounts" for the kids that fundraised would no longer be possible. To continue the "individual accounts" we would need to get permission and go through the school, using the school checking account.

Example of money that is available: Whole foods is coming to Kailua, they have a 5% Friday donation program, offered only to full Non-Profit organizations.

Several Kailua businesses have money to donate to Non-Profits.

For the Band Boosters to become a Non-Profit organization . . .

1<sup>st</sup> and foremost, Ms. Kusunoki would have to get permission from the school (principal)

Also the following is needed:

- ☞ Provide a very accurate record of the past 2-3 years of financials
- ☞ Copy of organization Bi-laws
- ☞ Articles of Association
- ☞ 2-person audit of bank account books (from outside the organization).
- ☞ Accurate, up-to-date records including past Meeting Minutes.
- ☞ Precise, easy-to-read, up-to-date, accurate records of receipts of donors (n/a yet).

### **Fundraising Individual Chairperson(s) still needed for the following:**

- ❖ **Chili Dog Dinner/Bake Sale (Joint Concert)** – Possibly with KHS in February  
Attend KIS Booster meeting the month of the Event
- ❖ **Rummage Sale** – tentatively scheduled for February or March.  
Attend KIS Booster meeting the month of the Event

### **Questions / Answers:**

**What does the money go to? The Booster general fund goes for Band expenses.**

Some of the expenses listed by Kristi Kusunoki:

- Purchasing/Repairing instruments
- Transportation fees
- Clinician
- Auditorium Fees
- Help fund Trip

Meeting Adjourned: 6:40 p.m.

Next scheduled meeting: Monday, Oct. 18, 2010 at 6:00 pm in KIS Band room.

Minutes submitted by: Nadine Andow-Chang