

## **Kailua Intermediate School Band Booster-Meeting Minutes**

Date: Thursday, October 20, 2011

Location: Kailua Intermediate School-Band Room

Called to order at 6:04pm by Lisa Woods

**Attendees:** Kristi Kusunoki (Band Instructor), Lisa Woods (President), Russell Arakaki (Treasurer), Joyce Larson (Corresponding Secretary), Carey Hayasaka (Recording Secretary), Seaborn Mercer, Mike Imanaka, Bob Furukawa (Audio/Video), Dave Oka, Michael Wolf, Alexa Garay, Jan Woitas

**Secretary's Minutes:** Approved via email and posted to the KIS band website.

### **Officer Reports**

#### **Treasurer's Report: Russell Arakaki**

- Territorial Savings Bank (TSB) check cleared, everything reconciled.
- TSB ending balance is \$727.87.
- American Savings Bank (ASB), deposited \$180.00 in member dues and a \$5.00 donation from the recycle drive.
- ASB withdraw of \$19.00 for checks.
- ASB Check #101 payable to Woodwind and Brasswind for Tubular Chimes in the amount of \$3,232.00.
- ASB ending balance of \$7,094.00.
- Petty cash, \$10.70
- TSB, ASB, and petty cash totals are \$7,832.57.
- GE taxes were filed on Tuesday, October 18, 2011, did not earn taxable income.
- Lisa Woods to close TSB account.

**Approval of Treasurer's Report:** Motion was made by Dave Oka, and seconded by Michael Wolf, to approve the Treasurer's Report made by Russell Arakaki. Motion Carried.

### **Old Business**

#### **Auntie's Ono Cookies (or alternate fundraiser)**

- Decided on Agnes' Portuguese Bake Shop
- Chairperson, Mike Imanaka

- Sale dates: 10/31/11 – 11/18/11
- Pre-sale tickets to be printed at a print shop.
- Pay for tickets that are redeemed.
- Items to sell are Sweetbread rolls, Portuguese rolls, and malassadas.
- Sell before Thanksgiving, three weeks in sale dates.
- Mike Imanaka will print tickets and flyers at work.

#### **Boston's Pizza:**

- Coupons are \$20.00 per for a five topping pizza.
- They are worth \$28.00
- There is an \$8.00 return.

#### **7-11 Coupon Books:**

- Chairperson, Russell Arakaki
- Second signer for books, Seaborn Mercer
- Start sale date: 11/21/11
- Cost per book is \$2.75 and sell for \$5.00.
- Pay upfront.
- There are 15 books left over from last year.
- Pick up books on Beretania, there needs to be two people present to sign.
- Each student will receive five books to sell.
- Russell Arakaki agrees to do individual student accounts.

#### **Chili Dog Sale/Laulau (pre-sale):**

- Chairperson, Mike Imanaka
- Sale date: Friday, December 9, 2011
- Sale time: 5:30pm
- Lisa Woods to contact person for Laulaus, ordered 50 last year.
- Pre-sale tickets for the community.
- Bob will record winter concert, add pre-order DVD sale to flyer, and will use order forms from last year.
- Students to be at Kailua Intermediate School by 4:30pm, start selling by 5:30pm, and concert starts at 6:00pm.
- Chili donations and rice donations are needed.
- Mike Imanaka will bring gas grill.
- There is a string of lights that was donated last year.
- Send out email asking for volunteers to make chili.

**Bake Sale:**

- Chairperson, Joyce Larson
- Sale Date: Friday, December 9, 2011

**Zumba Fundraiser-Tuesdays**

- Publicity: Take some student officers for advertisement and Lisa Woods to create a Facebook page.
- Rotate through students to collect \$4.00 at the door.
- 100% profit.

**Non-profit Organization:**

Conversion of Booster Club to 501(c)(3) non-profit corporation

## Pros:

- Able to solicit corporate donors that require a 501(c)(3) designation
- Able to offer a tax deduction
- Provides donors the assurance that we are a serious organization
- Potential to raise larger amounts
- Eliminate the burden of individual fundraising
- Creates a more formal structure for a perpetual existence
- Be a model for other Intermediate band boosters.

## Cons:

- Long term commitment; must be carried on each year
- Between \$300 - \$750 fee to IRS
- Requires more detailed financial records
- More paperwork -- provide receipts to donors with tax info
- Potential accounting / legal consulting fees
- Need to arrange a two-person non-related audit of books
- No guarantee of corporate donations, particularly in this economy

Motion to authorize a specially formed committee to make decisions on behalf of Boosters. Unanswered.

**Committee will resolve decisions about:**

- Corporation vs. unincorporated association: Corporation.
- Dissolution of current entity vs. successor organization
- Official name of booster club
- Revised bylaws

- Policy statements (money handling, conflict of interest)
- Liability insurance for entity: Yes.
- Recommendations for record keeping system
- Attorney retainer is \$3000, Dave will try to get a quote for specific questions we need answered.
- Dave Oka recommends paying the \$750 fee to IRS.

### **Donation Plans:**

- Statistics.
- Demographics
- Create a professional flyer.
- Hit big corporations first.
- Create a compelling story.
- Corporate gifts and grants.

**Proceed with non-profit:** Motion was made by Lisa Woods, and seconded by Joyce Larson, to approve Dave Oka in proceeding to a non-profit organization. Motion carried.

### **New Business**

#### **Band Shirts:**

- 70 out of 84 students purchased band shirts.
- Request for funding for \$40.00 artwork fee.
- Motion was made by Michael Wolf, and seconded by Joyce Larson, to approve the release of said monies. Motion carried.

#### **Halloween Social (10/28/11):**

- Costumes are allowed as long as it is not too revealing. Masks and hats are allowed.
- Cost is \$4.00. Includes pizza, scavenger hunt, and games. No movie.

#### **University of Hawai'i Game (11/5/11):**

- Request funding for bus- \$214.00
- Motion was made by Bob Furukawa, and seconded by Jan Woitas, to approve the release of said monies. Motion carried.
- Each chaperone has four students and they are to stay together at all times.

**Rainbow Invitational (11/10/11):**

- Student pays.
- Open to all students.
- Watch all marching bands, get back at 9:30pm.

**Kailua High/Advanced Band Activity Day (11/12/11):**

- Students will be able to mingle and it is a good transition for students planning to go to Kailua High School.
- They will play games and eat food.

**Band Photo (11/18/11):**

- After school – 2:15-3:00pm
- Band uniform may be stored in the band room for the day and change after school.
- Yearbook, individual, and group photos.

**Advanced Band Trip (3/9/12-3/11/12):**

- Spoke with students to reopen the idea of going to Disneyland.
- Very rewarding.
- Need 30 students, last year; of the 31 students 12 were from beginning band.
- Need Chaperones, 4:1.
- Considering festival of giving
- Considering California Pizza Kitchen after the holidays.
- All money raised before the advanced band trip will go towards the trip and all money raised after will go towards the general fund.

**Elementary School Concerts (12/1/11):**

- Mokapu, Aikahi, Lanikai, and Kailua.
- Students need a grade of “C” or better.
- Need private vehicles for transportation.

**Any New Business:** None

**Meeting Adjourned:** 7:22pm

**Next Scheduled Meeting:** Thursday, November 17, 2011 at 6:00 pm in KIS Band Room.

**Minutes Submitted By:** Carey Hayasaka

