

DUBLIN MUSIC BOOSTERS

EXECUTIVE BOARD MEETING

Version #: 1.0

Issue Date: 12/3/15

Minutes of Meeting

Location: Dublin Coffman Band Room

Date 11/30/15

Time: 6:38 p.m.

Officers: Ron Gilliland, Bill Jacob, David DeLong, John Beebe, Ron Roman, Meg Montgomery, Lisa Snide, Carmie Grooms, Loren Pusey

Coffman Directors: Jeremy Bradstreet

Jerome Directors: Brian Stevens

Scioto Directors: Jim Gray

Middle School Rep: absent

Absent: Lisa McClellan, Denise Hayes, Dave Magan, Chris Carr, Andrew Garner, Jeff Chesser, Jeanne Wohlgamuth, Susan Barnett

Welcome – Ron Gilliland

- The meeting was called to order at 6:38 p.m.

Recording Secretary's Report – Lisa Snide

- October 26th meeting minutes were distributed via email and posted to the website prior to the meeting; David DeLong made a motion to approve the minutes as presented; seconded by Bill Jacob and the motion was approved.

President's Report – Ron Gilliland

- **Dublin Irish Festival check** – received via mail; approx \$1800 for weekend
- **Succession Planning** - No meeting in December – start thinking about succession planning for positions including Jerome VP, DMB Secretary and Concessions Liaison; Band Camp chairs

President-Elect – Lisa McClellan – (absent - no report)

Corresponding Secretary – Carmie Grooms

- Directory is all updated and distributed to school directors and posted to respective websites.

Treasurer's Report – Bill Jacob

- **August & September Financial Statements** – reports were distributed via email late today and posted to the website; Bill outlined Account Balances; consolidating some cash accounts; Budget Performance account – YTD is compared to annual budget and remaining fund balance; opened for questions today or following meeting; Report by Function - \$143,000 YTD activity. Double-check total income line item on performance report. Bill will be meeting with assistant treasurers in month of December and will report back in January. Recommended that only official assistant treasurers should oversee all financial activity of each respective school especially with Concessions accounting. Also plans to outline protocols for shared spreadsheet for more real-time handling of accounting instead of circulating outside via email communications. Discussion followed. Bill will report recommendations in January. Discussion about Special Events code #5045-O; not all income has been reported on October statement for certain events; Bill clarified that financial statements are on 'Cash Basis' so if funds were deposited they won't show on the report until the actual date posted; Discussion followed about budgeted items vs. variable expenses and designated funds; Ron Roman made a motion to approve financial statements as presented; seconded by Carmie Grooms and approved.
- **2014 Tax Filing** - Bill reported that an extension has been completed and mailed for 2014 annual tax return. Draft copies of 2014 tax return have been prepared and everything is in good order; he recommended to accept the return as prepared by outside company and submit filing. Reminded

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everyone that the organization stay true to IRS tax exempt status by supporting all activities that support mission of 'music education'.

Fundraising - Chris Carr – no report

Concessions – Loren Pusey – reported that all Fall concessions activity has come to a close

VP Jerome – David DeLong

- a. Holiday Showcase performance next Wed/Thurs
- b. Performance at OMEA Conference in January

Disney Trip Planning – consider Chair for 2016-17; more details coming

VP Coffman – Dave Magan – (absent - no report)

VP Scioto – Denise Hayes – (absent - no report)

DIRECTOR UPDATES:

Mr. Bradstreet – applied for \$2000 grant that was started by former student/alumni Jessica Wilt who is now deceased.

Mr. Stevens – no report

Mr. Gray – no report

NEW BUSINESS – none

Adjournment at 7:24 p.m.

- Mr. Gray made a motion to adjourn the meeting; seconded by David DeLong. Meeting adjourned at 7:24 p.m.

Next Meeting:

- Jerome High School on Monday, January 25th at 6:30pm – Agenda and Minutes to be distributed via email and posted to the website.