



Bellbrook Music Boosters
Sept 15, 2025
6:30-7 pm
BHS Band Room
Executive Board Meeting Minutes

- **Call to Order:** 6:33
- **Attendance** - Greg Schindler, Amy Rodenroth, Jeryle Ball, Melinda Ruff, Amy Silance, Kristi Magee, Jennifer Powell, Eli Alban **Quorum present**
- **Discussion of Roles/Responsibilities** -Started reviewing the responsibility descriptions for each position from the By-Laws and P and P. Noted that it would be nice to have a timeline of upcoming Booster events. There is one on page 12 of By-Laws that does note the annual review of documents, as well as the officer nominations and elections. Annual audit will need to be added. It was recommended to go over the calendar at each Board meeting and to be sure to look ahead 2-3 months at a time.
 - **Officers**
 - **President**
 - The President shall:
 - (1) Preside over all the meetings of the Executive Board and General Membership and maintain order;
 - (2) Have supervision over the business affairs of the Boosters;
 - (3) Be the liaison between the Music Department Director and the Boosters;
 - (4) Act as judge, cast a deciding vote in case of a tie, and declare results of all elections;
 - (5) Operate by these By-Laws, and the Policies and Procedures Handbook of the Boosters;
 - (6) Put all questions and motions, when seconded, to a vote;
 - (7) Call special meetings as required and;
 - (8) **Ensure audit** - Discussed that audit should be annual, usually done in Jan, maybe consider adjusting timing because of tax implications
 - **Vice President**
 - The Vice President shall:
 - (1) Perform the duties of the President in his/her absence;
 - (2) Upon resignation of the President, assume those responsibilities;

- (3) Provide oversight and act as a conduit to the Committees; Unsure if this happens
- (4) Coordinate a yearly review of the Booster By-Laws to be presented to the Executive Board and voted on by the General Membership and; Discussed that this is overdue. Plan to work on this for spring 2025
- (5) Ensure the information contained on the website is current and accurate

■ Treasurer

- The Treasurer shall:
- (1) Appoint and oversee a Treasury Committee, which consists of Money Depositor, Check Writer, and the Raise Right (this will go away) Chairperson and: (i) Receive all funds due to the Boosters, and be responsible for the timely deposit of funds (through the treasury committee)(Ref. Section 9.04) (ii) Be responsible for ensuring Booster expenditures align with budget planning estimates, and for verifying that disbursements are paid out of appropriate sub accounts (Ref. Policy and Procedures Handbook.)
- (2) Prepare the annual budget, and any updates to that budget, in coordination with the Executive Board, Music Department Director;
- (3) Maintain detailed and accurate records of receipts, income and expenses of all Booster funds;
- (4) Prepare and present current income and expense reports at Booster meetings;
- (5) Submit a written financial report listing income, expenses and ending balances of all Booster accounts for all Executive Board meetings;
- (6) Prepare a summary of finances at the end of each calendar year (or school year?), which shall be available to all Booster members; included in the report shall be an itemization of income and expenses from each fundraising activity; Jeryle stated he may be able to improve this
- (7) Ensure that all Booster disbursements above \$100 (just change this to ALL disbursements) are made by check, electronic means or credit card;
- (8) Maintain all past financial records as required by applicable laws and for the history of the Boosters and;

■ Secretary

- The Secretary shall:
- (1) Record and maintain minutes for all Executive Board, Booster Officers, and General Membership meetings, including the names of those in attendance;
- (2) Distribute copies of meeting minutes to applicable membership through electronic means within 10 days of each

meeting and provide minutes to the Vice President, after review by the President, for posting on the Boosters' website;

- (3) Confirm for the President that a quorum is present before the start of any Executive Board or Officer meeting;
- (4) Have available at each meeting a copy of the minutes of the previous two months meetings'
- (5) Maintain the official current version of the By-Laws and provide them to the Vice President for posting on the Boosters' website;
- (6) Maintain all previous minutes and Booster documents as required by applicable laws and for the history of the Boosters and;
- (7) Maintain all Conflict of Interest forms for the Executive Board and;
- (8) Book meeting space for monthly meetings; now Mr. Page does this
- (9) Communicate general membership meeting dates, times and appropriate materials seven days prior to monthly meeting - comes through Communication Trustee

- **Board of Trustees**

- **Trustee Chairperson** - Currently Amy Silance

- At the first meetings of the Board of Trustees they shall elect a Chair from one of their own, and divide the responsibilities of the Board among the remaining four. (Ref. Policy & Procedures Handbook.) - Per By-Laws
 - Held by a selected member of the board of trustees, in addition to the assigned trustee role, will fulfill the responsibilities below.
 - Calls Trustee meetings as required and presides over all meetings of the Board of Trustees, maintaining order; No trustee meetings happen anymore
 - Puts all questions and motions, when seconded, to a vote;
 - Acts as judge, and casts a deciding vote in case of a tie, and declares results of all Trustee elections;
 - Is the primary liaison between the Trustees and the Executive Board;
 - Presents Board of Trustees report at monthly booster meetings, works with Secretary to add monthly agenda items from Board of trustees; These are presented by individual trustees
 - Governs by the Booster By-laws and Policy and Procedures Handbook;
 - Facilitates the election of the Booster Officers

- **Communications**

- Records and maintains minutes for all Board of Trustee meetings, including the names of those in attendance; These don't really happen anymore

- Distributes copies of meeting minutes to all Trustees and Officers through electronic means within ten days of each meeting. Provides to the Officer Vice President for posting of official approved minutes;
- Confirms for Trustee Chairperson that a quorum is present as required by the Booster By-laws before the start of any Trustee meeting;
- Has available at each meeting a copy of the minutes of the previous two Trustee meetings; Maintains a copy of the current version of the Booster By-laws; and
- Coordinates review and maintains the Policy & Procedures Handbook. Not sure who is reviewing/maintaining
- Field requests from committee chairs (dine-outs, fundraisers etc.) and send out communications to booster membership via charms (now Parent Square) and Facebook group
- Set up Facebook events as needed for invitationals and other community fundraisers Jennifer requested that all communications go through her to assure we are not duplicating

MEETING MINUTES END HERE

Following is the rest of the roles/responsibilities

- Publicize events on fire/police boards, community pages/newsletters, Dayton.com etc.
- Work with VP when new items need to be added to website
- Spreads the word of the music program events via newspaper, community boards, social media, etc. Works with Invitational chairs to publicize the events.

■ Finance/Audit

- Meets with Booster President and Treasurer for yearly Audit of Booster financials; Liaises between the Trustees, the Booster Treasurer and Treasury Committee;
- Works with the Treasurer to develop the proposed Annual Budget and
- Works with the Officer Vice President on the Annual By-Laws review committee.
- Participates in annual audit
- Serve as depositor to collect payments/funds and incoming monies from all sources to record, deposit and provide notification of deposits to the treasurer every two weeks or weekly during peak seasons

■ Fundraiser

- Chairs the efforts for fundraising and liaises with the Executive Board and
- Actively research fundraising ideas and present proposals to board for approval
- Lead fundraising committee consisting of general membership for brainstorming and large events as needed

- Oversee fundraising efforts and report results to executive board
- Membership and Volunteers
 - Assists Officer Secretary with maintaining and tracking of General Membership;
 - Publicizes Booster activities and regularly communicates to General Membership on how to become involved in the organization and
 - Liaises with the Publicity/Communications and the Social Committees and the Executive Board. Actively recruit families to attend monthly booster meetings and encourage participation
 - Coordinate booster presence at different events throughout the year-solo and ensemble, concerts, etc.
 - Coordinate a booster presence at all band/choir concerts welcoming the families and giving them pertinent information about the program
 - Act as volunteer coordinator for events and other fundraising needs (maintaining Charms volunteer slots, donation needs etc.)
- Sponsorship and Donations
 - Leads and oversees the Corporate and Family Sponsorship programs.
 - Solicit corporate sponsorships and/or work with a team that seeks out sponsorships
 - Track all sponsorships requests, granted sponsorships and sponsorship benefits
 - Take the lead on ordering any necessary sponsorship items-vinyl banners, stickers for truces, invitational/concert program recognition
 - Solicit trophy/award sponsors for invitationals
 - Seek out and maintain loyalty programs for organization (2024 examples: Kroger loyalty and Dorothy Lane Market).
- **Standing Committees/Coordinators** - did not get to this area, but people wondered whether the committee heads need to be voted on. It was also noted that at present these committees are not really functioning as committees, rather as one really active booster that is taking each job on as a single person.
 - Chaperone Committee
 - Works with director to identify events requiring chaperones and the number of volunteers needed
 - Identify and notify nurse for all required events
 - Treasury Committee
 - Led by the Treasurer Officer, handles all flows of monies and funds through the BMB accounts. The committee is set up to separate the functions of the treasury to enhance accountability, moderate workload, and provide oversight on all fiducial

operations. The Treasury committee consists of the following positions:

- **Depositor:** collects payments/funds, and incoming monies from all sources to record, deposit and provide notification of deposits to the Treasurer.
- **Check Writer:** makes and logs payments to vendors and reimbursements to individuals. The Check Writer uses QuickBooks accounting software in combination with the Treasurer to perform accounts payable transactions after Treasurer notification and appropriate payment approvals.
- **RaiseRight Chairperson:** works with Treasurer for proper tracking of deposits, family credits, and bank account balance. Provides activity and balance statements at monthly meetings.

■ **Food Committee**

- Provides meals to students and staff during away competitions and other events, including use and inventory stock of the Bird Feeder trailer. Report volunteer/donation needs to Membership and Volunteer chair for posting on charms. All duties for Chairperson is outlined in the Continuity information kept with current Chairperson. Chairperson works with Treasurer in developing a food budget for each event.

■ **Pit Crew/Facilities Coordinator**

- Pit Boss works with Executive Board and the Directors to build show props, maintain band equipment, build carts and stands, drive trucks and pull trailers, set up the electronics, and help with getting the pit instruments and show props on and off the field for competition. This applies to Marching Eagles, Winter Guard, and IPE, as well as other logistic or material needs of the music programs. Takes care of Facilities and Parking duties for the Bellbrook hosted Invitationals. Mows, stripes and maintains the band practice field. Review budget with finance and logistic trustee prior to any purchases. Gain permission for purchasing RaiseRight cards for materials and/or anything over \$500 in accordance with the RFP guidelines. Additional responsibilities include, but are not limited to the following:
- Liaison to the Executive Board, Food Committee, Uniform Committee, and other working committees as needed and works with Booster Treasurer and Finance Trustee to budget funds for committees.
- Secure meeting rooms for monthly board meetings (library, band room) and necessary facilities for invitationals (gyms, library stadium etc.)
- Work with directors when needed for logistical issues when traveling

■ **Social Coordinator**

- Set/organize social events for Music Program students and families.
 - Chairperson will handle collection of funds for events and work with Treasurer for funds needed.
- Uniform Coordinator
 - The students wear a variety of uniforms based on the group and/or occasion. These include formal wear for choir and concert bands, marching band uniforms and components, Indoor percussion uniforms, and uniforms for both fall color guard and winter guard.
 - Uniform fittings, wash uniforms, clean and organize the uniform closet, prepare uniforms for trips, make sure the members look their best before taking the field/stage at competitions and performances, and hand out/collect plumes for marching band.
 - Chairperson works with Directors on attire needed for various functions and includes the following:
 - organizes measurements and orders for uniform components, as needed
 - organizes volunteers for uniform alterations, as needed
 - coordinates volunteers for washing of uniforms as needs rise
 - works with Treasurer for any funds needed
- Fundraising Coordinators
 - Led by the Fundraising Trustee, Fundraising coordinators manage a particular fundraiser(s). Fundraising Events are used to help financially support all music programs. All active Fundraising coordinators must attend any Executive or General Boosters meeting as required.
- Ad Hoc Committees/Coordinators (when needed)
 - Ad Hoc Committees/Coordinators are formed as needed for a short duration of time to accomplish a specific purpose for the Boosters. Ad Hoc Committee Chairs will be appointed by the President and be given written instructions to guide the execution of their duties to accomplish their purpose. Chairs of Ad Hoc Committees will submit an Event Report 45 Days after the completion of committee business.
- **Open Forum:**
 - Preferred emails - do exec members prefer their BMB email or personal email to be used, or both? Did not discuss (meeting not long enough to get to this area)
- **Adjourn:** 7:00