# Howard High School Music Boosters

# Meeting Minutes

September 5, 2017

1. Call to order

Tom Jacobs called to order the regular meeting of the Howard High School Music Boosters at 7 pm on September 5, 2017 at Red Robin Restaurant, Columbia, MD.

1. Roll call

Introductions around the table were made. The following persons were present: Kim Young, Liz Esker, Tom Jacobs, Corby Jacobs, Tina Armstrong, Margie Pleat, Gloria Deamer, Phyl Strawley, Mindy Berger.

1. Open issues
2. Recap of emergency meeting held August 31, called by Lisa Veslany.
3. Immediate Administrative Tasks

* Election of officers was held. Results as follows:
  + President – Tom Jacobs
  + Vice President – Gloria Deamer
  + Secretary – Tina Armstrong
  + Treasurer – Kim Young
* Bylaws – Liz Esker volunteered to pull together example bylaws and circulate them to meeting attendees with the goal of having a set of bylaws available for the Boosters to vote on at the next meeting
* Next meeting established as September 19th at 6:30 pm
* Non-profit incorporation as a 501(3)c: Boosters voted to engage LegalZoom to file paperwork necessary to establish organization as an official non-profit entity. Tom Jacobs will coordinate. Approved cost was approximately $495.
* Boosters finances: Tom Jacobs and Kim Young to meet with HHS accountant and review finances and determine path forward. Attendees voted and approved the authorization for the Treasurer to move $2,333.92 from the students account/category from individual student accounts where the student graduated and had no siblings to the operations account/category.
* Margie Pleat, Phyl Strawley, Linda Rochelle, and Richard Keh revised and coordinated Booster patron and volunteer forms, handouts regarding the upcoming September meeting, and mail blast signup sheet for Back to School night.
* Tom Jacobs to update HHS administration regarding progress re-establishing Boosters.
* Committee Volunteers
  + Fundraising – Richard Keh. Group discussion and general approval of using a committee to run each fundraising event.
  + Concert Coordinator – Margie Pleat
  + Uniforms – Liz Esker and Corby Jacobs
  + Social – Liz Esker
  + Website/social media – Phyl Strawley

1. Open issues

* Agenda for September 19th meeting will include:
  + Introduction of new officers
  + Review and vote on bylaws
  + Insurance investigation?
  + Update from Tom Jacobs regarding incorporation
  + Update from Kim Young and Tom Jacobs regarding finances
  + Review of HHS Music Department’s budget and requests from Music Department teachers
  + Discussion of document and information review policies
  + Early fundraising efforts (Cluster concerts)

1. Adjournment

Tom Jacobs adjourned the meeting at approximate 9 pm.

Minutes submitted by: Tina Armstrong

Minutes approved by: [Name]