

BOARD MEMBER MEETING MINUTES

September 12, 2016

Attendance: See Attached

Location: FMHS Drama Room A

FMHS Choir Booster Club
2201 Long Prairie Rd, Suite 107-715
Flower Mound, TX 75022
www.fmhschoir.com

Board members in attendance: Ellen Weaver, President; Elaine Curtis, Vice President; Jodi Rhinehart-Doty, Secretary; Jason Hewitt, Assistant Treasurer; Lori Ford, Special Events. Others in attendance: Dr. Mark Rohwer, Director; Lindsay Swartwood, Assistant Director

Ellen Weaver, Board President called the meeting to order at 6:30pm.
Quorum was established.

Director's Report (Ms. Swartwood & Dr. Rohwer)

- General Booster Club Meeting Tonight 9/12/16
 - JV students and parents can pay activity fees
 - All State Rosters/Payments \$20.00
 - Vocal/ease payments
- Phase I of All State is Monday 10/3/16 at FMHS
 - Volunteers are needed and Ms. Swartwood will set up volunteer request on Charms
 - Lori Ford is going to coordinate Hospitality Room and refreshments for judges
- Upcoming Dates
 - Tuesday, 9/20/16 - Vocal/ease & C'est la Vie rehearsal 4-6pm
 - Tuesday, 9/20/16 starting at 7:30pm - Choir Pictures
 - Tuesday, 9/20/16 - Need volunteers to help collect activity fees from 7-9pm
 - Friday, 9/23/16 starting at 5:00pm - Choir Tailgate before football game
 - Each ensemble will be assigned to bring something
 - Choir will supply hotdogs, buns, and fixings (volunteer needed to go get these items)
 - Jag Chorale will sing the National Anthem at the football game
- Mooya Night - Mooya sent letter asking if we would like to do a choir night there again this year. Ellen is going to check dates.
- Yearbook Senior Ad - do the Seniors want to do a Senior Ad in the yearbook again this year?
- Eddie Rand is a clinician that is going to come into 2nd Period and work with JV Men sectionals.
- Trips
 - MCC - ADA in Minneapolis
 - C'est la - Vie New York trip

President's Report (Ellen Weaver)

- 8/9/16 Board Meeting Minutes - Corrections were discussed. Ellen Weaver motioned to approve the minutes with corrections. Elaine Curtis Seconded. Motion passed.

Treasurer's Report (Jason Hewitt) – See attachments

Current Financial Report:

Balance as of 08/09/16:	\$15,822.49
Income for Period 08/09/16-09/12/16	\$13,157.26
Expense for Period 08/09/16-09/12/16	\$(8,059.90)
Net Change for Period 08/09/16-09/12/16	\$5,097.36
Balance as of 09/12/16:	\$20,919.85

Audit Report:

The audit was conducted on 9/6/16 by Jason Hewitt, Jennifer Laurida, and Lori Ford. The auditors felt the Treasurer did a really good job and everything looked really good. A few minor things were pointed out to look out for in the future. The audit is attached and will be filed with the minutes.

Ellen Weaver, Board President adjourned the meeting at 7:19pm

Minutes submitted by Jodi Rhinehart-Doty, Secretary

FMHS Choir Booster Club
Custom Summary Report
August 9 through September 12, 2016

	Aug 9 - Sep 12, 16
Ordinary Income/Expense	
Income	
Income	
Direct Public Support	
Activity Fee	7,840.00
Corporate & Parent Donations	547.26
Individual Memberships	
Blue Membership	640.00
Jaguar Elite Membership	900.00
Silver Membership	50.00
Total Individual Memberships	<u>1,590.00</u>
Total Direct Public Support	9,977.26
Events Income	
Banquet	1,840.00
Total Events Income	1,840.00
Other Types of Income	
Spirit Merchandise	1,340.00
Total Other Types of Income	<u>1,340.00</u>
Total Income	<u>13,157.26</u>
Total Income	13,157.26
Expense	
Expense	
Business Expenses	
Administration	129.50
Group Liability Insurance	475.00
Merchant Card Expense	3.12
Total Business Expenses	607.62
Competition Expenses	550.00
Events Expense	
All-State Crash Course	700.00
Pop Show Expense	
Pop Show Choreography	300.00
Total Pop Show Expense	300.00
Uniform Purchase Expense	691.02
Total Events Expense	1,691.02
Other Expenses	
Performance Expenses	
Uniform Cleaning Expense	31.97
Total Performance Expenses	31.97
Spirit Merchandise Expense	2,077.61
Total Other Expenses	2,109.58
Program Support	
Music & Supplies	775.49
Scholarships	
Private Voice Lessons	1,440.00
Total Scholarships	<u>1,440.00</u>
Total Program Support	2,215.49

4:59 PM
09/10/16
Cash Basis

FMHS Choir Booster Club
Custom Summary Report
August 9 through September 12, 2016

	<u>Aug 9 - Sep 12, 16</u>
Transportation/Social Social Event	<u>886.19</u>
Total Transportation/Social	<u>886.19</u>
Total Expense	<u>8,059.90</u>
Total Expense	<u>8,059.90</u>
Net Ordinary Income	<u>5,097.36</u>
Net Income	<u><u>5,097.36</u></u>

Audit Report

Name of Booster Club FMHS Choir Boosters Date 9-6-16

The Audit Committee members named below have reviewed the financial reports and related financial activity for the time period of 7-1-15 through 6-30-16, in detail. These members agree that the Financial Report and the related financial activity are (check one):

- proper and correct
 correct with the following exceptions listed below
 incorrect and/or incomplete.

- 1) • Final budget not adopted in minutes
- 2) • Online Bill Payments are difficult to verify / cross reference without a check number.
- 3) • Difficult to tell in one transaction if a new (second) check was issued.
- 4) • Online Bill Payment #442 was requested for \$130 but actually paid \$150.
- 5) • Carryover balance from ^{minutes} was \$265
- 6) • more than actual carryover balance verified

To prevent the above exceptions from occurring in the future, the following steps should be taken: (list actions)

- 1) • Officially adopt + record budget in meeting minutes.
- 2) • Investigate possibility of linking On line Bill Payments to check #s.
- 3) • Clarify all exceptions fully so anyone can understand (re: checks voided + reissued.
- 4) • Be sure to enter all online requests as requested on form.
- 5) • Present reconciled balances that reflect the bank's final monthly balance.
- 6) • Please include a printed copy of all meeting minutes pertaining to budget.

* We would be remiss if we didn't applaud the work of our Treasurers! This set of books was very organized & in good shape for the audit to proceed smoothly. We have no concerns about the honesty, integrity & state of the finances handled on behalf of our students!

Balance on Hand (date of last audit)	\$ <u>27,454.53</u>
Receipts (from last audit to date of current audit)	+ \$ <u>159,872.83</u>
Disbursements (from last audit to date of current audit)	- \$ <u>168,646.25</u>
Balance on Hand (date of audit)	\$ <u>18,681.11</u>

<u>Jason Hewitt</u> Printed Name	<u>Co-Treasurer</u> Officer Title/Member	<u>[Signature]</u> Signature	<u>9-6-16</u> Date
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<u>Jennifer Lauridia</u> Printed Name	<u>Member</u> Officer Title/Member	<u>[Signature]</u> Signature	<u>9-6-16</u> Date
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<u>Lori S Ford</u> Printed Name	<u>Member</u> Officer Title/Member	<u>[Signature]</u> Signature	<u>9-6-16</u> Date
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