

## Westwood Orchestra Booster Club

### Board Meeting

Thursday, July 18, 2019

Coffee Bean and Tea Leaf

---

#### Call to order:

The board meeting for the Westwood Orchestra Booster Club was called to order by the President, Ann Okamura, at 6:01 pm. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

---

#### **In Attendance:**

Ann Okamura, President  
Debbie Hoch, Vice-President  
Matt Judice, Co-Parliamentarian  
Ali Judice, Co-Parliamentarian  
Tomoko Yamamoto – Treasurer  
Yumi Kang – Hospitality Chair  
Joyce Zhuang – Student Officer President  
Heather Lawrence – Fundraising Chair  
Jennie Willingham – Fundraising Committee  
Gayatri Kambhammettu – Outgoing Secretary

Ann Okamura explained that the orchestra board has never had a parliamentarian and there was a discussion as to why this would be beneficial.

**MOTION:** That we elect Matt Judice and Ali Judice as co-parliamentarians.

**Motion made by** Ann Okamura

**Motion seconded by** Debbie Hoch

The board unanimously approves, so the motion carries.

There was a brief discussion about adding the Fundraising Committee to the bylaws.

**MOTION:** That we elect Heather Lawrence, Jennie Willingham, and Susan Stockton as the fundraising committee.

**Motion made by** Debbie Hoch

**Motion seconded by** Ann Okamura

The board unanimously approves, so the motion carries.

- Heather Lawrence noted that the committee would only exist until the end of the Midwest Clinic (MWC) Fundraiser which will end on September 20, 2019.

#### **By-laws**

Ann Okamura worked on the bylaws over the summer and she presented them at the meeting. In an initial review by Matt and Ali, they found wording that needed to be changed. The by-laws will be revised and voted on in another board meeting.

### **Midwest Clinic Fundraiser**

- Heather went over the goals of the MWC Fundraiser and explained that unlike the previous fundraiser, Snap Raise, the focus for donors is businesses, then the public and then parents.
- Heather presented information on how the funds that are raised will be used. They are waiting approval from the school district so the fundraiser can begin on Monday, August 5.
- The committee looked at websites from band and different sports and the decision was made to merge the booster club site with the orchestra site. Jennie Willingham presented the changes to the website.
- The committee has also started a Facebook page and Twitter which will both be managed by Heather and Jennie until the fundraiser ends.
- Joyce, orchestra president, and other orchestra student officers will handle Instagram, which will also link to Facebook and the officer's email.
- Heather showed the new logo for orchestra that was created over the summer. Heather also reported that Susan Stockton will be writing a press release and will try to get TV and radio interviews set up.
- Heather created the design for 5 x 5 window clings to give to donors and there will be an email on the day of the kickoff to share with businesses.

### **Budget**

Tomoko presented the budget for 2019 – 2020 which was also sent to the entire board by email earlier in the day.

- The budget was adjusted to reflect the growth of students in orchestra including uniforms, uniform cleaning, and t-shirts.
- Adjustments will also be made for clinician fees.
- Some clarifications on what should be in the budget and how it should be set up were provided by Matt and Ali.
- There was discussion about the amount of money in the account and how some should be spent to bring the balance down.
- A vote was not taken on the budget so revisions could be made so it is more accurate. It will be presented and voted on at the next meeting.

### **Resignation**

Gayatri Kambhammettu, secretary, said she would be resigning effective Friday, July 19, 2019. An email will be sent to the booster club asking for an individual to step up to fill this role.

### **Audit**

An audit of the finances is scheduled for Saturday, July 20. Ann will review the 2018 taxes with Tomoko.

### **Old Business**

Ann Okamura reported on the new bank account that was opened because the type of account the club had at Chase Bank is no longer supported for officer changes.

Disney used our Tax ID # on forms from the Disney trip that orchestra, band, and choir took together in January. That is in the process of being corrected. Affinipay will correct 1099.

A motion to adjourn was made by Ali Judice and seconded by Ann Okamura. There being no further business, the meeting was adjourned at 7:00 pm.

Recorded and submitted by Debbie Hoch, Vice President on August 7, 2019

Debbie Hoch

Date: 10/10/2019

Approved by Executive Board Minute Reviewer, 10/10/2019 on

[Signature]

Date: 10/10/2019

Approved by Executive Board Minute Reviewer, 10/10/2019 on

Cheryl Dreyer

Date: 10/10/2019

Approved by the Board at the 7 Aug. 2019 meeting.