

CHOIR BOOSTER BOARD MEETING MAY 5, 2003

Meeting:

Attendance: Aaron Olson-Director; Theresa Dalen-Vice President; Nancy Parris-Treasurer; Susan Morimoto-Secretary; Barb Bostic-Board Member; Pete Parris; Colleen Slice-Board Member; Susan Stubson-Board Member.

Secretary's Report: **Attendance** needs to include Pete Parris. **National Trip**, seventh paragraph, replace sentence number six with, "It was implied that the Boosters surplus would play a major role in subsidizing the National Trip." Pete Parris motioned to accept the minutes with the above-mentioned corrections. Nancy Parris seconded, motion carried.

Old Business

Update from Mr. Olson on the 4/28/03 meeting with the School Board at the work session. Mr. Olson felt good about the meeting. Mr. Fredrickson was very supportive. After hearing Mr. Fredrickson explain how other groups take days out for like activities, the Board was more understanding. Mr. Olson was able to explain how the Choir Booster Board worked towards making the decision to take this trip.

The School Board had concerns about the amount that we were charging the band and stage crew members. Mr. Olson made a decision to reduce the price from \$250 to \$200.00 for band members, and from \$200.00 to \$180.00 for stage crew members. The higher amounts were published in the audition packages.

The Nashville competition has unofficially moved back to the last week in March. This would mean that we would swap dates with the Show Choir Spectacular, and the kids would only have to miss one day of school. This is not definite.

The School Board will put this on their agenda as an action item for the meeting on Monday May 12, 2003.

Update from Mr. Olson on Show Choir tryouts held the week of 4/28/03.

Tryouts still going on, and will continue through Tuesday, Thursday, and Friday of this week. Still not sure what the numbers will be. Some Sophomores have decided they may not tryout. But we will deal with it. The numbers will be between 34 and 42 dancers/singers.

Budget Discussion presented by Mr. Olson, Nancy Parris and Sue Morimoto.

Nancy Parris discussed the fact that we as Boosters will be completely responsible for all of our own accounting, beginning in the upcoming fiscal year, as mandated by the state, and therefore will be held accountable. This will force the Boosters to act on issues such as purchasing an accounting package like Quick Books Pro, which is currently being used by the district. We will also need to clarify how we are to handle issues of employment, contract labor, and professional fees, to include 1099's, W-2's, etc.

Before going through the budget line by line, Nancy clarified that this is the “Power Company Budget” and has been separated from the General Choir Budget. Nancy pointed out that of the total revenue projected in the upcoming budget, approximately 39% is made up of student fees and school contributions, and approximately 61% comes from the Boosters. Any Purchases made for Power Company over \$1500.00 need to pass through the School Board.

There were two budgets, one based on a smaller group of 59, and the other based on a larger group of 65. Both budgets were prepared on a spreadsheet that compared Mr. Olson’s proposed numbers, the Booster’s proposed numbers and actual numbers from the past two fiscal years. The proposed budget was based on four competitions, none overnight, plus a National Competition of five days-three nights, to Nashville, Tennessee. Aaron Olson, Nancy Parris, and Susan Morimoto had met a couple of times during the course of the month in an effort to create like categories, so that we could compare apples to apples. However, this could not always be accomplished to perfection, due to the labor intensity of making the changes. If we are to change our accounting format to Quick Books Pro, for the purpose of taking on our own accounting, more defined categories will be created at that time.

The goal was to reconcile the numbers with the Boosters input, and to give the Boosters a thorough understanding of what expenses were involved in each line item, so that we could create one budget for the 2003-2004 season that everyone could work from. Mr. Olson stated for the record that he was not in favor of a season with only four competitions that would include no overnights, plus the National Competition. Mr. Olson proposed five competitions to include at least one overnight, plus the National Competition. It was decided that we would look at the numbers as is, come back to the issue of competitions, and adjust the numbers affected accordingly.

The line items discussed and decided upon are as follows:

CHOIR BUDGET

Changes that were discussed:

- 1. Balance from 2002-2003:** Is actually \$2,109.00, opposed to the \$2,500.00 listed.
- 2. Scholarship balance from 2002-2003:** Is actually \$327.23, opposed to the \$250.00 listed.
- 3. Revenue:** The above changes adjust the total revenue to \$4,936.00, opposed to the \$5,250.00 listed, under both REVENUE and BUDGET.
- 4. VARIANCE:** The above changes adjust the Variance to \$3,561.00, opposed to the \$3,561.00.

Barb Bostic motioned to approve the Choir Budget with the above-mentioned changes added. Pete Parris seconded, motion passed.

POWER COMPANY BUDGET

The **Bold** case represents the category and amount that was tentatively agreed upon. Below each heading are two budgets we worked with, and how each budget was affected by an (+) *increase* or a (-) *decrease*. Also shown is what the (+) *increased* or (-) *decreased* percentages are using *Last Season’s Actuals*. In each category affected there is a number for the (SG) *Small Group* and the (LG) *Large Group*.

11. EQUIPMENT/PROPS:**\$3000.00*****Mr. Olson's Budget
- \$500.00Booster Budget
+\$250.00Last Season's Actuals
+ \$631.14 / +26.64%

***This Total has been broken down into the following subcategories and amounts:

Misc Equipment \$250.00 - Musical Instruments \$500.00 - Props \$2,250.00

12. Hotel Expenses: Needs to be revisited after competitions have been decided.**13. Instrumental Help:****\$300.00**Mr. Olson's Budget
- \$200.00Booster Budget
+/- \$0.00Last Season's Actuals
+ \$100.00 / +50%**14. Music Fees:****\$1825.00**Mr. Olson's Budget
- \$675.00Booster Budget
+/- \$0.00Last Season's Actuals
+ \$170.00 / +10.27%**15. Scholarships:****\$1500.00**Mr. Olson's Budget
+ \$500.00Booster Budget
+ \$3500.00Last Season's Actuals

****Unable to compare to last Season's actuals, due to the fact that these numbers include discounted student payments that we do not have actual numbers for at this time.

16. Spectacular costs (adv & decorations):**\$6500.00**Mr. Olson's Budget
*****Booster Budget
+/- \$0.00Last Season's Actuals
Approx + \$22.00 / +0.33%

*****Mr. Olson did not have a budget number for this line item; rather he just showed a net profit under revenue. It is also noteworthy that last year's actual is an approximate number due to the fact that all expenses are not paid.

17. Transportation: Needs to be revisited after competitions have been decided.**18. National Trip: *********(SG) Small Group Budget \$27,325.26****(LG) Large Group \$34,016.57**Mr. Olson's Budget
(SG) +/- \$0.00
(LG) +/- \$0.00Booster Budget
+/- \$0.00
+/- \$0.00Last Season's Actuals
No Trip to compare

*****The Booster's had these numbers divide into the following categories:

Student/Chaperones/Directors. Initially Mr. Olson used one total to divide equally among the Students. The Booster's used the above categories to give the option of charging the Chaperones perhaps just a portion.**REVENUE****1. ACDA:****\$4,326.00**Mr. Olson's Budget
+/- \$0.00Booster Budget
-\$224.00Last Season's Actuals
+ \$1038.00 / +31.57%**2. Donations:****\$5600.00**Mr. Olson's Budget
+600.00Booster Budget
+/- \$0.00Last Season's Actuals
+ \$2100.00 / +60 %

3. Golf:		\$3000.00
Mr. Olson's Budget	Booster Budget	Last Season's Actuals
- \$3000.00	+\$1000.00	+\$1147.75 / +38.26%
4. Scholarships:		\$500.00
Mr. Olson's Budget	Booster Budget	Last Season's Actuals
+ \$500.00	+/- \$0.00	+ \$500.00 / +100%
5. Spaghetti Dinner:		\$2500.00
Mr. Olson's Budget	Booster Budget	Last Season's Actuals
- \$800.00	+\$500.00	+\$1147.75 / +61.97%
6. Spectacular:	No number was decided on.	
Mr. Olson's Budget		Booster Budget
\$4550.00 Net		\$12,000 Gross - \$6500 Expenses= \$5500 Net
		Last Season's Actuals
		\$12,112.26 Gross - \$6478 Expenses= \$5627.26 Net

7. Student Payments:		
(SG) Small Group Budget \$13,640.00	(LG) Large Group \$17,000.00.	
Mr. Olson's Budget	Booster Budget	Last Season's Actuals*****
(SG) +/- \$0.00	-\$660.00	-\$2,717.12 / -16.61%
(LG) +/- \$0.00	-\$850.00	+ \$642.88 / +3.93%

*****This comparison is skewed, due to the fact that Student discounts are included in last year's actuals.

8. National Trip: Nothing was decided. The numbers were based on different ways of calculating what each Student and/or chaperone would be charged.

Due to the late hour it was decided to table budget issues and *New Business* for the next meeting. Mr. Olson said that awards were not on the agenda but needed to be discussed. It was left up in the air. The meeting was adjourned.

Next meeting Monday June 2, 2003 – Waconia High School Conference Room.