

IMDBC BOARD MEETING MINUTES

Board Meeting

DATE:07/01/2014 THE LAB MIAMI

Meeting called by	Leda Barham as Secretary
Type of meeting	Board Meeting
Note taker	Leda Barham
Attendees	Jose Raul Mena, Luis Bonachea, Aquilino Mayo, Bruce Barham, Brent Mounger, Leda Barham
Absentees	

Meeting Called To Order at 9:00am

A copy of these minutes will be kept in archives as well as published on the website.

ORGANIZATON REPORT

The report included an update on the following topics:

- The By-Laws where ratified as the copy from 6/13/14.
- The corporate filing with the State of Florida was successfully done under the name Instrumental Music Division Booster Club Inc. Payment of \$78.75 was loaned by Leda Barham.
- EIN: the organization obtained its EIN (47-1123290) from the IRS
- The physical address will be finalized this week with payment of \$270 plus tax.
- The tax exemption for categorization of 501(c)(3) won't be filled until a budget is prepared and strategies for the amount of money to be raised and expended are set since we have 18 months to file.
- Insurance and legal services: the Board seems to agree on joining the National Booster Clubs Training Council which offers those and other support services to all members joining for the annual amount of \$195.00 on the first year, \$90 the second and \$45 each additional year after that. After obtaining at least one more quote from an insurance broker of \$325.00/year, the NBCTC seems to be offering a much better deals for its members. No firm resolution was taken at the meeting, so it will go to next meeting's agenda since insurance has to be purchased by August 28th.
- Mission Statement was presented for approval. The following is how it will read:

The Instrumental Music Division Booster Club, Inc. shall exist for the purpose of broadening the involvement of students, their families and the school, through support for student activities of New World School of the Arts High School. The Instrumental Music Division Booster Club, Inc. works to achieve this by actively communicating and requesting participation of students, parents, and community supporters in partnership with Music Division programs and by working closely with the Principal, Administration and Faculty of New World School of the Arts High School as follows: To raise awareness for the Instrumental Music Division's activities, promote and encourage attendance and foster support either as a participant or volunteer, To promote goodwill and community spirit within the Instrumental Music Division at NWSA High School, To support the high standards of scholarship, integrity and musicianship within the Instrumental Music Division at New World School of the Arts High School, To contribute to the advancement and needs of the Instrumental Music Division by seeking funds to be focused on new and innovative opportunities for the students, student programs and activities.

- A calendar of Board Meetings and General Membership Meetings was approved as follows

July 1 st , 2014	Board Meeting	11:00am
July 14 th , 2014	Board Meeting	6:00pm
Aug. 7 th , 2014	Board Meeting	7:00pm
Aug. 28 th , 2014	General Meeting & Election	7:00pm
Sept. 4 th , 2014	Board Meeting	7:00pm
Oct. 2 nd , 2014	Board Meeting	7:00pm
Nov. 6 th , 2014	Board Meeting	7:00pm
Dec. 4 th , 2014	Board Meeting	7:00pm
Jan. 8 th , 2014	Board Meeting	7:00pm
Feb. 5 th , 2014	Board Meeting	7:00pm
Mar. 5 th , 2014	Board Meeting	7:00pm
Apr. 2 nd , 2014	Board Meeting	7:00pm
Apr. 21 st , 2014	General Meeting & Election	7:00pm
May. 7 th , 2014	Board Meeting	7:00pm
June. 4 th , 2014	Board Meeting	7:00pm

As far as the activities calendar or fundraising events, Mr. Mounger suggested to wait until the school's calendar is out or at least until the dates of the concerts and performances is in his hands to prepare IMDBC's calendar of events.

A couple of possible activities were lightly discussed but the Board will review this matter in the next meeting.

- Committees: the need for more parents involved in the booster club as active participants will be express at the General Meeting in order to form at least the Fundraising Committee.

- A logo was approved. Leda will work in getting the artwork done for the next meeting in order to start using it in our stationary and any communication or published material.

- In regards to the website, the board agreed to discuss this in our next meeting. Jose Raul will have it ready for the VP of communications to start uploading the mission statement, the board members, the letter to parents, and the meeting's calendar for now.

MEMBERSHIP:

The list of parents of students of the Instrumental Music Division provided by the School's Administration was missing some parent's emails. Luis, as VP of Membership, is working on getting the remaining 17 email addresses to have a complete list of at least 1 parent for each student in the division.

The idea is to reach out to the 100% of parents in our emails communications to inform and maintain a widespread contact with all the parents of the students.

A letter to the parents of the instrumental music division students will go out as soon as such list is completed, announcing the existence of the Booster Club, their FREE membership, inviting them to the General Meeting on August 28th and giving the information on the Board member's emails and telephone numbers.

The approved letter will read:

New World School of the Arts Instrumental Music Division Parents:

We are excited to let you know that for the first time the newly inaugurated Instrumental Music Division Booster Club represents the Orchestra, Wind Ensemble and Jazz Band.

This booster club will be there to contribute to the advancement and needs of the Instrumental Music Division and inform you of **Instrumental Music Division** activities.

Please view and fill out the attached form on your computer. As a parent you are automatically an **IMDBC Member!** Send us your information electronically.

If you have any questions you can reach us by email info@imdbc.org or contact any the Board Members listed below.

Jose Raul Mena-President, 305 299-8049

Luis Bonachea-VP Membership, 305 878-2833

Bruce Barham-VP Communication, 305 934-6644

Aquilino Mayo-Treasurer, 305 333-4326

Leda Barham-Secretary, 305-342-1083

Your booster club needs your enthusiastic support!

SAVE THE DATE: 1st meeting of year 2014-2015 will take place on Aug 28, 2014 at 7:00 PM, in the Music Building (Building 4) Room 4302. Please RSVP!

Thank you and see you at the start of the school year!

The Board

It was agreed that Aug 28th should be the culminating date for our first membership drive, which will award the students with a Pizza Party if the 100% of signed forms from parents are received by that date.

Mr. Mounger offered to give a push to students in the first week of school for them to bring back their parent's signed membership forms. Also he suggested it may be announced that bringing the forms back will result in an extra credit on their music grades.

The Board agrees to reach out to at least two parents per person in order to have them join sooner and seek some donations for the functioning of the organization.

TREASURY:

The opening of the bank account in the name of IMDBC Inc. was made with loans in the amount of \$125. - Each from Aquilino Mayo, José Raul Mena and Luis Bonachea. The account was opened at Regions Bank where the Manager agreed to waive the requisite of a \$500 minimum to open such account until the organization could start fundraising as well as some other managing fees.

The starting balance as is \$375. - A copy of the treasury report, to be given at each Board Meeting to all Board Members. It will be also kept in archives.

Aquilino will find out about accounting systems we might be able to use for free at least until we have the funds to purchase a commonly used one such as Quick-books. He will also reach out to the NBCTC in order to find out if they could provide some support in that field.

Leda will help reaching out to the NWSA PTSA treasurer to ask for suggestions.

The Board approved that the loans made by the acting Board will be paid back as soon as possible once funds start to come in.

SCHOOL ADM. & FACULTY:

Mr. Mounger communicated that the acting Dean of Music is Dr. Jeffrey Hodgson. No other communications from the Administration was presented.

NEXT MEETING ISSUES:

- Email blast status
- Budget preparation
- Activities calendar
- Strategies and fundraising ideas
- Revision of introductory letter to faculty members
- Revision of letter to possible community sponsors
- Update on website management and materials to be uploaded
- Minutes and Agenda formats approval or suggestions.

NEXT MEETING:

Our next meeting will take place at The Lab Miami (Leda Barham's office) located at 400 NW 26th Street, Miami FL 33127 on July 14th at 6:00pm

Meeting was adjourned at 12:45pm
