

IMDBC BOARD MEETING MINUTES

Board Meeting

DATE:09/4/2014 MUSIC BLDG RM

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| Meeting called by | Jose Raul Mena as President |
| Type of meeting | Board Meeting |
| Note taker | Leda Barham |
| Attendees | Jose Raul Mena, Aquilino Mayo, Brent Mounger, Bruce Barham, Leda Barham and Fareeda Stevens on the phone. |
| Absentees | Luis Bonachea, Susel Porven |

Meeting Called To Order at 7:15pm

Mr. Barham motioned for approval of the minutes of 08/12/14 and 08/28/14. Mr. Mayo seconded. Minutes were approved. A copy of these minutes will be kept in archives as well as published on the website.

TREASURY REPORT:

The balance as of today is \$356.44 Three donations from parents were received and deposited in the account. A copy of the treasury report will be kept in archives.

The filling of income taxes for the year 2013-2014 was done.

MEMBERSHIP:

A total of 35 adults and 4 students have joined the Booster Club through the website. There is no knowledge of forms submitted via regular mail.

In order to increase the membership and reach the 100% a mass email will be sent this week urging parents to join. Also, Mr. Mena requested Mr.Mounger permission to come to school with some other Board Members to encourage the students to join and tell their parents to do so too. This will take place on Monday, Sept 8th at 1:00pm. Permission granted.

A display table for Open House was requested to School Administration. We got approval. This table will be outside the auditorium in Bldg.1 before the general session. An email asking for volunteers will be sent ASAP.

Membership forms and a chaperone sign-in sheet for future events will be available to parents. Mrs. Fareeda takes the responsibility of creating the sign-in sheet and she will handle that at the event.

Two 18x24 size posters were approved for print and display during that event at the school. The posters will be sent to Ms. Alvarez for approval.

ORGANIZATON REPORT

The insurance was purchased through NBCTC and a copy will be sent to School Administration.

COMMUNICATIONS:

It was decided to use the existing letter for supporters on our website to search for donors in the community. The logo needs to be included in such letter.

Mr. Barham proposes the creation of a FB page and he will address the issues of uploading restrictions for next meeting so we can decide on this matter.

A News/Noticias email was approved by the Board to be sent out to all parents. The email contains information on upcoming events, a correction on 2 phone numbers distributed on the announcement of the Board, a call for volunteers, a link to How to Become a Volunteer (as pdf) and a donation request.

SCHOOL ADM. & FACULTY:

Mr. Mounger mentioned there might be two more concerts to include in the calendar of the Music Division. More information to come.

A receipt/invoice for Mr. Mounger's membership to Florida Orchestra Association (FOA) was accepted by the Board and it would be reimbursed to him as soon as possible. The other directors have not presented theirs yet.

FUNDRAISING:

Mrs. Barham will fill out the application for a fundraising activity during Open House to sell cookies and chips, Jazz CDs and honey in small plastic containers, which would be purchased from Crazy Bee Man LLC. This application will be sent tomorrow to the Activities Director, Ms. Giro. Also, donations of cookies and chips for this purpose will be requested to parents via Mail Chimp.

Mrs. Stevens will work on a fundraising proposal to bring at next meeting. She will get in contact with NBCTC in order to request advise on the matter. The Board recommends Mrs. Stevens to look for volunteers to create a committee to help her.

In order to get approval of the idea of taking ownership of publishing and marketing the playbill, Mr. Barham and Mr. Mounger will draft a letter addressing this matter to the Provost of NWSA.

NEXT MEETING:

Our next meeting will be held at the Music Bldg on Oct. 2nd.

Meeting was adjourned at 8:49pm by a motion form Mrs. Stevens and seconded by Mr. Barham.