

Buena Music Association  
Board of Directors Meeting  
September 20, 2011  
Faculty Lounge

Meeting called to order at 6:08 pm by President Perham

Present: Greg Perham, Judi Kelly, Tracie Fickenscher, Wendy Monk, Annemarie Copeland, Dani Forrest, Terri Rojo, Tracie Waller, Tina Coates, John Theisen, Robin Berman, Jody Tompkins, Robert Martinez, Jennifer Masterson and Daneen Medina

Standard Items

1. **Directors' Report:** Mr. Theisen announced Jazz Band will be playing for Back to School Night and the String Orchestra will play for the General Membership Meeting. He also plans to have each student ensemble rep speak at the General Membership Meeting. Mr. Theisen expressed a desire to have a visual "thermometer" in the classroom so all students can monitor progress of fundraising. Ms. Medina will take the lead.
2. **Secretary's Report:** Minutes from the BMA Board Meeting of August 16, 2001 had previously been distributed by Ms Coates. Motion made by Ms. Medina to accept minutes of August 16 and Ms. Monk seconded the motion. There was a request to add Ms. Berman to the minute distribution list. Motion passed unanimously.
3. **Treasurer's Report:** Ms. Rojo distributed Profit and Loss Statements for July-September. Ms. Rojo announced there is a laptop for treasurer now and is investigating Quick Books for Non-Profits. Ms. Rojo also presented Check Detail for July - August. On motion made by Ms. Tompkins and seconded by Ms. Forrest, the Check Detail as presented was accepted, with abstention by Ms Waller, passed.
4. Committee Reports:
  - a. **Food Committee:** Supplies for upcoming fundraisers will be purchased at CostCo with a savings of \$180. Committee Notes were submitted to Ms. Coates.
  - b. **Fundraising Committee:** Ms. Tompkins announced sign up for Ojai Day would be on the website soon. Ms. Monk announced she was exploring other fundraising options in Ventura County. The Board directed the Food Committee to continue to explore viable fundraising options. Ms. Tompkins announced volunteers were still needed for both Avocado Festival and footballs game chaperones and will present volunteer opportunities at the General Membership Meeting. Additional lanyards were needed for football game chaperones and Ms. Rojo will work with Mr. Theisen to purchase same. Committee Notes were submitted to Ms. Coates.
  - c. **Poker Run:** Will be on next month's agenda
  - d. **Jazz Band:** Jazz Band is on schedule to play in San Diego and Disneyland this school year.
  - e. **Concert Band:** No report

- f. **Wind Ensemble:** No report
- g. **String Orchestra:** No report
- h. **Marching Band:** No report

#### New Business

1. **Public Relations:** Was discussed need for public relations committee. Ms. Masterson agreed to be parent advisor to student taking the lead.
2. **Grant/Fundraiser Letter:** Ms. Berman informed the Board she provided a Letter of Inquiry to the Harriet H. Samuelsson Foundation, and is awaiting reply. Ms. Berman provided the Board with a draft fundraising letter to present at the General Membership Meeting. Each Board member will receive five letters to send to their contacts. It was suggested adding the Federal Tax ID# on the letter. Ms. Berman expressed a desire to understand the Board's and Mr. Theisen wish list and longer term goals to assist her with strategic planning.

#### Old Business

1. **Transportation:** The Board revisited a prior discussion about earmarking up to 25% of fundraising efforts toward personal transportation costs as buses will be needed for Marching Band, Drumline and Jazz Band's spring trip.

Meeting was adjourned at 8:25.