



Eastern Technical Music Boosters

November 20, 2019 at 6:30 p.m.

Meeting Agenda

Approve Minutes

- Instrumental Music Director's Report-Kathy Krawczyk
- Mattress Fundraiser Report-final numbers
- Chorus Director's Report- Tyler Workman
 - Chamber performance wear-all good for Dec concert?
- President's Report-Carrie Smith
- Treasurer's Report-Eric Smith
- Committee Reports:
 - Fundraising
 - Baskets –donations, presale of tickets
 - Coupon Book
 - Restaurant Nights
 - Trip
- Tri-M
- By-Laws
 - Kristina- explanation of Robert's Rules of Order
 - Read through By-Laws for final approval-Jan vote
- New Business
 - Concert-help during
- Adjourn
- **Next Meeting Date: Thursday, January 16, 6:30 p.m. Band Room**

2019-2020 Officers

President – Carrie Smith – csmith3@bcps.org

Vice President – Judy Bailey – Judy.Bailey@hcps.org

Treasurer – Eric Smith – esmith727@comcast.net

Secretary/Communications - Kristina Harwood- KristinaKHarwood@gmail.com

Eastern Technical Music Boosters Meeting Minutes (Approved)

November 20, 2019

Call to order at 6:40 pm

Minutes Approved

Instrumental Music Director's Report (Kathy Krawczyk):

Concert Dec 12th- have Jazz Band play during changeover? Can leave gym set up and break down during Mod 1 next morning (so everyone can get home, and Wind Ensemble isn't always the one cleaning up)

All County-Mon Dec 9th

Towson All Honors Band-11 students attending- \$25 ea/Boosters will pay –J Bailey will hand deliver check-Jrs and Srs going

Started conversation with company about trip- will use coupon money to take money off the top of bus expense

Mattress Fundraiser- 1 issue of a parent not receiving the mattress/no contact- has gotten in touch with Scott who will fix the issue- if no good resolution, probably shouldn't do this fundraiser again, have also had very positive reports from Mattress Fundraiser from teachers

Chorus Director's Report (Tyler Workman):

Treasurer's Report (Eric Smith):

Budget approved- see attached budget information.

With the 6,000 from Mattress Fundraiser, we are more than halfway to meeting budget. \$4.26 from Sweet Frog

President's Report (Carrie Smith):

We ordered and 1,000 raffle tickets printed-use 500 for winter/spring concert

We have 1 basket (\$40), purchase a second and add gift cards to basket (\$20 By the Docks, \$100 in Pizza Johns, All American Steak, Kathy will add movie tickets), cash only for pre-sale- will sell mostly at concert. If we can get a few more gift cards in, we can add them

Restaurant Nights (Judy Baily):

Sweet Frog-Oct 14th-will have number for next time

Dec 18th Pizza John's

Texas Road House only gives 10%- not worth doing, set up a skating (50%) for a Thurs (9th or 16th) in Jan (they only do Mon-Thurs nights and not before a school holiday)- will try to pair with Chile's or Red Robin.

Other Fundraising:

Coupon Book- set dates for Nov 15th - Dec 6th (sell over Thanksgiving). Randy- will help get that set up. Kathy will use a book to show/tell. Book is \$25- 12.50 to company, 12.50 to us. This will be earmarked for trip, but we will not use individual accounts. Order form will go home- 1 week turn around.

TRI-M:

First meeting Oct 25th, not doing Fall Festival, will pair with Boosters for Feb-Tech Giving Back, adding a service component to membership

Trip:

NYC- 1 day, will pair with Educational Performance company, March 27th? Kathy will start that process

By-Laws:

Carrie made some notes, Kristina will rewrite to present at next meeting

New Business:

Eric- Paypal option that will give money back- decided against it.

Meeting Adjourned 7:40

**Eastern Technical Music Boosters
Treasurer's Report
11/18/2019**

Beginning Balance as of October 15, 2019		\$ 5,634.39
Deposits	mattress fundraiser	\$ 6,000.00
	honors refunds	\$ 20.00
Total:		\$ 6,020.00
Expenses	Kogan Communication & Design(raffle tix)	\$ 68.90
	PNC bank fees	\$ 2.00
Total:		\$ 70.90
Ending Balance as of 11/19/2019		\$ 11,583.49

Budget Report

11/18/2019

Year Budget VS. Actual		
Income	Budget	Actual
Fall/Spring Fundraiser	\$ 2,650.00	
Mattress Sale	\$ 6,700.00	\$ 6,000.00
Restaurant Nights	\$ 450.00	
Activity Nights	\$ 100.00	
Scholarship Concert	\$ 750.00	
T-shirt sales	\$ 250.00	\$ 477.00
Donations		\$ 170.00
Miscellaneous		\$ 38.00
Total	\$ 10,900.00	\$ 6,685.00
Expenses		
Attire/Buy Back (gowns, et al)	\$ 1,500.00	
Instruments/Music Needs	\$ 5,000.00	\$ 70.00
Private Instruction	\$ 700.00	\$ 364.00
Administrative Fees	\$ 200.00	\$ 76.90
Awards	\$ 2,500.00	
Supplies	\$ 100.00	
Banquet	\$ 150.00	
Scholarships	\$ 750.00	
Total	\$ 10,900.00	\$ 510.90

For review for
approval:

Eastern Technical Music Boosters, Inc.
BY-LAWS

11/19

Article I. Name

The official name of this organization shall be the Eastern Tech Music Boosters.

Article II. Purpose

- a. To lend support, both moral and financial, to all activities sponsored by the Eastern Technical High School Music Program.
- b. To cooperate with the Directors of the Music Program in order to maintain the highest possible degree of efficiency of the program.

Article III. Membership

- a. The membership of the organization shall include any music member, alumni, parent, or other person interested in the progress and development of the Eastern Technical High School Musical Program.
- b. Voting Members: Parents of music members, Music Directors, and Eastern Technical High School Principal and Assistant Principal overseeing the music department shall automatically be voting members.
- c. Non-Voting Members: Alumni and other persons interested in the progress and development of the Eastern Technical High School Music Program shall be welcome as non-voting members. Alumni parents, if actively involved in the organization and chairing a committee to work towards a specific venture, may be granted voting rights by the Music Directors for those motions related to their venture or committee.
- d. No dues shall be required or paid.

Article IV. Officers

Section 1-Officers

- a. Officers shall include one president, one vice president, one secretary, one treasurer. These roles must be filled. Other positions and/or additional secretaries and treasurers can be added as determined necessary by the Executive Board.
 - b. All officers shall be elected by a simple majority vote of those attending on the day of the vote.
 - c. In the event the office of the president shall become vacant, the vice president will become the acting president. In the event any other office shall become vacant, it shall be filled at the next regular meeting by a nomination from the Executive board and a simple majority vote.
 - d. Ideally officers will be elected in the May meeting for the following school year, but that timeframe can be changed as needed as long as officers are in place by the beginning of the next school year.
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- e. Officers can be removed from office by three-fourths vote at any regular meeting after having been given advanced notice and discussion with the Executive Board. Vacated positions will be filled as defined under Article IV Section 1.

Section 2-Duties of Officers

- a. The President shall preside at all meetings and shall be an ex-officio member of all committees.
- b. The Vice President shall assume all duties of the president in his or her absence and other duties may be assigned by the president. The vice-president shall be chair of the Fundraising Committee (unless someone else takes on this role).
- c. The Secretary shall keep minutes of all meetings and attend to correspondence as well as keep a copy of the By-Laws at all meetings and ensure all proceedings are executed in compliance with them.
- d. The Treasurer shall receive all monies accruing to the Organization and shall deposit same in the approved depository under the name of the Eastern Technical Music Boosters, Inc. The Treasurer shall keep an accurate and complete record of all receipts and disbursements. The treasurer shall be a member of the Fundraising Committee.
- e. All checks written by the Boosters shall require two (2) signatures. The President, Vice-President, or Secretary shall be authorized to be one signer on all checks and the Treasurer shall apply the second signature on all checks.

Article V. Meetings

- a. The regular meetings shall be held at least once a calendar month of on a schedule deemed appropriate by the Executive Board.
- b. Parliamentary Procedure shall be observed according to *Robert's Rules of Order*, newly revised.
- c. Special meeting may be called by the Music Director(s) or the Executive Board with a minimum notice of forty-eight (48) hours.
- d. A quorum for all meeting shall consist of a simple majority of members present after members have been notified by written communication (electronic or otherwise) prior to the meeting and must include a Music Director and a majority of the Executive Board including the President.
- e. Any voting member at the time may request that a vote be made by secret ballot.
- f. Any voting member may request that a vote on any motion be tabled until the next regularly scheduled meeting.

Article VI. Board of Directors

- a. The Music Director shall oversee and/or be apprised (through communication with the Executive Board) of all activity of the Music Boosters Organization. The Music Director may choose to exercise the option to vote on any matters and the vote of the Music Director shall be counted as 51% of the total vote at any meeting.
- b. Eastern Technical High School Administrators may elect to exercise any level of authority and management at their discretion and in the best interest of Eastern

Technical High School, the students therein and the Board of Education of Baltimore County.

Article VII. Executive Board

- a. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and the Eastern Tech High School Music Director(s).
- b. The Executive Board shall have general supervision of the affairs of the Music Booster Organization, appoint all committee chairpersons and shall meet at time determined by the Music Director(s) or by a majority of the Executive Board.

Article VIII. Committees

- a. A Nominating Committee, *if* established by the Executive Board, shall consist of members who will help find candidates to fill Executive Board positions.
- b. Standing committee chairpersons ideally could be appointed by the Executive Board for committees as need by the organization.

Article IX. Funds

- a. All funds created under the sponsorship of the Organization shall be deposited by the Treasurer in a depository approved by the Executive Board.
- b. Approval of the Executive Board shall be required for the disbursement of any Organization funds.
- c. A proposed budget of the Eastern Technical High School Music Program shall be presented at the summer meeting by the Treasurer.
- d. All expenses, \$100 or less, directed by the Music Director(s) shall be accepted by the Executive Board. Expenses more than \$100 are subject to vote of Executive Board members by simple majority.

Article X. Financial Reports

- a. The Treasurer shall be required to prepare a monthly financial report, and an annual financial report. These reports shall become a part of the permanent records of the Organization.
 - b. The Treasurer shall file copies of the above mentioned financial reports with the Executive Board and with such other persons or groups as the Executive Board shall direct.
 - c. An independent review of the financial statements shall be made in July of each year. A majority of the Executive Board shall select a qualified individual to conduct the review of the financial records. This report shall be given by the treasurer to the board and general membership in the first regular meeting of the next fiscal year.
 - d. The year-end financial review will be submitted by the outgoing Treasurer and given to the current fiscal year Treasurer when turning over financial records.
 - e. An annual information return, federal tax form 990 or 990-EX will be filed with the State and Federal Governments by the Organization's Treasurer by the 15th day of the 5th month after the end of the Organization's accounting period. As
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necessary, filings will be done with the State of Maryland as directed by the tax code and other laws of the State of Maryland.

Article XI. Amendments

- a. The By-Laws may be amended by a two-thirds majority vote of the membership present. Amendments to the By-Laws may not be voted on at the same meeting when they are presented to the membership. The general membership may discuss the amendment and a grace period lasting until the next regularly scheduled meeting before a vote may occur.

Article XII. Dissolution

- a. If at any time the Music Director(s) or Eastern Technical High School Administration (as defined in Article III, Paragraph b) feel that the actions of any individual members or Officers of the Music Boosters or the Music Boosters Organization as a whole are being conducted contrary to the best interests of the Music Program or students of Eastern Technical High School, the Music Director(s) or Administration may place any individuals or the organization as a whole on suspension. The terms of the suspensions shall be provided in writing to those persons or to the Organization at least one week prior to the suspension commencing. The terms of suspension shall include a period of not less than one (1) month and not greater than three (3) months and a detailed list of the actions that need to be taken in order to lift the suspension.
 - b. If an individual is placed on suspension three or more times for the same infractions, the Music Director(s) or Eastern Technical High School Administration (as defined in Article III, Paragraph b) may elect to move directly to Article XII, Paragraph c and remove that person from office or membership.
 - c. Following the suspension as stated in Article XII, Paragraph a, the Music Director(s) or Eastern Technical Administration may choose to remove any member or an Officer, Executive or otherwise, if it is considered to be in the best interest of the High School and the Music Program. The individual shall be notified in writing of the actions taken by the Music Director(s) or Administration. Such notification shall be given at least one week prior to the action.
 - d. Following the suspension as stated in Article XII, Paragraph a, the Music Director(s) or the Eastern Technical High School Administration may disband the Music Boosters Organization if it is determined that actions of the Organization are perceived to be detrimental to the welfare and well-being of the Music Program or any individuals therein. The organization shall be notified in writing of the actions taken by the Music Director(s) or Administration. Such notifications shall be given at least one week prior to the action.
 - e. If at any time the general membership of the Music Booster Organization feels the direction of the group is contrary to the best interests of the students, the Director(s) or the music program, any member may make a motion for the
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dissolution of a member, Officer, or the Organization as a whole. The same procedures as outlined for administration dissolution shall take place (e.g.: a period of suspension must be established with a clear plan for reconciliation). A motion for dissolution from the general membership must pass with a three-fourth majority vote.

f. Upon the exercise of the dissolution clause of these By-Laws, all assets of the Music Boosters Organization shall become the property of Eastern Technical High School Music Program.

These By-Laws were updated and approved by vote in January of 2020.
