

Friends of Berlin Performing Arts
Board of Directors

Meeting Minutes

August 28, 2023

Call to Order by Rachel Zimmerman, FBPA president

Attendees:

Board members: Rachel Zimmerman (president), John Larger (VP- IT), Jessica Spelman (VP- Concessions), Carolyn Adams (treasurer), Anna Marie Howey (secretary)

President's Report

- The Orchestra director notified the board that 4 students in the orchestra are in need of financial assistance to attend the Disney trip in November. A private donor has approached the board to help assist those students who are unable to attend due to financial resources. This donor would be able to fund half of the trip for each of these 4 students. Carolyn advised to adopt a process to allow the FBPA to award scholarships. An application and approval process will need to be developed. The applications will be reviewed and approved by a selection committee. The proposed committee would be between 3 and 5 members. It was proposed that a FBPA scholarship in the amount of \$7,500 (per school year) be created, to be awarded in increments of \$750 pending legal cost up to \$1,000, to be used for performing arts trips. Rachel will seek legal counsel on this proposal and process for awarding scholarships.
- The board has not yet received the directors budget for the current school year. The deadline for the current year is 9/30/23. Going forward, the budgets must be received by June 30 prior to the new school year.
- The tower permit has been approved, the construction will begin 1 week after the materials have been delivered.
- Ice cream social reschedule - volunteer appreciation.
 - o Rachel moved and Carolyn seconded to hold a volunteer appreciation event not to exceed \$1,000 at a date to be determined- passed unanimously.
- The Treasurer and VP Concessions positions will be open next year. Please let anyone interested in them to contact the current members.
- Berlin Middle School Needs - A meeting will be set up with the performing arts directors at Berlin Middle School to determine funds available.
- Items were reviewed from the prior years budget that were not purchased: MacBooks and Software/ ipads. TBD if still needed.
- Sign up genius to be handed off to Anna Marie once the process is reviewed.

Vice President Concessions Report

- Getting volunteers, but still in need of more. A late shift was created for football Friday nights to accommodate those working and need travel time to get to the school.
- The Choir Picnic is September 9, noon to 3 pm at the school. It is a potluck.
- The Bear Den Dash, a cross country meet which includes all of the Olentangy Middle School's teams, is on September 30 and we will have concessions for this large event. The JV home game scheduled for that day has changed locations.

Vice President (IT)

- Email status - John to connect with Carolyn to fix group messages.
- Website update - got domain and hosting
- Looking to put QR codes up at Concessions

Treasurer Report

- There are currently 3 debit cards used for purchases. A credit card is needed for larger purchases, especially online purchases.
 - o Jessica moved and Carolyn seconded to apply for a credit card with a limit of \$15,000- passed unanimously.
- Carolyn would like to establish additional safeguards with our check writing procedures. A threshold will be established that would require a second signature on checks. There are currently two signers on the account (Rachel and Carolyn). To ensure we would have two signatures available, a third signer should be added.
 - o John moved and Rachel seconded to require two signatures for checks over \$15,000 and add Jessica Spelman as a signer to the account - passed unanimously.
- The account statements are sent directly to the school. Carolyn wanted to establish an account quarterly statement review.
- Carolyn reviewed the current balance on the account (\$107,694). There are a number of larger invoices we are waiting to pay from the account: Band tower - \$18,463 (balance remaining), Summer Uniforms- \$43,000, 2 Sousaphones - \$11,586, and Pepsi - \$1,599. This would leave our balance at \$71,745.

Publicity

- Social Media
 - o FaceBook: 33 new followers and 299 total followers
 - o Instagram: 160 new followers and 234 total followers
 - o X: 348 followers
 - o Threds: 22 followers

Other Business

- To increase volunteers at concessions, an Ultimate Fan Pack Giveaway (1 new foam claw, 2 pompoms and 2 glow sticks) was run on social media to generate additional sign-ups. Every sign up from August 24 through the end of the fall season was entered. The winner was randomly picked from those entered. Breely Thibert was the winner.
- The next board meeting will be Wednesday, September 20th at Berlin High School. An email to all students in the performing arts will receive an email reminder.