

SOKM
Meeting Minutes from October 11, 2011

The meeting was called to order by Karen Gatchel at 7:32 p.m. Those in attendance were Karen Gatchel, Betty Weyek, MaryLou Smith, Barb McKown, Cathy Crook, Melissa Cohen, Joe Herzog, Iain Anderson, Keiko Chun, Reese Copsey, Bev Matsumura, and Rene Godina. Welcome by Karen Gatchel. Introductions were made of all that were present.

- Approval of Minutes and Agenda – Motion by Karen to approve the September 2011 minutes and October 11, 2011 agenda with the addition of Insurance under Finances. Motion made by Iain with a second by Barb. Vote taken with all in favor and none opposed.
- Finances
 - FY 2010-11 to Date – Not much to report on the balance sheet. P and L adding \$400 to the Amgen line. Donated \$200 and Amgen matches that amount. Individual donations added \$300 for Eugene Baker family wedding and we received another \$50 this week. Registration money has not yet been input. Waiting for everything to settle down. Received a check for \$98.92 from Ralphs. Everything is pretty much the same. Banners needed to be bought to replace those that were missing. Spent \$90 for Chamber events. \$20 for breakfast and \$70 for Betty and Karen to attend State of the City.
 - Unfunded Liabilities – Added carryover from last year for garage sale and \$40 was not to exceed for purchase of banners. However, money was spent and Barb will need to adjust.
 - YAA Donations – We are going to write a \$28,800 to PVSD. This covers \$20,000 for the beginning band classes at Las Colinas and Monte Vista, \$4,000 for YAA beginning strings, \$3,000 for YAA intermediate strings and \$1,800 for YAA orchestra. We are short \$2,370 for the YAA music classes but it is part of our charter to fund these classes so we will fund them. Betty is to meet with RaeAnne Michaels to discuss classes that are low in enrollment (Hip Hop). We wanted a minimum of \$1,500 through registration and we only brought in \$570. If we take out the cost of t-shirts we only brought in \$430. Ceramics registration was a \$1,500 minimum and at this time we only have 13 students registered. We raised \$840 but had a cost of \$90 for materials. The ceramics class may only run one semester. The paint and draw class is a \$1,500 minimum from registration and at this time we have \$1,051 in fees. We are short approximately \$400. We are not sure about the hip hop class. RaeAnne created a letter to send home to all of the students in the class. If we raise enough by Jan. 31 we can run it for the year. Chorus/Musical Theater has paid for itself. Cost is \$1,500 and we raised \$2,065 minus the cost of the t-shirts we have a remainder of \$1,725. The chorus/musical theater class will meet one day each week instead of two as there were not enough donations to run it two days a week. We are only making the donation to PVSD for the music classes on Oct. 20th and not the non-music classes as we are not sure what classes will be running. Non-music class donations will be made Nov. 17th.
 - Gold buy back – Barb was the only customer on Saturday. The event was

- advertised more than last year. Just not a good day. Only made \$10.
 - Insurance cost of \$480 per year. This amount will be paid and it's the same policy as last year. However upon further investigation it was discovered that the fidelity bond of \$10,000 has many conditions to have proper coverage. What can we do to alleviate or eliminate this part of the insurance? To meet all requirements we need to have an annual review. It calls for an official audit which costs upwards of \$2,000 every year. There are very few accountants that like doing the review. What is the minimum amount required to keep our bond? It's difficult justifying spending \$1,000 a year with only \$10,000 worth of coverage and a \$250 deductible. More research to be done for next year.
 - Off Beats Keyboard – Right now we have approximately 23 students in the group this year. We have 7 flutes but no bass guitar. Some of the music arrangements have parts for keyboard, bass and rhythm guitar. We have a student that can play keyboard and mallets and we have a donated marimba. Reese would like to use three keyboards on most of the music being performed this year. He would like to purchase two 76 key keyboards. This will give the group a better opportunity to perform music that is the next notch up from what we are now doing. The cost is approximately \$300 for each keyboard. The Casio or Yamaha are the preferred brands. A motion was made by Barb with a not to exceed of \$600 to purchase the two keyboards. Second by Melissa. Vote taken with all in favor and none opposed.
 - Google docs – This new and set up for tracking SOKM donors and students seems to be working for the information required on the database. It is much easier than last year as it's one single database that many can have access to.
- Donations
 - Betty and Karen attended the ARTSLive Reception which was the culmination of the ArtsLIVE initiative.
 - Meadowlark Service League – Karen attended the meeting on 10/7. Meadowlark was very nice and asked Karen a lot of questions about the program.
 - PVSD Board Meeting on 10/20 – We will present checks at the board meeting. Starts at 7:00.
 - Oxnard Performing Arts Center donated a clarinet, trombone and a violin. All instruments were repaired and then donated to PVSD/SOKM.
- Happenings
 - PVSD Music Calendar 2011-2012 – Renee would like to schedule a strings concert indoors so they can be heard. Once the date is finalized it will be listed on the website.
 - Las Colinas Music – Reese Copsey. 3 band classes and also 3 at Monte Vista. Monte Vista's enrollment is slightly higher than the Las Colinas enrollment. There are approximately 80 students in the Beginning Band class at Monte Vista. This is the second year we have 3 levels of band classes at both middle schools. The program has grown a lot in the last 3 years. The students are beginning their holiday music at this time. They will be performing at the Coffee Bean the beginning of December. The Off Beats meet after school and

they are also starting their holiday music. There are a lot of performances scheduled for the beginning of December. The Las Colinas band will be performing at the Noontime Optimist lunch prior to winter break. Trish wrote in an email that the Monte Vista Concert Band was excited to receive their binders and music. Reese thanked those that assisted with grant writing this year for instruments. Trish also expressed thanks in an email.

- YAA Registration – Many thanks to everyone that attended the Back to School Nights and assisted with YAA registration. A suggestion for next year is to make sure we have the correct times for Back to School Night.
 - YAA Banners and DVD Return – If you did not return, Karen will hunt you down.
 - YAA Music Classes – Renee Godina - Strings – The beginning strings class has 38 students registered with mostly violin, 2 cellos and a bass. The bass has been ordered and we are waiting for its arrival. Intermediate Strings has 8 registered with all being violin players. The classes are very well behaved. Orchestra has 15 registered with two cellos, one bass, one clarinet, two flutes and then violins. Intermediate and orchestra classes are beginning their holiday music. Beginners just received their instruments on Friday. Rene has a friend helping with the beginner strings. The cost is a little higher because of the aide.
 - Uniform Shirts – We have asked each instructor which color they wanted for each YAA performing group. Concert band wanted blue, Rene wanted maroon or red, Las Colinas doing same t-shirt as last year. The PVSD/YAA logo will be on all YAA t-shirts. The plan is to order the t-shirts at the beginning of November so they will be ready for the Christmas concerts and Camarillo Parade. Asked people at registration to donate at least \$10 for the shirt.
 - Constant Contact – All YAA people are updated except for a few new ones. Trish sent a list for Monte Vista so that will be uploaded this week. Reese will still need to get Las Colinas list to Karen.
 - Facebook – SOKM is now on Facebook. Please like us. This info needs to be in the next newsletter.
 - Newsletter – Will most likely go out at the beginning of November. Please send all info to Cathy Crook. Need to include the thank yous for Back to School Night and YAA registration.
 - Rio Mesa Meatballs and Music – November 4, 2011 at the Camarillo Community Center.
- Board Stuff
 - Camarillo Chamber of Commerce – Still some free events available. Not for profit lunch in October. Melissa went to a breakfast meeting. Large group in attendance. She did not get a chance at all to speak publicly about SOKM. She was just able to do it in small settings.
 - ASK Letter – The class Cathy Crook attended was interesting. At the end the instructor gave a handout that covered everything discussed in the class. There was not enough time to work on stuff during the class. New groups need longer letters. Targeting prior donors is not always the case. Cathy completed

a draft letter following the four page format that was discussed in the class. We are targeting people that know who we are. They have donated in the past. Might need a different approach than what was presented at the meeting. Give people the option to do a monthly donation. You want pictures and quotes from those that have benefitted from the program in your letter. A lot of people look into mailhouses for the mail out portion. You give them what you want and they put it all together for you.

- One page letter as our first experience, enclose the brochure and a donate coupon
- Investigate mailhouses to see what the cost would be
- Karen will forward the letter to the board. We will review and give comments to Cathy. Pick out what we think would be good for the one page letter. Think of quotes that would be good for the letter. Each of us must get three quotes to Cathy.

The meeting was adjourned at 9:14 p.m.

Next meeting Tuesday, November 8, 2011 at 7:30 p.m.

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700 Temple Avenue
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Room C-3

Respectfully submitted

MaryLou Smith
Secretary