

M2AB Board Minutes – January 27, 2018

Present: Tom Froidl, Molly Froidl Joe Trammel, Lew Keathley, Johanna Reed Adams, Elysia Gooding, April Sansing, Bill Moyes, Hadley Haux

1:10pm

Correction of minutes from Nov. 5th – Johanna says she may have copied the wrong version. Bill thought he had Kelsey's version with the corrections. The next-to-last page. Word "donate" ought to be changed to "pledge" to match the group's intentions. Lew has a comment on the minutes that can wait, as it's not a correction. Molly moves to approve, Joe seconds it. Motion is passed.

Treasurer's report

See attached treasurer's excel sheet. This is our new updated fiscal portion. What you'll find is that the Pickard endowment has not gone through yet because we are waiting on people to pay us back to be in a position to start funding it. We will be getting a check from the alumni. We have spent our allocation for the year! (asterisks show which costs go together- see reference at bottom of sheet). Current bank balance is at bottom, and Julie did give us some recommendations, which we will start to enact starting in this new year. We also have Quicken now, which April would like to be reimbursed for. The next person using it can download a version of it that they can use without any additional payment. It's five years times the \$35 (annual cost). We will come back to financial review, but for now maybe we can discuss some sort of action to encourage payment. They have been emailed and letters have been sent out. Joe and April have discussed similar issues with the Golden Girls. They talked about moving Homecoming registration off of them entirely and people buy tickets through the athletic department. Hadley would be in favor of that, but against doing it through MAA, that we need to have control and access to that information. We will come back to this at operations. Tickets would be the main thing we're out of money from, as their shirts haven't been mailed out yet. The athletic department made us pay for what people registered for, which is why we're out there. The rest we can make up for at a later point. Group is wondering if, from previous years, this is less of a challenge, because we asked them to pay by Paypal and so they were 1) more likely to pay and 2) more likely to show. Bill would like to make a motion that the executive board make phone contact with each person who owed money for tickets. Molly seconds. Can discuss what to include in that call, beyond that, Bill volunteers to call the two remaining people. We can also call people who owe us a pledged amount, and just ensure that the ticket money comes back either way so those who already paid for their tickets are apart of a fair process. Can do Paypal. Molly will call the other two.

Remaining cost- gave band subsidy for the banquet, and they used it for their plaques which were personally engraved. Has April been able to get a debit card? It can be in the name of the organization. The next (and second) person can take that on. Our accounts, have they been (possible correction from Central Bank in previous minutes)- is that good at any bank? Yes, just be aware of minor differences from out-of-state charges.

Operations

Joe sent an email to Molly, asked her about making us a website and taking care of tickets, the two big administrative parts. Is it possible for non-MAA users to register using this? Can they double-register, is there any format issues, preferred form of payment, and if it's possible to generate a paper registration

for those who might need it? Max # of tickets, dispersing, how they get the tickets, etc. Essentially, this is something Bill says non-MAA members can use. If we have to submit a request by a certain time, or close off registration by the day before (Molly expects that to be the case). You can click on the registration form to see who's attending (besides anyone hiding their name). Hadley- we should ask for them to remove that option. And what if he needs access to music and stuff at midnight? Terry Ogden could pull it for Hadley every couple of days through excel, according to Molly. This past year, we sent an automated email and there was a link at the bottom encouraging payment. Molly reminds us that MAA eliminates the "option" to not pay upon registering. Hadley is ok with that, but wants more access. The best way this has ever worked was an automated receipt to Bill and a copy to Hadley, and all Hadley had to do was click "Reply" and send music. It was so easy, and Molly says it was possible. Bill- for Joe's ? about whether we can get a confirmation, as well, we could incorporate that. Hadley- what Joe said last year worked pretty well, although it would be nice to have a hyperlink in the spreadsheet, if we are nitpicking. Joe- if we use that same design next year- we could include that and a lot of other things. Hadley- and it'd be awesome to see how many baritones, how many ordered a lunch, etc. at any time. Hadley doesn't like depending on someone else for that. Molly- sees the same problem with Boone County events, their person asks the person and they will give that information to him at any time. Molly- let's check in on whether they can get a receipt for that or individual email (Bill inserted that option) so Lew would reply one at a time. Joe has an email about it already. Joe will cc: Johanna on the next email for a reply. Johanna- timeline would be by next meeting, including followup on the answer?

We don't know when the spring B&G is, besides mid-April. We do a smaller version of concert on the quad, as a reminder, for those who need a spring opportunity to mingle, at the practice field. Bill- we typically pay all of those involved costs. We will need to make some decisions via email as part of that follow-up. Snacks are usually chips, snacks, etc.

Communications – Kelsey Kelly (not present)

Bill- is thoroughly in favor of us staying in contact with our "list" of people we know via a regular newsletter. Hadley- need to post minutes to website, as a side note. Molly- we could ask scholarship winners for a blurb or bio with a pic. As the year goes on, we can ask for an update. Johanna- we have the contact info of winners, so she will reach out to Kelsey.

Membership – Kelsey Kelly (not present)

See report. There was a bit of a miscommunication there, but we had Dr. Knopps send a follow-up email. Molly- the ones Boone County interviews, even the ones who don't get a scholarship, they get a true tiger membership. We did something similar for recipients last year. We did the seniors and the scholarships, and maybe drum majors. There are five scholarship winners so that would be five members. Johanna will get the names and send to Mollie, and go from there, as well as whether we need a plan B for those who are already members. Tom- if you're a senior and so forth, that would be part of what Johanna works out. Joe will set a reminder now. We think it's \$35 for current students or grads within a 5-yr window for membership.

Kelsey sent an email to Dr. Knopps about our presence at the B&G game, our role there, etc. Joe also talked to Dr. Knopps about this, maybe last fall, but she said that the one thing she's seen help with other alumni organizations, is that we stay engaged with alumni students. We need to make sure we have enough membership that it's visible, look welcoming as a general presence, and making sure that,

when we are with them, we do what we can to enrich or improve their experience. To get them from the point of appreciating us to being one of us. Create an active, visible network.

Bill- we have a banner? Two! Hadley- we have a banner Mary made in the early 90's to tie something to. Molly- could we get a list of dates/times from Amy when we could show up and represent alumni. Joe- will reach out and confident that should be easy to get.

Scholarships

Johanna- I don't know how involved Heather is, or is someone else technically chair. Joe- Kelsey wants to be chair. Tom wants to help. New president will be appointing chairs, anyway. New chair will want a rubric. We can take that up again after voting in new people. Last year we didn't have to pick people specifically from the KC area, but found out this year was different too late (to where we had to make adjustments). Joe- it's like, if we give you this money, you can do the leg work and can choose KC people. Johanna- who is the KC contact? Stewart Woody. Jeff is also very active and could be a good contact. Tom- we should pre-screen all of the applicants for a top ten and interview those ten, it would go a lot quicker. Hadley- there were years when they were scraping to get by, Tom agrees that it's good that there's so much interest. We had some outstanding applicants. Hadley- when he sat on the committee, he looked for someone who understood what M2 was as a service and its importance to them. Tom- this was one of our questions, which worked well. Molly- we need to have a depository for that information. There's no reason they shouldn't have gotten a rubric or some guidelines, even though we had a great pool of people to choose from who worked with what we provided. Joe can ask Sharon for a rubric or we can sit down as a group to make the rubric. Tom- who do they envision this reward going to? How are they involved beyond band? There's a lot in terms of possible checkmarks and questions to ask that could simplify our selection process no matter what kind of pool of applicants we have. Joe- will not be joining to avoid awkwardness.

Bill- I don't know at what point we got away from handing them a check directly from the band. Joe- we can do that for our \$3,000 scholarships. KC MUAA does their own thing, so we'd have to coordinate with Stewart for that. Tom- they probably pay it out of their scholarship fund. Could be a few more steps to do the same with them. They probably pay out of their scholarship fund hence why the process may need to be different. Bill was thinking the ones that we select, which should still work. Johanna will ask about the rubrics via Heather, as well. Hadley- she wasn't involved toward the end and isn't on the board. Molly- when we step up a committee we can have a shadowing period and make it work for our election process.

Bylaws

Work more in spring, in contact with Vanessa via Facebook, she might be interested in helping. Can report at next meeting.

April 19th is up for grabs as next meeting, Oct. 20th is reunion weekend, two weeks after that is Nov. 10th on a Saturday, or the 17th as there isn't a home football game.

The bylaws say we meet within a certain amount of time around Oct. 20th. (Hadley- we might assume that Centennial weekend is April 8th. Looking at 14th or 21st. Johanna can't do 7th or 14th). 14th is Mizzou Alumni's day of service so we could do a meeting and link it with that. Let's just do it when we have B&G day. Elysia- we can send out a newsletter about our service on the 14th since it might be hard to fit in a

physical presence that day. November meeting - setting tentatively for Nov. 17th. Elysia- suggest an early catered lunch for the 17th and be prepared for a slightly longer meeting (11-1ish as a ballpark).

Election of Officers

Nominations-

Johanna (would be 3rd and last) accepts for president

Tom moves? All in favor.

Joe moves current vp – Molly accepts

All in favor- approved.

Secretary

Kelsey is voted secretary.

Treasurer-

April nominates Bill

Joe nominates Lew

Bill recommends that whoever doesn't become treasurer helps on bank accounts (would that be president? Johanna isn't on it yet. Need that second person no matter what.

Bill will be treasurer.

Officers have been elected- we can talk at the end of the meeting if any information needs to change hands (and schedule a time to go to the bank).

***Financial review- Lew is going to handle that. Johanna will say, in favor of Julie, that she did a good job and they only charged us \$281 (see attached sheet) and spent quite a bit of staff time on it, so Johanna is going to send her a personal thank you.

Julie looked over past 7 years of activity. There were a couple of transactions that were double-counted, there were some timing issues, some things were listed wrong, which was throwing the funds off a little bit. In general, the findings (at the bottom of the review) one of the key ones was #2, we don't have any significant backup for our revenue side. What Lew did was looked at roughly how many people were marching times 25. Julie recommends Quicken, which we already have, which will make it easier for people to see any information we have. We need to set up a budget, which we haven't done in the past, and that's a good, strong recommendation. If you want to look at the income expenses by category, you will see new numbers and that we were slightly in the red for 2017. We spend more money than we take in, each year. Joe- that seems to vary widely from year to year. April- we also had bank sponsorship help us offset costs for shirts some years. Hadley- is there a single thing we can point to that shows why we are in the red each year? Bill- not every year has allocation money showing for MAA. Hadley- are we not getting it or not using it? Bill- we are, it's not always reflected as expenses. But there's no income showing that we balance it out. Molly- why aren't there any scholarships showing in 2017? Julie didn't have all of that information. Bill- the report you get from me next time will show allocation as income.

Are there not expenses shown here that weren't actually covered in allocation? Joe- add allocation money each year to income. For next year, if we get reimbursed for something, that's a revenue. Bill- but did she get allocation receipts? MAA is not reflected in our bank statements, which she looked through. Joe- we had to pay for breakfast for Homecoming, and it had to work differently. Bill- normally it should come directly from us. If we show what's listed here as an expense- we don't actually lose money because we pay things out of allocation that looks like we are out for it. April- currently, we have \$6,000. Hadley- for next year, we want allocation on there. In the future, we can keep that in mind for budgeting purposes. Lew- at the end of the day, the numbers (or the movement itself) are relatively the same. Bill- maybe it would be correct to say that in 2013, between Dec. 31st and Dec. 31st, but to say that we lost money as an organization wouldn't be true. Molly- it's like having two accounts. Tom suggests showing the different movements of money between various "accounts" so this is generally easier to see and interpret. Bill can show an example based on past years as treasurer. Lew- so, for the bottom line, it sounds like our bank account balance is going down from year to year. Right now, we have \$6,800 as of Jan. 25th. Do we know if scholarships have cashed their checks? April- yes. Compared to balance last year. Molly- could we make a line item that's just scholarships? That way it's not just thrown into the checking account as \$50. It will be shown as scholarships received, scholarships paid. Tom asked about having a separate account for that. Bill says it wouldn't be necessary. April- we have an idea as an excel format- and Joe and her looked at it, but ending balance as of Jan. 31st, 2017, we had a balance of ___ (check with April). Lew- in general, except for 2015, we spend more than we bring in. We don't have a bucket of money sitting somewhere else. Molly- we haven't used all of our allocation. Joe- but that isn't \$6,000. No one has been able to point out a specific line item saying that has(?) been covered by MAA, so none of that was reflected in anything MAA was doing. Molly- so maybe we should take up MAA's offer on the pledge because they will match donations. Say we've done this, we'd like to do it again, MAA will match that, would you like to do that. Joe- that doesn't take in the fact that we essentially have no other way of taking in money than allocation. We can't keep doing that. For example, shirts can be full-cost since it's a one-time payment and shirts don't change from year to year. Elysia- April- Steve is still there. Tom- we need to find a way to fundraise in the upcoming years, Joe- without relying on solving the leeching problem AND the lack of otherwise funding. At the last meeting it was brought up that, if we don't make the money, if we don't have enough contributions, that it comes out of the balance of our checking account. Molly- what was the \$5,000 that came out for Homecoming? That was one of those leaks we need to stop. Pensky truck, tickets, which should be a wash, Hadley- are we subsidizing those tickets anymore? Tom- no, only for those who didn't show, which won't happen next year. Molly- but it still looks like we're spending a lot of money. Lew- at the end of the day, though, the bottom line is not going to change. Bill- money was donated to MAA. It should be an equal offset, keeping in mind proper categories. Elysia- Bill- we should keep in mind 5-year summaries and how it shows what we can't yet categorize. Tom- I'd like to see, for each page, what we brought in in fees for this, so we can break everything down for the budget. Bill- and to keep in mind things like, are we taking more costs in than we're making on major events like Homecoming? Molly- we might have to up the activity fee, considering it hasn't gone up in awhile. Joe- that's important though, right? If they see a price increase, they might not come. We have to follow through on our pledge, regardless. Lew- was going to put a motion on the table to rescind the motion we did last meeting for the pledge. Instead, what he'd like to do is set a vote for next meeting (as an agenda item). Bill- I would also ask if it's legal. Johanna has a copy on her computer. Hadley- another action could be a different

fund, but the decision was to have our own name on something. Lew- the music department is doing the exact same thing. Can we combine one naming of two accounts?

Action items

Put together a budget, a finance committee, so people see what we're doing and how their money helps to pay for it. It could be on the website, email, etc. to put all these pieces together. Hadley- there's nothing on the website right now. Andy is working on that.

Finance committee is urgent. Bill recommends 5 voting members that are not exec officers, though they can speak on committee matters. April will be part of the committee, Joe also volunteers. Johanna will set up meetings.

Johanna will contact Mollie for scholarship list.

Address option to reconsider pledge of \$10,000 once vote can occur within Robert's rules.

Lew is asking about large checks to specific people, which should require two signatures unlike normal monetary situations within M2AB.

Site- Johanna will send copy of minutes, etc. and Bill is comfortable loading them for now. Hope to also familiarize another member.

Johanna will find link in kit and follow up via an email for matching our donations through MAA. It will go into a scholarship account, which will need to be set up.

Quorum ended at 3:10pm; unofficially adjourned at 3:45pm