

Swift Current Band Parents Auxiliary
Annual General Meeting
Wednesday, October 25, 2023 @ 7:00pm
Ecole Centennial School/All Saints Catholic School Band Room

Present: Jeaninne Pelletier, Jennifer Switzer, Dyanna Graham, Pauline Saemann, Marianne Murray, Stephanie Steinley, Colleen Prescesky, Michaila Jersak, Denise Block, Kristen LeBruno, Tara Garcia, Kim Busse, Ali Holmes, Loretta Rolfe Unger, Melody Smith, Terra Regier, Jason Regier, Aaron Thingelstad, Lundy Holmes, Glen-mary Christopher, Ryan Shaw

Call to Order:

Jeaninne Pelletier called the meeting to order at 7:03 pm.

Approval of Agenda:

Pauline Saemann moved to approve the agenda; Michaila Jersak seconded. All were in favour.

President's Report (Jeaninne Pelletier):

The 2022-23 year was a great year with amazing support from parent and student volunteers. SCBPA funded the Beginner Band Clinic this year, and summer camp bursaries. Fundraisers that go towards Music Miles were Sweet Treats Popcorn, 2 Bottle Drives and Summer Grilling Meats. We support the band directors with their programming and concert/activities as well.

A special thank you to the board members who have served but are stepping down this year: Jeaninne Pelletier, who has been the president for the last few years, as well as the bottle drives for the past year. Laura Thibault who was a member at large, Amanda Bussiere who ran the Sweet Treats fundraiser last year.

A huge thank you to the band directors for their time and dedication to our children.

We look forward to another successful year!

AGM Minutes 2022:

See attached 2022 AGM Minutes (Attachment #1). Tara moved to accept them, Jenn seconded. All were in favour.

Treasurer's Report (prepared by Julie Coates – read by Jeaninne Pelletier):

Our fiscal year end is August 31st. We had McAndrew Unger Accountants prepare a review of our financials. We were able to provide several fundraising activities during the year to help families with the costs of band trips.

See attached Proposed Budget for 2023-24. (Attachment #2) and Financial Statements as of August 31, 2023 (Attachment #3).

There was some discussion of the increased professional fees expected this year, due to the change in requirements from Information Services Corporation (ISC). For any non-profit organization with income of over \$100,000, they now require the financials to be reviewed by a Chartered Professional Accountant (CPA). It was suggested that we shop around for a cheaper option. Some suggestions were Apex and Chris DeJong.

Kim Busse moved to approve the treasurer's report and financials and Ali Homes seconded. All were in favour.

First Call for Nominations (Aaron Thingelstad):

We are looking for a president and someone to be in charge of the bottle drives. Dyanna Graham put her name forward for president and Tara Garcia put hers forward for the bottle drives. This means the vice president and one member at large position would be open.

Music Miles Report (Pauline Saeman):

The information on the spreadsheet shows that there is \$20, 574.86 in Music Miles carried forward to the 2023/2024 school year.

Statements with current balances were sent out October 4, 2023. Please double check your statement and let me know of any errors. We are currently in the process of adding our new band students and updating class lists in the database. Once all changes have been made, we will send out an account summary for you to review.

If you have any questions, please feel free to email scbands.musicmiles@gmail.com.

Thank you,

Pauline Saemann

Kristen LeBruno moved to accept this report and Kim Busse seconded. All were in favour.

Second Call for Nominations (Aaron Thingelstad):

Kim Busse put her name forward for member at large.

Coordinators and Task Leaders Reports:**Bottle Drive (Jeaninne Pelletier):**

This year's bottle drives have been scheduled and booked with the venue for November 25 and January 6.

Communications (prepared by Wendy Tuchscherer, read by Jeaninne Pelletier):

This is my 2nd year on the board. My job is to help all task leaders, board members, and band directors get messages out to all the band and choral families via email. Every year in September the band directors will acquire the contact info for all their students. They then send it to me so that I can have all the new students added and make sure I have everyone's current email addresses. I still need this year's updated choral students contact info so if someone can get me that, that would be great! As communications I have all band students from grade6-12 in a contact list. I can message all or specific grades/schools. I am here to help get the info out to parents! I can also help proofread and catch any mistakes or something that doesn't make sense. I also can answer questions or direct questions to whomever can help.

Sweet Treats Popcorn (Tara Garcia):

The deadline has been extended to November 3rd. It has been a learning process, but it has been good.

Beef and Band Blast (Marianne Murray):

The BBB is Sunday October 29th, with dinner beginning at 5 pm. Some volunteers still needed.

Grilling Meats (Stephanie Steinley):

This is a spring fundraiser, and as such, there is nothing to report at this time.

Publicity (Ali Homes):

She is taking over this position from Barb Levorson.

Dyanna Graham moved to accept these reports and Stephanie Steinley seconded. All were in favour.

Final Call for Nominations (Aaron Thingelstad):

There were no further nominations. With no competition for any of the positions, the board will be as listed below. (Position changes are bold and italicized). We are still in need of a vice president.

Election of Officers and Appointment of Leaders

President – ***Dyanna Graham***

Vice President – ***OPEN***

Treasurer – Juli Coates

Secretary – Colleen Prescesky

Members at Large (x2) – Wolana Fox, ***Kim Busse***

Public Relations – Ali Holmes

Music Miles – Pauline Saeman

Communications – Wendy Tuchscherer

Sweet Treats – Tara Garcia

Bottle Drives – ***Tara Garcia***

Beef and Band Blast – Marianne Murray

Summer Meats – Stephanie Steinley

Motion to Adjourn

Marianne Murray moved to adjourn at 7:25 pm.

Swift Current Band Parents Auxiliary

Annual General Meeting

Wednesday, October 26, 2022 @ 7:00pm

Ecole Centennial School Music Room

Present: Jeaninne Pelletier, Ross Kuglin, Jennifer Switzer, Amanda Bussiere, Dyanna Graham, Tamara Fraser, Twila Taylor, Juli Coates, Pauline Saemann, Marianne Murray, Laura Thibault, Steve Michaluk, Stephanie Steinley, Nicole Pelletier, Colleen Prescesky	
Call to Order	Jeaninne called the meeting to order at 7:10 pm. Quorum was not met.
Approval of Agenda	Jen Switzer moved to approve the agenda; Marianne seconded. All were in favour.
President's Report (Jeaninne Pelletier)	<p>The 2021-22 year was fairly quiet. The SCBPA funded summer camp bursaries. Fundraisers were buy local for band and summer grilling meats and honey. We saw the return of band trips. A special thank you to Loretta Unger and Angie Achter who were members at large, to Barb Levorson who has been our Public Relations task leader for the past seven years. A huge thank you to the band directors for their time and dedication to our children! We look forward to another successful year. Jeaninne Pelletier</p>
AGM Minutes 2021	Attached – Juli moved to accept them and Amanda seconded. (#1)
Treasurer's Report (Julie Coates)	<p>Our yearend is August 31st. We had MacAndrew Unger prepare our financial statements and review our records.</p> <p>We fundraise and bring in fees for trips from students then use those fees to directly pay expenses from trip. There are some operating expenses and trip expenses. In 2021 there were no trip fees and barely any expenses, but we were able to do some fundraising activities. We were able to give some bursaries to the kids who applied to use them for summer music camps.</p> <p>See attached financial statements. (#2)</p> <p>Pauline moved to accept the treasurer's report; Colleen seconded. All in favour.</p>
Proposed Budget for 2022-23 Financial Statements (Julie Coates)	<p>The chair, vice-chair and treasurer met with the band directors in August to create this budget. Things to note: the trip fees are an in and an out. Ross plans to use up the majority of the recycling money this year. He can't recycle this year due to space constraints.</p>

SWIFT CURRENT BAND PARENT AUXILLARY

Draft Budget

September 2022 to August 2023

FUNDRAISING REVENUE

Grilling Meats & Honey	35,000
Bottle Drive x 2	6,000
Beef & Band Blast	7,500
Popcorn & Cookie Dough	30,000
Total Fundraising Revenue	78,500

FUNDRAISING EXPENSE

Grilling Meats & Honey	26,250
Bottle Drive x 2	150
Beef & Band Blast	5,500
Popcorn & Cookie Dough	21,000
Total Fundraising Expenses	52,900

TRIP FEES

ASC/ECS	35,000
Irwin/ Fairview/ Central	20,000
Westbank Grade 6	10,000
Total Trip Fee Revenue	65,000

TRIP EXPENSE

ASC/ECS	35,000
Irwin/ Fairview/ Central	20,000
Westbank Grade 6	10,000
Total Trip Expenses	65,000

SPONSORSHIP & OTHER REVENUES

Uniform Rental (fees collected)	3,500
Recycling Collection	-
SMEA - Beginner Band Clinic Grant	750
Donations	-
Investment	-
Grade 6 Uniforms Fees	1,000
	-
Total Sponsorship & Other Revenues	5,250

GENERAL & OTHER EXPENSES

Bank charges & interest	200
Bookkeeping fees	1,000
Bursaries for Summer band camps	2,000
Funds used from Recycling fund	2,500
General Office Expense	300
Membership fees	150
Professional fees	300
Uniform purchases	3,500
Website fee	250
Total General Expenses	10,200

TOTAL REVENUES 148,750

TOTAL EXPENSES 128,100

Budgeted Net Income 20,650

Marianne moved to accept the draft budget; Colleen seconded. All in favour.

First Call for Nominations
(Ross Kuglin)

Ross said there is a healthy band program this year – three teachers, six schools and approximately 450 students. A Big thank you to those who help on the committee. It is a fabulous organization – not a lot of cities have associations like these. We do scholarships, uniforms, PD for teachers and the odd instrument purchase.

Call for Nominations – Marianne Murray was nominated for Public Relations.

Music Miles Report
(Pauline Saeman)

See attached explanation and spreadsheet. (#3)

We need to review the length of shifts for the Beef & Band Blast on the explanation sheet.

Juli moved to accept; Jen seconded. All in favour.

Second Call for Nominations
(Ross Kuglin)

Coordinators and Task Leaders Reports
Fruit and Cookie Dough –

We normally do this in the fall. There is a supply issue this year, so there will be no fruit portion. We will combine Sweet Treats fundraiser with cookie dough instead.

Bottle Drive – typically the first weekend after Grey Cup and the first weekend after New Year's Day

We need a task leader for this. The bottle drives will be November 26th and January 7th.

Sweet Treats Popcorn – Amanda Bussiere

Amanda wants to start it right away. She sent info to communications, and they'll send it to the directors and students. She'd like it to be reviewed first. She is hoping mid November will be the cut off and the items will be delivered mid December.

Beef and Band Blast – Marianne Murray

Marianne said they are waiting to select a date – either March 26th or April 2nd.

Grilling Meats – Stephanie Steinley (not present)

Will be in the spring.

Publicity – Barb Levorson

As I am no longer a band parent, the position of PR/Website Task Leader is available.

- Responsibilities of the position - manage website, post on FB, manage the band Gmail accounts, post events on the calendar, advertise the AGM in various sources, help Task Leaders (as needed) to advertise events and some post-event thank-yous, monthly meeting
- Website - currently on GoDaddy, but my daughter and I have created a new website on Wix. It hasn't been published yet as I am waiting for the GoDaddy one to expire in December. I will maintain that one until December so the new Task Leader can cruise around the Wix site and learn it before it is live. Wix is easy to use - it has good word processing and graphics features similar to Canva.
- Social media - I only have the Band Facebook page. One can start other social media accounts if desired (Instagram, Twitter, Snapchat...). I found that FB is enough and most moms are on FB, but you are welcome to do others if you want!
- Time commitment - I usually have spent about 4 hours a month... a bit more at the beginning of the year. But I maintain everything year-round, and post a few things on FB in the summer to keep interest and traffic. Since the website only requires maintenance (and not building) this position is a low-time commitment but year-round. I have done it for about 6 or 7 years and I have never found it to be overwhelming.
- I am available to help transition and train you on the website, and to answer any questions!

Final Call for Nominations
(Ross Kuglin)

Election of Officers and Appointment of Leaders

President – Jeaninne Pelletier

Vice President – Dyanna Graham

Treasurer – Juli Coates

Secretary – Colleen Prescesky

Members at Large (x3) – Laura Thibault, Twila Taylor, Wolana Fox

Public Relations – Marianne Murray

Music Miles – Pauline Saeman

Communications – Wendy Tuchscherer

Fruit and Cookie Dough –

Bottle Drives –

Sweet Treats Popcorn – Amanda Bussiere

Beef and Band Blast – Marianne Murray

Summer Meats – Stephanie Steinley

2022-23 Update

Motion to Adjourn

Marianne moved to adjourn at 7:42; Dyanna seconded.

SWIFT CURRENT BAND PARENT AUXILLARY
Draft Budget
 September 2023 to August 2024

FUNDRAISING REVENUE

Winter Fundraiser	20,000
Grilling Meats & Honey	40,000
Bottle Drive x 2	6,000
Beef & Band Blast	7,500
Popcorn & Cookie Dough	45,000
Total Fundraising Revenue	118,500

TRIP FEES

ASC/ECS	30,000
Irwin/ Fairview/ Central	20,000
Total Trip Fee Revenue	50,000

SPONSORSHIP & OTHER REVENUES

Uniform Rental (fees collected)	3,000
Recycling Collection	-
SMEA - Beginner Band Clinic Grant	-
Donations	-
Investment	-
Grade 6 Uniforms Fees	-
Total Sponsorship & Other Revenues	3,000

TOTAL REVENUES **171,500**

FUNDRAISING EXPENSE

Winter Fundraiser	15,000
Grilling Meats & Honey	30,000
Bottle Drive x 2	150
Beef & Band Blast	5,500
Popcorn & Cookie Dough	33,750
Total Fundraising Expenses	84,400

TRIP EXPENSE

ASC/ECS	30,000
Irwin/ Fairview/ Central	20,000
Beginner Band Clinic	5,767
Total Trip Expenses	55,767

GENERAL & OTHER EXPENSES

Bank charges & interest	200
Bookkeeping fees	350
Bursaries for Summer band camps	2,000
Funds used from Recycling fund	-
General Office Expense	300
Honorariums	-
Membership fees	150
Other	-
Professional fees	8,000
Uniform purchases	-
Website fee	330
Total General Expenses	11,330

TOTAL EXPENSES **151,497**

Budgeted Net Income **20,003**

To the Directors of the Swift Current Band Parents' Auxiliary Inc.

I have compiled the Balance Sheet for the Swift Current Band Parents' Auxiliary Inc as at August 31, 2023 and the Statements of Profit and Loss for the year ended August 31, 2023 from information provided by management. I have reviewed the financial statements presented by management to verify the accuracy and completeness of the information provided. An audit has not been completed.

Based on the information provided, nothing has come to my attention that causes me to believe that these financial statements are not in accordance with generally accepted accounting procedures.



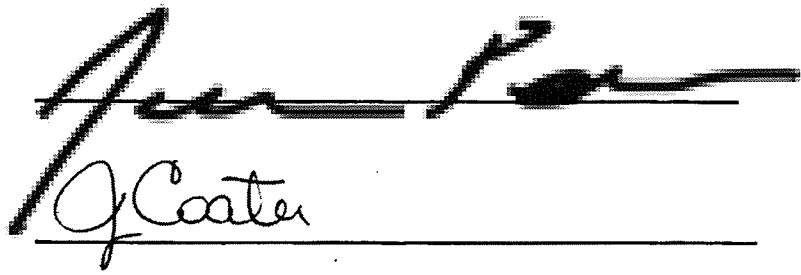
MacAndrew Unger Accountants

#100 106 Chaplin St West

Swift Current, SK S9H 4K7

October 10, 2023

Approved on behalf of the Board



Swift Current Band Parents Auxillary

Balance Sheet

August 31,2023

Chequing	23,634.89
Music Miles	20,603.02
Recycling	(0.00)
Fundraising	0.07
GST	1,135.01
ICU Equity	86.71
Total Assets	<u>45,459.70</u>
ASC/ECS RBC Visa	0.00
FIC RBC Visa	0.00
Music Mile Liability	20,574.86
Retained Earnings	34,594.73
Net Income	(9,709.89)
Total Liabilities and Equity	<u>45,459.70</u>

Swift Current Band Parents Auxillary

Profit and Loss

August 31, 2023

Income

Fundraising Income	98,617.20
Band Trip Fees	44,827.23
Donations	1,445.00
Interest	313.45
Uniform Rental	2,980.00

Total Income	<u>148,182.88</u>
--------------	-------------------

Expenses

Supplies	72,203.79
Bank Charges & Interest	100.00
Bookkeeping	307.50
Bursaries	1,955.00
Trip Expenses	43,950.69
Honorariums	250.00
Membership Fees	21.00
Office	284.64
Professional Fees	325.50
Website	174.19
Uniform	7,821.67
Food	496.00
Music Miles Issued	29,602.82
Gifts in Kind	400.00

Total Expense	<u>157,892.78</u>
---------------	-------------------

Profit/(Loss)	<u><u>\$ (9,709.89)</u></u>
----------------------	-----------------------------