



SIMB Executive Committee and Board of Directors Meeting Minutes

July 11, 2022

Strongsville Public Library

- I. **Welcome**—AJ Scott welcomed the group at 6:05 PM.
- II. **Introductions**—Each person introduced themselves. Members present were as follows: Jim Milligan, Tracy Grauel, AJ Scott, Jen Magel, Vicki Maloney, Jen Bubb, Jennie Crosby, Tracy Salvo, Andrea Putrino, Laurel Maher, Scott Maloney, AJ Scott, Scott Carman & Diana Ragan
- III. **Committee Budgets**—Ron Uline, Treasurer, was unable to attend, but please see the attached report at the end of this document.
- IV. **Committee Report**—Membership Chair Vicki Maloney shared she wants to go back to the variety of membership levels, and providing new and improved gifts for members. She also requests an upgrade to the Membership Toolkit website, which would require an increase in her budget. She feels any costs incurred would be offset by reinstating the levels of SIMB membership during the membership drive.

V. **Change in by-laws**-- AJ Scott introduced the idea of an addition elected board position of Financial Officer or Asst. Treasurer of SIMB. This position would assist with the Treasurer and serve as a “tie breaker” if needed at Board meetings. This would require a change in the bylaws.

Motion: Due to the need for this change, Vicki Maloney motioned to change the September 12 SIMB meeting from a regular board meeting to a General Assembly meeting. Second: Tracy Grauel seconded the Motion. The motion passed by unanimous vote. Motion: Vicki Maloney motioned to form an ad-hoc committee to review the bylaws, consisting of 3 members: Scott Carman, VP, Tracy Grauel, Concessions & Scott Maloney. Second: Jennie Crosby Seconded this motion. It passed by unanimous vote. The specific needs of the bylaws review are the following: Section 5.04 for eligibility requirements for Board positions, Section 5.01 Executive Committee membership, adding a position & Section 9.04A to evaluate the need for additional Public/General meetings. In August, the plan is for the Ad-hoc committee to present potential by-laws revisions at the August meeting and voting on the bylaws change in September. Should there be acceptance of the bylaws change to add the 5th Executive Board position in September,

nominations will commence immediately in August & voting will be in September.

- VI. **SIMB Volunteers**—Discussion about fingerprinting at SCS. Follow up will occur.
- VII. **Communication within SIMB & beyond**—Diana Ragan shared requests & ideas about the future communications of SIMB including developing a functional website, 2 Facebook groups (general & private), working with Karen Devine, Vicki Maloney & Maria Dinkins on promoting awareness of SIMB and a quality & consistent branding in communications.
- VIII. **Adjourn**—Motion: Vicki Maloney motioned to adjourn the meeting.
Second: Jennie Crosby seconded the motion. The motion passed unanimously. AJ Scott adjourned the meeting at 8:45 PM.

SIMB Treasurer Report

Ron Uline

07-11-22

- Budget submissions are/were due Friday July 1st. If you have not submitted them for your committee, please do so ASAP. Once all submissions are received, I will compile and present to the Board at the August Board meeting. I will inform all chairpersons of their annual budget upon approval of the budget at the September General Membership meeting.
- Budget Tracking - I track the numbers at the macro level. Expectation is for each committee chair to know the detail. Recommend using a spreadsheet to track in order to understand profitability of each event or specific budget line-item expense "to-date" for each line item. This will help greatly if we need to make mid-year line-item adjustments or add fundraisers
- Committee Specific thoughts
 - Fundraising Committee - we'll need a full court press on fundraising events. We have some major requests that will need funding that don't happen every year (trailer wrap, new Guard uniforms, instituting an annual allotment for MB uniforms etc) This year we were fortunate to have Electrify Your Symphony, which brought in \$20,044 after expenses. Even with that major fundraiser, we are currently only \$4,565 in the green over our expenses. Next year we won't have that fundraiser.
 - Membership Committee - here we'll need a full court press too. Consider re-instituting levels of membership and think hard about incentives. Revenue this year was \$7,247.70, expenses were \$2389.70 (gift cards primarily) for a net of \$4,858. In comparison, last year - a Covid year - the numbers were \$8,500 and \$734 respectively, for a net of \$7,766.
- General Procedures / Reminders
 - For all things Treasurer, please use ONLY the simbtreasurer@gmail.com email box for correspondence, reimbursement requests, etc. Sending to a personal email and/or text (which has become commonplace not only for the treasurer, but for all officers/committees) creates confusion, adds time, limits transparency, and makes it difficult to maintain continuity as members transition
 - Deposits - ANYONE can make a deposit, only the President and Treasurer are needed for withdrawals. Concessions has been responsible for their deposits due to the dollar amounts and reconciling the till, especially after football games. Other committees can make their deposits as well, or pass to the treasurer to deposit. When passing money/checks, there must be a sign-off sheet with both parties counting and signing (ie not a drop and go...we've become lax on this)
 - Reimbursement Requests and Deposits - Preferred method, and probably the easiest, is to take a picture of the receipt (deposit receipt or

merchant receipt) and attach it to an email to simbtreasurer@gmail.com. In the body of the email:

- For Reimbursement Requests - identify the budget line item the expense should be attributed to (ie pool party, band room supplies, concessions stock, etc). Per the bylaws:
 - Expenditures that fall within the allocated budget may be disbursed by the Treasurer without additional approval
 - Expenditures up to 110% of the allocated budget amount may be approved by the Treasurer or President
 - Expenditures in excess of 110% of the allocated budget amount, or not budgeted at all, require Board approval prior to purchase
 - All receipts of expenditures must be submitted within thirty (30) days of charge to the Treasurer for payment.
Personal reimbursements, as necessary, will be payable within ten (10) business days of receipt submission
- For Deposits - identify the budget line item the deposit should be attributed to (begonias, coupon books, Otis Spunkmeyer, donation, etc) FOR CONCESSIONS - in addition to a copy of the deposit receipt, attach the till sheet for the event

I think that's about it. If you have any questions, feel free to give me a call. Also, attached is a copy of our current budget as of today - still not closed out but getting close 😊 .

Have a great evening!
Ron

Ron Uline
SIMB Treasurer
simbtreasurer@gmail.com

Submitted July 13, 2022

Diana Ragan

SIMB Secretary