

# U-Prep Music Boosters

## November 2023 Meeting Minutes

### Call to Order

A regular, monthly meeting of U-Prep Music Boosters was held on November 13, 2023. It began at 6:02 PM and was presided by our President, Crystal Gardner.

### Attendees

In attendance: Brad Fowers, Crystal Gardner, Krista Braun, Alan Cox, Roberta Muck, Natalyn Lewis, Astrid Rainsford, and Alicia Nichols

### Approval of Minutes

A motion to approve the October, 2023 minutes as written was made by Astrid Rainsford and seconded by Crystal Gardner. Motion passed.

### Teacher News

1. Winter Concert: Taking place Dec. 7. Penny Fowers and Crystal Gardner will be at welcome table with programs. Donations to the music department graciously accepted. Mr. Fowers will send out request for parent volunteers for classroom management before concert. Students will help decorate stage.

### Fundraisers

**There is extra cookie dough still available for sale. An email listing flavors will be sent by Mr. Fowers. First come, first served on remaining cookie dough. Only \$18/box!** Final fundraiser profit is \$7,274.25 (\$6,580.00 in sales plus \$694.25 cash donations).

We are considering doing another fundraiser this school year. Ideas include See's candy, other brand of candy, or popcorn. Timing to be determined.

### Treasurer's Report & Tax Filing

1. The Profit & Loss and Balance Sheets as of October 31, 2023 were discussed, and Mr. Fowers signed off the bank statements as accurate.
2. Government filings have been completed for the July 1, 2022 – June 30, 2023 fiscal year. Documents submitted included the Federal 990-N e-postcard, CA State 199N e-postcard, and Attorney General forms RRF-1 and CT-TR-1. Astrid Rainsford will also complete and submit the CA Statement of Information Form SI-100 by the end of November.
3. This year's co-treasurers, Astrid Rainsford and Krista Braun, will begin working together with a goal to transition Treasurer responsibilities from Astrid to Krista by the next school year. It will be necessary for Krista to purchase a QuickBooks subscription to complete her role as Treasurer. Subscription options are being evaluated.

### Giving Tuesday

The web page for Giving Tuesday is set up. Music Boosters will promote the fundraising event beginning mid-November through Giving Tuesday on November 28. **Please consider a tax-deductible contribution to UPrep Music Boosters!**

[Support University Preparatory School Musicboosters on North State Giving Tuesday](#)

#### T-Shirt & Sweatshirt Sales

Alicia Nichols is coordinating with Shirt Zone and Mr. Fowers to finalize this year's selection of music program t-shirts and sweatshirts. Pre-order forms may be available before Winter Break. Hat sales are postponed until further notice.

#### Celebration of the Arts

Final event date to be determined but will be either February 7 or 8. Early planning will include ordering chocolate truffles and cider and preparing a SignUpGenius for event volunteers and basket donations. Stay tuned for more details in January!

#### Adjournment & Next Meeting

Crystal Gardner moved that the meeting be adjourned at 6:57 PM, and this was agreed upon.

**The next meeting is scheduled for  
Monday, January 22, 2024 at 6:00 PM  
(No December meeting. Happy Holidays!)**