

General Meeting

West Ottawa Music Boosters

May 17, 2016

Meeting was called to order at 6:06 p.m. [A potluck appreciation dinner was provided by the board. Fundraiser and special event chairs were invited to this meeting to thank them for their service this year in addition to all of our hard working music directors.]

Those assembled voted on the March 14, 2016 meeting minutes. Shannon Bowker made the motion to approve the minutes. Stacy Lamberts seconded. All were in favor.

PRESIDENT'S REPORT: Caroline Monahan

- **SCHOLARSHIP APPLICATIONS:**

We received 15 scholarship applications this year. Directors will review the list of applicants for their approval. Upon receiving the official approvals, Caroline will email each applicant by June 1st informing them of their scholarship.

This year the scholarship funds include private lesson reimbursements. There is no surplus in the scholarship funds to consider the late applications that were received. Caroline will notify the late applicants.

There was discussion to determine if the private lesson reimbursement scholarship funds are included in the general scholarship funds. As we move into the next school year, the breakdown of those funds will be clarified within the budget.

- **UNIFORM CLOSET:**

Nicole Timmer has taken on the responsibility of the uniform closet. Thank you Nicole! Discussion involved the best way to get those summer camp clothes to students. Nicole would like to set some dates and times after school where students can come to the uniform closet and check out the clothing items. This approach would avoid the need to store the items at home and consolidate the dates when students come to try on items. The rental fee is \$5 per item.

Caroline will put together an email that includes Nicole's email and send that to Directors. They can forward that information to the student families of those attending camp.

- **NEW BOARD MEMBERS FOR 2016 - 2017:**

Caroline presented the two new board members on the ballot:
Joan Rosiak: President

Dawn Stanley: Secretary.

Mike Hamann made a motion to accept the nominations as listed for approval. There was unanimous approval by all those in attendance.

The Board Members for the 2016 - 2017 year are:

Joan Rosiak, President
Shannon Bowker, Vice President
Melody Palmer, Treasurer
Sarah Temple, Assistant Treasurer
Dawn Stanley, Secretary

SCRIP REPORT & VIABILITY OF PROGRAM

Caroline reported that Suzanne Jones will not be continuing as a volunteer for the Scrip program next year. Also, Lori Hahn is still willing to manage the program in a step down mode as her last child at West Ottawa is finishing up in the next two years.

The updated Scrip program report shows a WOMB profit of \$2,328.75 as of April 2016. Last year's 2015 profit at the end of August: \$3,566.75

There was a discussion on the dynamics of the program and whether or not it is viable to continue the program given the rewards vs. the volunteer hours needed to manage it. Lori Hahn confirmed that she is willing to train a new volunteer as there is a lot of bookkeeping involved. She shared that it is not a huge time commitment, but it is a weekly commitment. Ideally, if a new person steps up for the coming year Lori can train them and then still be in the loop as a support person for the second year.

Shannon Bowker will go through the volunteer database to send out a note to parents that indicated an interest in offering volunteer support and we'll see if we get any individuals to step forward.

Further discussion involved the fundraising dynamics discussed at this meeting. If we are scaling down the magazine sale to an "online only" format and cutting those funds in half, and then layering on a possible loss of approximately \$3,000 if the Scrip program does not continue, where will we make up those funds? Will we add another fundraising program or what gets cut due to lack of funds?

TREASURER REPORT: Melody Palmer

Weekly Process: Melody reviewed how the new procedures are going with the accounting firm of DeLong & Brower. When we first started, we were processing check requests and

deposits every other week. That really stretched into a 3 week process and that is not working well.

We now have a two week process. Mike Hamann has put together an electronic spreadsheet. Each Director has their own sheet within that spreadsheet.

During the week Directors can access the spreadsheet and add what needs to be paid.

By Friday, Mike will review the requests and receipts.

Over the weekend the President will review the spreadsheet.

On Monday, Melody reviews and makes allocations

Tuesday --- Friday DeLong & Brower will process.

Melody delivers checks by Wednesday/ Thursday.

This spreadsheet process will continue throughout the year. One detail to figure out is how to handle and best process are the Family Account Withdrawal forms. Mike Hamann and Melody Palmer will continue to discuss the best way to incorporate and manage that into our accounting process.

Melody gave the Directors class lists and an account listing. Reimbursements of in and out accounts do not flow through Director accounts. Also, when a Director has a paid accompanist the Directors should not pay them Directly. WOMB should be paying them. Lori Shepard of DeLong & Brower will look into this further to provide the best information on how to handle those reimbursements in the future.

Surplus Funds Discussion: Melody reported that WOMB has done well this year and there is a surplus. Discussion involved how to spend the money on the students who are raising these funds and other allocations. Pam Pierson expressed a need to purchase uniforms for Bella Voce and Bel Canto Choirs. Mike Hamann expressed needs to support the color guard, percussion and masters classes.

Century Resources Funds: Melody also discussed the lists that were sent to Directors identifying students that still have not turned in money from the Century Resources fundraiser. Please update her if there are any funds still coming in so her records can include those adjustments.

VICE PRESIDENT'S REPORT: Shannon Bowker

- **PAC BOARD UPDATE:**

More material is being ordered to cover all of the panels. When material arrives work will proceed on recovering the panels.

SECRETARY'S REPORT: Joan Rosiak

- 6th grade mailing (August mail date): Dawn Stanley has made the copies and is coordinating with Mike Hamann to have students help stuff the envelopes.
- Business sponsor mailing (August mail date): Board has reviewed and updated the letter and donation form. Joan will get the mailing list ordered from the chamber of commerce (approximately \$200 expense) and coordinate with the printer.
- Citrus & Popcorn fundraiser notes have been compiled. Joan will coordinate a follow-up planning meeting with Jay Gainforth and Danielle Lappi before the end of the school year.

DIRECTOR'S REPORTS:

- Pam Pierson has summer camp posters to advertise the Young Americans. The gate money that we get to keep from that performance is going to be designated to help purchase uniforms for the Bella Voce and Bel Canto choirs.
- Pam also reported many wonderful end-of-year choir performances, especially the MI Youth Arts Festival where WO students participated and received top notch ratings.
- Mike Hamann reported that we had another successful Tulip Time with all the marching bands in good form and they'll be ready for the Memorial Day Parade.
- Mike Hamann reported on the upcoming jazz concert this Friday evening and encouraged all to attend. You will enjoy the concert and learn a lot even if jazz is not your thing.
- Jay Gainforth reported that WO will host the MSBOA solo & ensemble festival for the next 2 years. It is scheduled for the last Saturday of January. There is a big volunteer need for helpers and to provide food for 150 judges and workers. Melody Palmer, Stacy Lamberts and Melody Graves all volunteered to coordinate breakfast and lunch for that event. There will also need to be a concession stand. Jay will provide more information as the planning rolls out.
- Stacy Lamberts also confirmed that she will continue to serve as the marching band's waterboy for next season's home football games.

THANK YOU CAROLINE MONAHAN!

Shannon Bowker thanked Caroline on behalf of all for her hard work on the WOMB board these past three years [serving as VP the first year and 2 years as our President]. We are all very appreciative for your hard work and efforts to support the music program at West Ottawa.

Thank you Caroline for a job well done!

Jay Gainforth made a motion to adjourn the meeting at 7:36 p.m. Stacy Lamberts seconded. All were in favor.

Next General Meeting: September 2016 --- date to be determined.