

West Ottawa Music Boosters --- General Meeting Minutes
Tuesday, September 13, 2016

The meeting was called to order at 6:01

Introduce Board Members

Joan Rosiak, President

Shannon Bowker, Vice President

Melody Palmer, Treasurer

Sarah Temple, Assistant Treasurer

Dawn Stanley, Secretary

Great parent resource for information: westottawamusicboosters.org

The web site is full of lots of useful information including concert and event dates, fundraisers, scholarship information and Board contact info. Joan encouraged everyone to check it out..

Review and approve general meeting minutes from 5-17-2016

Those assembled voted on the May 17, 2016 meeting minutes. Sarah Temple made the motion to approve the minutes. Chris Meyer seconded. All were in favor.

Budget Review & Family Registrations: Melody Palmer, Treasurer

A budget review meeting was held last week. Copies of the budget were distributed. Joan Rosiak made a motion to approve the budget. All approved.

Melody reviewed the WOMB budget. Many people assume that West Ottawa pays for all of the music program, however, many items are funded by WOMB. We have about 1700 students in the music program and we need WOMB for fundraising and volunteering to help out the music program.

It is very important that the Family Registration form is filled out. This form helps us identify people who might be interested in volunteering. It also allows us to set up accounts for each family. Each family must have an account so we can make sure profits from the fundraisers are distributed correctly. The money in the family accounts can be used to help cover music expenses. If families are not sure if they are registered, they should complete a new Family Registration form. Completing another form will also help us to make sure we have accurate information.

Mike handed out a copy of additional volunteer opportunities. This form is a little more specific than what is on the family registration form. Mike encouraged everyone to complete one of these forms also.

Review of Fundraisers, Events & Volunteer Opportunities

WOMB has a variety of fundraisers. There should be something that appeals to everyone. Money earned from the fundraisers are distributed in various ways with some going to directors, some to family accounts and some to boosters.

Magazine Sale: Starts Sept. 20 & 21 - 2 week sale (Joan Rosiak - chair)

This fundraiser is in online form only. The volunteer need for this fundraiser is mainly communication with the sales rep. Most of the work on this fundraiser is done in the summer and early fall. The middle school students have a slightly different prize structure than the high school. There is no counting of any money. Magazine subscriptions can be purchased or renewed at any point during the year.

Century Resources Sale: Starts Oct. 24 & 25 (Lori Shepard, Whitney Engle - chairs)

Century Resources is the biggest sale. 75% of the profits goes to the directors account. 25% goes to the general budget. We need a lot of volunteer help with this fundraiser and are looking to have more of a committee rather than just 2 people. There is more information on the volunteer opportunities sheet for anyone interested helping with this sale. One of the biggest volunteer days for this sale is delivery day. One delivery is made at the HS and one at the Performing Arts Center. We don't collect money up front for this fundraiser. After delivery, we will have a need during the school day for volunteer money counters. Look for more information to be emailed home.

Citrus & Popcorn Sale: Starts early January (Danielle Lappi, Jay Gainforth - chairs)

The Citrus and Popcorn sales are run simultaneously and kick off the Thursday after holiday break. The popcorn is made in Holland. The fruit comes from Texas and Florida. There is roughly a 50% profit margin on this sale and the money goes straight into the family accounts. This sale is meant for the students to be able to raise money for their trips/supplies. For example: The HS band trip going to NYC costs about \$1000 per student. This is a great fundraiser for this trip. Many volunteers are needed for this fundraiser also. The orders are due the 25th of January. This is a prepay sale and we will need parents to verify/count money before the order is placed. Orders will be delivered on February 9 and we will need lots of parents/volunteers to unload the semi, divide the orders of fruit and help with distribution

Scrip: Year-round fundraiser (Lori Hahn - chair)

Lori has been working on Scrip for about 8 years. With Scrip, you purchase prepaid gift cards and the retailers kick back a percentage of the card amount. Half of this is given to the music program and half deposited into the family account. The percentages can range from 2% up to 14%. There are physical gift cards, reload cards and Scripnow available. Lori is looking for someone who might be willing to learn what she does for Scrip. She is already working with one person who is helping with communication. Scrip is very easy to use and if used consistently can help raise money by purchasing things you already would purchase. Anyone interested in learning more can contact Lori at wombscrip@gmail.com.

District Solo & Ensemble: January 28 (Jay Gainforth)

We are hosting district solo and ensemble this year. This is a great opportunity for us because we get to be at "HOME". We also get to display our facility to about 2400 students. We will need lots of volunteers to help this run smoothly. The event runs from

8-5 in approximately 25 rooms. We will need about 40-50 student volunteers and 12 parent volunteers to help set up after school on Friday as well as help resetting classrooms when the festival is done. We also provide breakfast and lunch for the visiting band directors. We are reimbursed for this by MSBOA District 10, so it is not a cost for us but it is a lot of work. We will need people to help provide food as well as people to set up and clean up. There will also be a concession stand for the families and students.

MSBOA & MSVMA: Mid -- Late Feb (Joan Rosiak)

This festival is for large ensembles (choir, orchestra and band). Each group will perform several selections on stage and then perform a sight reading piece in another room. It is a great event for feedback to see how the groups are performing against a set standard. We will need a number of volunteer for this event also. Emails will be sent out closer to the date with specific needs.

Uniform Inventory & Repairs (Shannon Bowker, Jay Gainforth)

We have a uniform closet available for Blue Lake uniforms. Each shirt is rented for \$5 and the money is given back to the parent when the uniform is returned. We have a coordinator who runs the closet who is looking for some additional help.

We are also looking for someone to help with the Marching Band uniforms. This volunteer opportunity is sporadic and easy. They would be contacted when uniforms are in need of repair.

Chaperone Needs (Directors)

If you are interested in helping out chaperone for trips. Be sure to fill out the volunteer form and contact your student's director.

Concert Ready/ Music Boosters Uniform Closet (Music Directors)

This came about last year to help make sure the kids are concert ready. This person is around prior to concerts to help students with uniforms (tucking in shirts, fixing hair, help with missing items, etc.) This was extremely helpful to the directors as they are trying to get ready for concerts.

Help Wanted: Classroom Clerical Work --- Filing Music, Data Entry (Music Directors)

This is also a sporadic volunteer opportunity. Directors would keep your information on file and contact you as needed.

Webmaster

Greg Shephard is our webmaster. He helps to keep the website, Facebook and Twitter accounts updated. If you have technical skills and are interested in helping out in this area, this is another area where volunteers are needed.

Scholarship Program Information (Sarah Temple)

One of the things the Music Boosters does is provide scholarships so students can continue their music education on their own. Students who apply for a scholarship must participate in 2 of the 3 fundraisers and provide 2-3 hours of service. The Citrus and Popcorn fundraiser does not count as one of the fundraisers to qualify for a scholarship because all of the profit from that fundraiser goes into the family account. The scholarship application is due the last Saturday of March. Music Boosters gives up to \$300 toward the scholarship for applications received on time. Late applications received may be considered for a partial scholarship. Any applications received more than 5 days late will not be considered for a scholarship.

Music Boosters also gives private lesson scholarships. The music teacher must be approved by the Board and the student must participate in the service hours and fundraisers to receive this scholarship.

There will be lots of communication about scholarships this year.

Joan opened the meeting for questions.

A question was asked about how to know how much is in a family account: Each Director is sent a spreadsheet monthly with the amounts in each family account. These spreadsheets are posted in the classroom. To request money from the account, the family must complete a check request from the website and submit it to the treasurer. Parents may also check the balance by emailing Sarah Temple at assisttreasurer@westottawamusicboosters.org.

Joan Rosiak made a motion to adjourn the meeting at 7:07 p.m. Lori Hahn seconded. All were in favor.

Upcoming General Meetings: Oct. 18, Nov. 15