

General Meeting

West Ottawa Music Boosters
November 17, 2014

Meeting called to order at 6:10 p.m.

Voting on the previous meeting minutes from 10-20-2014. Whitney Brainard motioned to approve. Suzanne Jones seconded. All were in favor.

President's Report

- **Mailing Update:** The Board had met and discussed the three annual mailings we coordinate. The plan is to not purchase and maintain an expensive bulk mailing permit. The 6th and 8th grade mailings will be done using first class postage. The larger business sponsor mailing will be outsourced to a printer.
- **Business Donations:** \$2,400 has been collected from sponsors. Those businesses will be included in the powerpoint presentation prior to all concerts during the December concert season, along with a concert program booklet acknowledging our sponsors.

Treasurer's Report

- See attached financial statement.
- The annual letter from Delong & Brower has been received. They advise improvement in getting 2 signatures for money collected at concerts.
- A line item detail for the 8th grade trip was requested.
- Angeloff's account was allocated to Whitney Brainard this year.

Fundraising Report

Preliminary Magazine Sale Numbers: (Lori Shepard is chairing this fundraiser)

- \$2,300 in proceeds from online sales (those are done and paid for)
- \$7,500 in proceeds from promised/ paper subscriptions (We usually receive 85% of those sales that actually come through. In general, the numbers have been going down the last few years with this sale. If popcorn sale is a big success, perhaps the magazines can be eliminated next year..)

Century Resources: (Whitney Engle is chairing this fundraiser.)

- No sale numbers available yet.
- Last year computers were used on money collection days to enter into the accounts online right away.
- The north high school band office has a computer that can be used.
- Mr. Rizner can move a computer into one of the practice rooms at Harbor Lights.
- For MacBay, a laptop can be used in the woodwind room.
- Lori Shepard is coordinating volunteers for pick up day and that situation looks good.

Goodies Popcorn and Citrus Sales: (Chaired by Carol Theisen.)

- 1:00 p.m. on Monday, Dec. 1 --- meeting with Goodies Popcorn to receive samples for the start of the December concerts
- Tuesday, Dec. 2 --- Melody Palmer is Board member helping at the orchestra concert
- Fresh samples will be replaced weekly. Concession area will be used for the popcorn sales and samples.
- We will start with a couple of cases to sell (24 bags per case/ \$10 per bag).
- Most popular flavors will be for sale (Chicago Style and Buttery Caramel).
- Goodies does have signage for the PAC display case.

SCRIP Update provided by Suzanne Jones.

- See attached update on Scrip program profits.
- If any customers have problems with proper rebates, contact Scrip immediately to inform them via the 800 number on their site.
- Suzanne Jones and Lori Hahn will look into having a Scrip banner on display during the December concert season to advertise that program.
- Deadline for placing the last order of this calendar year, before the holiday break, is Monday, Dec. 15.

Secretary's Report

- Joan will be making 100 copies of the Concert Sponsor Program for each of the December concerts. She will check in on those supplies to see if more are needed as the concert season progresses.
- Joan is rigging up an out of commission sousaphone to accept donations and draw attention to the Music Boosters table in the PAC lobby during the concert season.
- There are a few details to clear up with the sponsor programs before the bulk copies are made. There is still some blank space to utilize.

Director's Report --- Mike Hamann:

- Smart Music Software has not been ordered yet.
- With the Bond approval, a long term plan for the 10 -- 15 year needs is being reviewed to carefully assess the needs and expenditures (and which funds those will come out of).
- The district may have some hand-me-down laptops to use with the Smart Music program and we can then put more funds towards the purchase of quality speakers.
- Suzanne Jones suggested the idea accepting laptop donations --- Mike will look into the district policies to see if that could be an option.
- The main goal with the Smart Music set-up is for it to be as portable and simple as possible to get the students utilizing that program.

Miscellaneous Business:

- Concert Ushers --- Shannon Bowker said we seem to be getting a good amount of parent volunteers to help hand out concert programs.
- The greater need at concerts is with crowd control (asking visitors to abide by good concert behavior; respecting performances in progress and not disrupting by entering or leaving at inappropriate times; not using electronic devices that distract the audience and performers; removing children that are having a hard time staying quiet during a performance, etc. Parents and high school student volunteers helping hand out programs will not feel comfortable handling those kinds of needs.
- Administrative personnel are being requested to be on site at concerts to help keep an eye on those disruptions so all those attending can fully enjoy the performances.
- There will not be a General Booster meeting in December.
- The next General Meeting will be on January, 19, 2015.

Motion was made to adjourn meeting.