

West Ottawa Music Boosters
General Meeting, September 12, 2017

Joan called the meeting to order at 6:11 p.m.

Review and approve minutes from May 22, 2017

There was a motion to approve the minutes by Shannon Bowker. Motion was approved by Sarah Temple.

Choir is at a MSVMA meeting tonight.

President's Report

- Introduce Board for the 2017- 2018 school year.
 - Joan Rosiak, President
 - Shannon Bowker, Vice President
 - Sarah Temple, Assistant Treasurer
 - Dawn Stanley, Secretary
- Lisa Vongphachanh stepped down as Treasurer over the summer
- Cristy LaDuke has agreed to serve as our WOMB Board as Treasurer. Joan made a motion to present Cristy LaDuke as the WOMB Board as treasurer. All were in favor of this nomination.
- Introduce new Music Directors that have joined West Ottawa this year
 - HL Band Jenna Schroeder
 - HL Choir Sarah Brzyski
- Present changes to the summer camp scholarships and private lesson reimbursements. The Board has been talking about the structure of the scholarship program. We had a good Board meeting last week where we shared ideas with Mike Hamann. There is concern that students will not apply for scholarships because they will not be able to participate in fundraising or get to school to help with service work. We have decided to remove these qualifications from the scholarship applications. Student's will still need to complete an essay, be in good standing and submit the application by the deadline.

Mike created a Google form that will be completed by the students and presented it at the meeting. The meeting attendees commented on some changes but overall thought the application process looks great and easy to manage. There is a time stamp on the google spreadsheet that tells us when the application was submitted. The application deadline date will give us a week to look over everything before the check request is submitted. The Directors will begin by verifying the students have actually registered for the camps. Then Mike will share it with the President and Treasurer for their review. Joan suggested we may need to look into a receipt process for documentation. We may be able to ask the camp to send us an invoice indicating who has registered for the camp.

Last year's deadline was March 25. This year, the proposed deadline is April 19 so we can have the checks in the parents hands by May 1.

The fundraising and service requirements will also be removed from private lesson reimbursement. This will continue to be a paper application. The reimbursement must be approved by the student's teacher and turned in by the first of the month. If it is not in by the first of the month payment will be issued in the following month.. Shannon Bowker motioned to raise the private lesson amount to \$10 per lesson. Jay Gainforth seconded the motion. **The motion passed.**

Joan will work on wording to be able to introduce the new and improved scholarship program to parents. The Directors will push it out to all students on Google classroom and will be able to reintroduce it throughout the year when it is appropriate for their classroom.

Fundraising Schedule

- **Magazine Sale:** Sept. 20 (19th Middle school booklets). Orders due Oct. 3
Booklets have been delayed due to hurricane Irma. They should be here in time for the sale. Mike will get them out to the directors.
- **Century Resources:** Oct 23 & 24. Orders due Nov. 6
Janelle MacDonald is working on the Century Resources fundraiser. She will contact Juanita Vasquez to reserve the PAC and has many meetings coming up. The Directors will make their own copies for this fundraiser. Janelle is considering using an online volunteer sign up to schedule volunteers. She will contact Greg Shepard to get access to the fundraising email account. Joan thought we had a contract through Century. Janelle will check to see if that is the case.
- **Citrus & Popcorn:** Jan 4. Orders due Jan 19.
Cathy Mader is the communications person for this sale. Danielle Lappi will still be helping with ordering and distribution. This will probably be her last year.
- **Scrip:** Continuing sale throughout the year.
Jane Frauenheim and Jackie Deur gave a report on scrip orders. This summer we were down \$200 in sales but actually earned more money. We will be offering weekly sales this year. Jane will put together Scrip info for Mike to share at the parent meetings.

Vice President's Report

PAC update on display panels - Shannon is going to work on getting volunteers together to put up a display on the the PAC panels.

New approach to the Board's presence at the concerts without a concession area - The board will be present at the beginning of each concert to hand out WOMB information and be available for questions. (DVD forms, Scrip forms, Family Registration forms, self addressed envelopes, pens.) We may have a limited cash box available to sell be able to sell DVDs.

Treasurer's Report

Review and Approve 2017 - 2018 Budget

Mike and Joan reviewed a few changes to this year's budget.

- Added band camp instruction.
- New pianos will offset the cost of piano tuning.
- Smart music down to a minimal amount and may not be used at all.

Joan Rosiak made a motion to approve the budget as presented. All were in favor.

Assistant Treasurer's Report

Business Sponsor update

We have 14 total business sponsors. There are 5 new sponsors this year. We have received a total so far of \$1,325. The deadline on the letter to donate is September 15. In the past these have trickled in through September. These businesses will go on the master powerpoint presentation at concerts and be added to our website.

DVD program update

The DVD program did not go as we hoped it would last year. We are going to go to unedited DVDs and will be having Sarah's son copy the DVDs as a way to earn NHS service hours. Sarah will be getting the equipment from Brandon Gainforth shortly. At this time, we will not be taking DVD orders online.

Secretary's Report

Funwear sale update

Kick off date for the funwear sale is October 9 and deadline to place an order is October 20. The deadline for ordering from Victory Apparel is extremely firm. This is not a fundraiser. We will not make any money on this sale. It is just a way for us to offer clothing that supports the music program. More information will be coming on this sale.

Just had 7th and 8th grade Halloween concert for Mac Bay last night. It was a lot of fun. Also had 3rd annual 7-12th grade choir concert. There were probably about 1000 people there. Was very successful and a great way to start the year.

Monday, November 13. MSVMA Chamber Festival We could possibly have DeBoer donate cookies. 225 cookies should cover it. And mini bottles of water. Joan and Sara will work with Erin on this festival.

Drama boosters asked if they could have all of our cabinet space. We did empty one cabinet for them but needed to keep some for our supplies.

We are hosting Solo and Ensemble again this year. It will be February 10. We may need to have parent helpers on board to help cover the rooms. Band festival is February 28th and orchestra festival is March 1. HS choral is February 15, MS choral is March 7 and 8.

Upcoming General Meeting Schedule

October 24

November 13

January 16

Feb 6

March 27

May 29

Motion to adjourn meeting at 6:50 by Joan Rosiak and seconded by Chris Meyer.