

**West Ottawa Music Boosters
General Meeting Minutes
March 27, 2018**

Joan called the meeting to order at 6:05.

Review and approve minutes from the February 6, 2017 meeting. Shannon Bowker made a motion to approve. Chris Meyer seconded.

President's Report

Collage Concert Review

Everyone thought it was wonderful. Parents were amazed at the range of our students abilities. Discuss event and make note of any changes, details to change/improve for next year.

- Explain what proceeds are used for. We received lots of questions from attendees. Mike will make a note to announce this during the Collage concert.
- Fundraising total \$3,266
- First quarter has a particularly large crowd to get in on time --- how to improve that traffic flow. Joan is going to write up some notes.
- Parking issues. We may want to remind people it is a very busy concert and to allow extra time for parking.
- The middle stairs still don't have reflective tape on them. We had a number of people stumble on the stairs. Mike will contact administration about the safety of the stairs at the PAC.
- It was nice to not sell candy.
- We should have more cash boxes available for ticket sales.

Summer Elementary Music Class Proposal

Leann Jones is holding summer classes and the question was posed to the board to have payments made to WOMB and have WOMB pay Leann. Teachers feel it is awkward to have parents write a check to the teacher directly. It is believed that Leann is looking for a professional organization to write the checks to. The Board is not sure it wants to take on summer work. If it is decided to run the checks through WOMB, we would need to have very clear parameters. (ie. checks must be WOMB, bounced checks would be dealt with by Leann, etc.) Mike will contact Leann again to get more specific information from her and find out if this is something that could be run through her school's PTO. Mike feels that it is worth considering helping Leann with this.

Scholarship Update

Application deadline is April 19.

10 applicants to date (for camps Blue Lake, CMU, and MASTA)

5 from band students (3 middle school, 2 high school)

4 from orchestra students (all middle school)

1 from choir (middle school)

Mike shared the spreadsheet with the Board. It seems to be working well and is very easy to use. Mike will share it with the directors also so they can make sure the kids are in good standing. We budgeted \$5000 for this scholarship. When the applications are received we can calculate how much will be received per student. On 4/20, Cristy will

send out the emails congratulating the students for receiving a scholarship. Joan will check with Lori to see if we can use the scholarship spreadsheet for approving and requesting payments also. Directors will send a reminder to the families after spring break.

Present Board Member Candidates for the 2018-2019 school year

The following parents are willing to serve on the board next year. The official voting in process will take place at the May 29 General Meeting/Appreciation potluck dinner.

- Laurel McCoy (President)
- Christie Greco (Vice President)
- Tracy Zoerner (Assistant Treasurer)
- Tracy Harrison (Secretary)

May 29th Volunteer Appreciation Dinner

Discuss volunteers to include on the invitation list.

Dawn will reserve North Library location for 6 -- 8 pm

We would like to include Fundraising chairs, festival volunteers and volunteers who helped on multiple days. Joan shared with everyone a list of people she has put together. We will not be including people who just make donations. The list is currently at 30-40 people.

Fundraiser Review

Orchestra Practice-A-Thon: discuss details. The WOASTA student group wants to do this fundraiser to give back to the boosters. The money will be used for scholarships for private lessons or HSYO. The funds are trying to be targeted to the MS students but can be used for HS students also. Donators will need tax papers also. Cristy and Chris will coordinate to make this happen.

Citrus/ Popcorn - Recap meeting is going to be held after spring break. Danielle Lappi is done coordinating this fundraiser. Joan has some names of parents who might be interested in helping with this next year. Jay is going to bring this up at a department meeting this year. They will discuss some other ideas of sale items. 104 students sold fruit for a profit of \$3800. Jay would like to add in the goodie factory sales to the spreadsheet on count night. This will make it easier to know what is sold.

Scrip - This is an easy sale to run. Does not use up a bunch of volunteer hours. Joan will talk to Jackie and Jane to see if they are still planning to run this next year.

Century Resources - Kick off days for next school year are 10/23 and 24 kick. Orders will be due 11/5. Delivery and distribution day is November 28 and money counting day is December 5.

Parents were talking about a raffle and also Bob's Butcher Block sub sale. These may be worth checking in to.

Family registration form could be done as a Google form. Would this help to make this easier? Would still need hard copies for people who don't have internet access.

Holland Symphony Orchestra - we received an invoice from them for us to make a donation. Chris is wondering if we had a long standing agreement to advertise with them. All of the area schools do advertise with them. We have a great number of students who do participate. Mike will contact them to get information.

Vice President's Report

Blue Lake Uniforms - Shannon will send an email out at the end of April for Blue Lake uniform shirts.

PAC Board - Shannon would still like pictures of groups for the bulletin board. Laura Veldhof said she would be willing to help with the board. There will probably be a cost for this.

Treasurer's Report

- Private Lesson Scholarship Funds --- need to vote on increasing funds
We are over on private lessons by \$90. This only includes numbers through February. Mike would like to increase it by \$1500. The directors feel very strongly that this is where we want to spend our money. Joan made a motion to increase the funds by \$1500. All approved. No one opposed.
- Budget review/questions - Cristy handed out the latest budget report.

Assistant Treasurer's Report

- Solo & Ensemble concessions - profit was \$335.43. Next year we need a better plan for the extra judges food. The Health department is raising the food license to \$150 from \$55. Student helpers should be no more than 2 hours at a time. We should know by May 29 if we are hosting again next year.
- Citrus & Popcorn Accounting
We need to make sure there is a list/spreadsheet that the Treasurer puts together for the profits that ARE NOT allocated to a Family account because no registration form has been filled out. We have had to spend a lot of time tracking down profits from previous years sales because families did not realize they needed to fill the form out, but they know their child sold. It would be helpful to have a paper trail of those profits that are just in the Family Account general account and not allocated to the Family Account for the student who earned the profits.

Secretary's Report

Business Sponsor and 6th Grade Mailings - will go with comparable dates for this year. Mike will work on this after spring break so we can get it printed and ready to be mailed. The students will be choosing their music path in the spring but the mailing will still go out in the fall. Target date to get this mailing out is August 13. This will have it arriving at student's homes just prior to the first day of school which is August 28 this year.

Funwear sale again - the directors would like to run the sale again. We will keep the designs the same this fall.

Director Reports

The directors receive so many compliments on our festivals. It seems like the judges may be getting tired of the food options on orchestra and band days. We may need to consider other options going forward. Choir orders Panera and this is very well received.

New York City final deposits are due April 1 for the choir. Cristy will be getting a large deposit right after Spring Break.

General Meeting Schedule

April -- no meetings. Spring break.

May 29

- Last meeting of this school year.
- Appreciation potluck dinner in the library.
- New Board Member election.

Meeting adjourned at 7:21.