

General Meeting

West Ottawa Music Boosters

January 18, 2016

Meeting was called to order at 6:04 p.m.

Voting on the November 16, 2015 meeting minutes. Sarah Temple made the motion to approve the minutes. Lori Shepard seconded. All were in favor.

PRESIDENT'S REPORT: Caroline Monahan

- **DONATIONS:** Tax receipts and letters went out for business and personal donations that totalled approximately \$11,500.
- **WEBSITE:** Discussed with Greg Shepard updates needed on the WOMB website to make sure sponsors are recognized as was promised in the business donation letters. Also need to update the scholarship information with the current requirements and contact information. (It is correct on the Private Lesson Scholarship Form.)
- **FESTIVAL:** Confirmations of festival dates and times need to be made to the master calendar for that event. Caroline will start communicating volunteer needs to fill the usual work shifts to cover each day. Adjustments will be made as we get closer to the event and have a finalized schedule.
- The greatest need for this event moving forward is to find a parent volunteer that can be the main point person coordinating from the opening until the close of the festival. Karri Jasperse had been that person for many years but not longer has a student at WO. All current Board Members have jobs during the day which make it a challenge to cover this event in that same manner. Caroline will forward Mike a list of last year's event volunteers so he can review that information and make some possible recommendations of people to approach with this need.
- **FESTIVAL CALENDAR:**
 - Feb. 18 -- HS Choir
 - Feb. 25 -- Band
 - Feb. 26 -- Orchestra
 - March 2 & 3 -- Middle School Choir

TREASURER'S REPORT: Melody Palmer

- Melody presented budget information and distributed the most current spreadsheet. Some sizeable donations have come in which is a big plus.
- Magazine sale profits are at \$5,200. We had budgeted \$7,500 so we are low on that sale. This was anticipated with the online only sale format. Checks will still come in throughout the year so that number is anticipated to increase slightly.
- SCRIP income is at \$1,300 for the General Boosters and the family accounts.
- Century Resource Sale profits are at approximately \$36,000 with 75% going to the Director Budgets and 25% to the Boosters. Very successful sale.
- Advertising poster budget was discussed. We want to highlight within our community what's going on at West Ottawa.
- A proposal was presented to hire out certain Treasurer jobs, mainly the QuickBooks file, to a third party firm to make this job more manageable for a volunteer. It will also create a balanced and checked system. Our organization has really grown and continues to grow. The Treasurer position already has 2 people fulfilling the responsibilities which can be broken down into 3 categories:
 - Quick Books (all transactions, balanced budget)
 - Cash Handling (check requests, deposits, and deliveries)
 - Spreadsheets (updating registrations, scrip accounts)
- There is concern about finding future volunteers with the strong accounting background necessary and current knowledge of IRS rules. Hiring out these accounting needs to a third party (Delonge & Brower) will build continuity into our organization.
- After much discussion, Sarah Temple made a motion to approve the outsourcing expense which is estimated at \$3,600. Carrie LeDet seconded. A vote was taken. All were in favor.

FUNDRAISING REPORTS:

Century Resources --- Whitney Engle and Lori Shepard:

- Sales this year are at \$75,900.
- 526 participants, which was the same as last year.
- There was a lengthy discussion on how to handle checks that are made out to the wrong account name. Many parents and customers make checks out to variations which can include HL Band, Choir, West Ottawa Schools, etc. All agreed that no matter how diligent the communications to music families are, there will still be this problem. All checks for fundraisers need to be made out to "West Ottawa Music Boosters or WOMB".
- Whitney Engle and Lori Shepard are still on board to chair this event next year. It is essential to get some co-chairs involved so they can be mentored on how to run this sale moving forward.

Goodies/Citrus Sale:

- Turn in day is this Friday which is a half day.
- Caroline has made efforts to contact Carol Thiesen who had coordinated this event in past years, to get information on how to organize the delivery day. Lori Shepard has notes from past sales. She will share that information with Caroline. Delivery day is Feb. 11th.
- This led to a discussion for the need of each Board Member and Booster Volunteer that chairs events to create an information file that can be referenced when new chair persons take on events.

SCRIP Report:

- Suzanne Jones reported that we are at the same profit margin as last year.
- We have a few more families participating in the program and we continued to see those additional orders coming in.

VICE PRESIDENT'S REPORT -- Shannon Bowker:

- Shannon reported that Tom Swiftney has been organizing the installation of the new PAC board panel covers. The Music Boosters will have the 2 end panels to highlight the music program, while the Drama Boosters utilize the center panels.
- The panels have been installed and now work can proceed with adding information and pictures to highlight the music program.

SECRETARY'S REPORT -- Joan Rosiak:

- Joan reported that she has been organizing the mailing that will go out to current 8th grade music students on "how to continue music into high school". Five high school student volunteers worked after school this past Friday to get the 300 piece mailing completely done. This was a great help and much appreciated. It also provided a service work opportunity for students interested in applying for camp or private lesson scholarships. The mailing will be put in the mail on Feb. 1st.
- The next mailing addressed to incoming 6th graders will not go out until early August. Some student helpers are already on board to prepare the approximately 500 envelopes in the meantime which provides another service work opportunity for scholarships applicants.

DIRECTOR'S REPORTS:

All Directors are currently focused on festival preparations.

- **Whitney Brainard & Jay Gainforth:**
 - Middle School jazz band started back up. Consistently had 30 kids showing up!
 - Started some basic improv lessons.
 - Exploring idea of taking them to the Hastings Jazz Festival.

- Two of our MacBay clarinet players: Tyler Bush and Mazon Ouzts will be performing with the All State Band at the Michigan Music Conference this week.
 - Pre-Festival Concert: Feb. 16. MSBOA Festival Feb. 25
- **Mike Hamann:**
 - Jazz I performed at the Village at Appledorn.
 - Jan. 22 -- Jazz I Saxophone at MMC Clinic
 - Jan 26 Pep Band
 - Jan 28 Village at Appledorn
 - Jan 30 District Solo & Ensemble
 - Feb 5 CMU Jazz Weekend
- **Carrie Ledet**
 - Pre-Festival Concert Feb. 24
 - District Choral Festival March 2 & 3
 - Special Note: 2 concerts on Wed, Feb. 24: 6th grade at 6:30 7/8th at 7:30
- **Chris Meyer:**
 - Chamber orchestra performed holiday outreach concerts at Freedom Village, American House and Holland Hospital. Member of WO ASTA also performed at Maple Woods (Rest Haven).

[Director Reports submitted from those who were not able to attend tonight.]

- **Erin Stier**
 - Pre-Festival Concert Feb. 29th
 - District Choral Festival March 2 & 3
- **Pam Pierson**
 - WOSWE performing at MMC, Jan. 22 at 3 p.m. I have tickets.
 - 7 kids in State Honors Choir
 - Pam is the State Supervisor for High School Honors Choir -- MMC Event
 - District & Solo Ensemble -- Feb. 6
 - District Choral Festival -- Feb. 18
- **Jacqueline Woudenberg**
 - Working on Festival and Solo & Ensemble performances

Caroline Monahan made a motion to end the meeting at 7:25 p.m. Shannon Bowker seconded. All were in favor.

Next General Meeting: Monday, February 8, 2016 at 6 p.m.