

Music Boosters General Meeting

Minutes

November 15, 2016

Meeting called to order at 6:04 by Joan Rosiak.

President's Report

- Review and approve minutes from the October 18, 2016 general meeting. Motion to approve by Mary Nusbaum. Seconded by Carrie Ledet.
- Business sponsor/PowerPoint update: Donations received = \$3,275
Powerpoint is done thanks to Greg Shepard. Joan sent it to the directors so they know what is being shown at concerts. Business sponsors still need to be loaded to the website. Joan communicated that with Greg today.
- Private lesson reimbursements
Service project and 2 of the three fundraisers. Mike and Joan discussed how this is verified. The board does not want to make this an involved process that takes a lot of time. Once the directors sign off, we will not be spending much more time on them. There will be one change made to the form from an accounting perspective. We will be adding a total line.

Solo & Ensemble event on Jan. 28, 2017.

- Need to review details, volunteer needs and responsibilities.
We know this is coming but don't know many of the needs yet. We do not need to have another general meeting for this event. We need to plan a meeting for Jay and the volunteers to help with festival. The meeting should be held soon so we can start planning. Our main area will be concessions and festival food for directors and judges.

We will need parent volunteers for concessions. We should consider selling breakfast items like donuts, granola bars and fruit and lunch items like pizza and subs. We should also have popcorn, soda and candy available. Stacy Lamberts is going to chair for concessions.. Jay will get us a contact name from East Kentwood since they have done this for many years. In the past, this area was set up across from the cafeteria.

We also need a person who is willing to head up providing breakfast and lunch to the judges and band directors. Last time we fed about 150 people. This person will need to get ahold of our band/orchestra families for food donations. The district will reimburse us for food that we will purchase. Jay would like to see us have a nice breakfast and lunch.

All other aspects of S&E are handled by Jay.

Sams club is very generous about donating water. We would be able to use this for judges and directors but not to sell in the concession area. Contact person is Jackie VanDam

Fundraising Updates:

- Magazine sale: As of 11-6-16 \$9,291 in sales; \$4,188 in profits. Last year's profit \$5,278 For the most part is done, however people can continue to order. Hopefully, more orders will be placed for the holidays.. Prizes have been received at Harbor Lights. They are going to work on distributing these this week. Erin will also be giving out two \$50 gift cards to the students who qualified for the limo ride rather than doing the limo ride..
- Century Resources: Delivery day is Nov. 30. Money due Wed, Dec. 7. Lori has been getting volunteer names from the email that was sent.
- Citrus & Popcorn sale: Kicks off Jan. 5 -- 23. Money counting on 26th. Feb. 9 is delivery day. Nothing new on this sale yet. Danielle Lappi sent an email about a larger bag of goodies. It is \$14 which is a better value and still a 50/50 split. More information to come. Danielle and Jay can work on this as the time gets closer.
- Scrip Update:
Jane reviewed scrip numbers. We are down slightly from last year.
We will not be processing any more physical gift card orders before Thanksgiving. A message will be sent to parents.

Vice President's Report

- PAC Update - the material and board to go behind the black panels are being put up this week.
- Lobby sign
Boosters are looking into a pedestal entry sign for the lobby. Joan distributed a copy of the board schedule for the upcoming concerts.

It was noticed at chamber festival that a new flat screen tv has been installed. Bruce takes care of turning that tv on.

- Other business - volunteers to help set up the Music Booster portion of the PAC board needed. Pam asked that the Young Americans poster not get thrown away. If it is removed, please save it for her.

Mouse situation in the PAC is being taken care of. Traps are set but we have not caught any more. According to Mr. Lemmon, the area is now being cleaned weekly.

Treasurer's Report

- Amazon Smile
When people shop through Amazon Smile and designate WOMB as their charity, 1/2 % of sales come back to us. This a small amount but does not cost the customers anything. If families have students who graduate they can keep the smile account open and we can continue to receive donations from them. Melody handed out a draft of an email. She will forward this to Mike so it can be included with the email about scrip cards.
- Budget
Melody passed out the budget. She also sent it to the directors today. Anything that has been submitted in the last week or two may not be included on this report. Let Melody know if you have any corrections.
- Check Requests

This process seems to be going well. Melody reminded everyone that if you purchase something that you will need to be reimbursed for, please be sure to keep a receipt.

- Returned Checks
Periodically we do have some checks returned. If a check is returned, the check is returned to the director.
- 1099s
Every time we pay a general contractor \$600 or more, we need to give out a 1099 at the end of the year. Over the course of the next few weeks. Melody is going to post the contractor sheets we currently have so the directors can review them. Lori mailed about 10-12 last year.

Assistant Treasurer's Report

- DVD Program
Sounds like this is going smoothly. DVDs are now being handled by Brandon Gainforth. Joan found some old envelopes WOMB mailing envelopes that we will put with the DVD order form. That way when people are ordering DVDs they will only need to come up with a stamp.

Secretary's Report

- Upcoming mailing 8th graders --- "How to continue music into high school.
- Target date to have that in the mail. February.
- Dawn and Mike spoke about this mailing. Mike will coordinate with Mr. Tulgestke to make sure the mailing goes out about the time the HS staff meets with the 8th grade families. We don't want to send this out before the meeting with the 8th grade students. This is a great project for students who are looking to qualify for a music scholarship.

Misc. Business

- Funwear sale. We have not heard from Marcy. This sale will be put on hold.
- Director Updates
We will not host a WOMS choir event on December 6. We will be still holding a concert for HL choir.
- Parking Issues
There were many parking issues at Chamber festival. There is also concern about signage at the PAC. We know signage is on Administration's list but don't know when it will be complete. We will want to keep parking in mind during the concert season. The parking lot has been clogged with parents wanting to pick up students at the door. When they park there, no one can get in or out of the lot. Parking is a very large concern for the directors.
- HS Musical - Crazy For You was excellent! Everyone loved it.

Motion to adjourn the meeting at 6:52 by Lori Shepard, seconded by Melody Palmer.

Upcoming General Meeting Dates (Tuesdays):

No December meeting --- lots of concerts

Jan 17; Feb 7; March 28 (conferences on 21st); May 22