

Music Boosters General Meeting - Minutes

October 18, 2016

The meeting was called to order at 6:05 pm.

Introduce Board Members

Joan Rosiak, President

Melody Palmer, Treasurer

Sarah Temple, Assistant Treasurer

Shannon Bowker, Vice President (absent)

Dawn Stanley, Secretary (absent)

Review and approve general meeting minutes from 9-13-16

Those assembled voted on the September 13, 2016 meeting minutes. Lori Shepard made the motion to approve the minutes. Lori Hahn seconded. All were in favor.

Presidents Report:

Business Sponsor Update: \$3200.00 approx - \$1000.00 over last year.

PowerPoint of Business Sponsors has been given a November deadline to include for the holidays.

Scholarship Form Update: The scholarship form was reviewed with the current changes They are as follows:

1. Postage Deadline for Scholarship: March 25, 2017
2. Postage Deadline for Partial Scholarship: March 31, 2017.
3. #7 - Essay - New requirements - Essay needs to be not only at least 3 paragraphs long, it also needs to be a minimum of 200 words.
4. # 8 - New wording - changed it to reflect 50% or up to a Maximum of \$300.00 per Scholarship.
9. We added the Fundraisers that apply and they need to circle the ones they have participated so we can easily check for requirements.
10. Service project requirements - service project requirements need to be fulfilled before scholarship application deadline. Directors agree that there are plenty of opportunities for interested students to complete these hours prior to the scholarship application deadline.

The "full" scholarship wording will be removed on the application where necessary - it is misleading that we offer full scholarships over the \$300.00 maximum.

The Scholarships and Private Lesson budget amount was raised and clarified. We have \$6,000.00 in the budget for Scholarships and \$1000.00 for Private Lesson Reimbursement.

Darrin Duistermars was asked to speak about a project he would like to pursue for the music department. He wants to be able to showcase/advertise the many accomplishments that the WO Music Program has had over the years. He would like information from all music departments on the awards, accomplishments and accolades each program has received. Carrie Ledet thinks there might already be a "list" that would have this information to give to him. The Directors will compile this information and get it to Darrin.

Darrin also brought up that there is not adequate signage for the PAC with all of the construction. Jane Freunheim agrees and will put together a letter from the Music Boosters and the Drama Boosters to request signage asap.

PAC Concerns:

There is an infestation of mice in the PAC. We have called the cleaning crew and pest control to get the situation under control. We will decide if selling concessions out of the concessions area is a good idea or just from a table in the lobby until the situation is taken care of. We have removed the candy from the area and will be buying a metal trash can to help alleviate some of the issues. Drama Boosters will go in half on the metal trash can. Joan will research and purchase one.

Concert issues:

There needs to be more communication between the directors and the Board rep on the day of the concerts. We have decided to expand our Concert spreadsheet to include the information we will need. It will include call times and director's notes so we are aware of the evening's activities.

A new TV for the PAC lobby may be in the works...stay tuned for more information on that.

Fundraisers

DVD Program:

WOBN cannot edit and or duplicate the DVD's as we had hoped. Many issues/ obstacles to overcome. Mrs. Walcott was hoping to be able to help, but will not be able to.

Brandon Gainforth was approached and he will be able to edit and copy the concert videos. He will charge \$40.00/per concert to edit and will duplicate for free.

Performances with much greater demands than average, like Collage, will be negotiated.

Bruce will continue to run the cameras - he will do his best to get some mid range shots, close ups and panning for the DVD's.

Sarah will share the concert DVD spreadsheet with Mike and Brandon. Mike will be monitoring the orders./spreadsheet as well.

The DVD flow is as follows:

Director gets the DVD from Bruce the night of the show - they show to their class.

Mr. Hamann will get from the Director.

Mr. Hamann will give unedited DVD to Brandon for editing and copying as needed.

If there is an order, Brandon will give orders, copied DVD's to Mr. Hamann.

Magazine Sales:

To date Magazine sales are approx \$8,804.00 - Profit is approx. \$3,635.00

Century Resource:

Kickoff is on Monday, October 24, 2016 for the High Schools

Kickoff is on Tuesday, October 25, 2016 for the Middle Schools. Middle School will have a video kickoff.

Sale ends on November 7, 2016.

Orders placed by November 11, 2016.

Delivery: November 30, 2016.

Money Due: December 7, 2016.

Citrus/Popcorn Sale:

Kickoff - Early January is the kickoff- exact date TBD.

Orders due is January 25, 2017.

Delivery date is February 9, 2017.

SCRIP:

23 families ordered last month. Face value was approx. \$12,415.00 - rebate amount \$468.00. These numbers are up from last year.

The Family accounts were discussed and exactly what families can apply their balances to. July 1st is the deadline for families to ask for reimbursement before their balance will then transfer into the general fund if all children have graduated in that family.

There is a possible SCRIP Chairperson lead, Lori Hahn will follow up and will let us know details at next meeting.

Treasurer Report:

The Budget was reviewed. The Budget was approved at the last meeting, but there were some revisions to that budget. The revised budget needs to be approved. The revisions are:

1. \$600.00 was added to the High School, and \$500 to Mac Bay and Harbor Lights "Master Classes/Clinicians" line item.
2. There was a balance transfer of \$12,512.04 from the Family Accounts to the General Fund. There is still enough in the Family Accounts to cover family balances, plus a cushion. The board felt this is money we could use to spend on supporting our musicians. More to come on that.

After discussion, there was a motion by Melody Graves to Approve this revised budget. Lori Hahn seconded. All were in favor.

Amazon Smile:

Melody Palmer spoke of a possible fundraising opportunity called "Amazon Smile". This is through the company Amazon - online ordering. West Ottawa Music Boosters - general fund has an account already set up. All you have to do is register online and add WOMB to your account and it will automatically give back .05% on participating purchases. Relatives can also sign up and designate WOMB to receive the .05%.

The monies earned cannot be designated to a certain director/group, it will just be earned for the General WOMB fund.

We will not at this time allow this to be an addition to the Scholarship Requirements. We are not sure that we have access to track this and confirm that the requirement has been met.

Melody will look into this program and get more information so we can share this with our WOMB families.

Fun Wear Sale:

Fun Wear/T-Shirts were discussed. There is a possible person interested in organizing and being in charge of Fun Wear sales. Directors said there would be interest if all music (band, orchestra, choir) were represented. Mike will speak to the interested person in regards to organizing it and look into leads of vendors we would order from.

Uniform Closet:

There are still some summer camp shirts that need to be followed up on. It was suggested that we roll this program out earlier next year and try to organize it a little better for families before/after camp.

It was discussed that we still need someone to help with uniform repairs. Shannon may have a list of names and Joan will follow up with her on that.

Lori Shepard made a motion to adjourn the meeting at 7:40 pm. Melody Palmer seconded. All were in favor.

Upcoming General Meetings: Nov. 15, no meeting in Dec., Jan 17