

**West Ottawa Music Boosters
General Meeting Minutes
November 13, 2017**

Joan called the meeting to order at 6:04.

Review and approve minutes from the October 24, 2017 meeting. Minutes were approved by Shannon Bowker and seconded by Cristy LaDuke.

President's Report

Magazine Sale:

Last month, Mike made the suggestion to eliminate the magazine sale next year. The Board discussed this at our last meeting and unanimously agreed with this suggestion. Mike and the directors will review numbers after the conclusion of the Century Resources sale to determine actual percentages.

Century Resources Sale Update:

Janelle is doing a great job.

Orders were turned in on Nov. 6.

Delivery Nov. 29 --- need lots of volunteers for unloading. Janelle is using sign up genius for volunteers.

Cash Collection Dec. 6 --- lots of volunteers needed to cover all 4 buildings.

We need to make sure we have keys available for the boxes on cash counting night.

Citrus & Popcorn Sale Update:

Jan 4 is the kick off. This is the first day back from the holiday break so we need to be sure we are ready to go before break. Orders due Jan 19.

Citrus and popcorn fundraiser team met last Thursday, Nov. 9 to discuss details.

Cathy Mader will coordinate communications for the sale kick off.

Danielle Lappi and Jay Gainforth will coordinate the fruit order.

Danielle will connect with Goodies to get the popcorn sale flyers organized, as they are not yet available. Cash counting night will be December 6. The PAC is reserved for delivery day. Last year they did not have tables and handcarts available even after following the proper procedures to request them. Jay will request them according to the system again this year and Mike will contact Tom Swifney to make sure we will have what is needed.

Scrip Update: Jane Frauenheim, Jackie Deur

Joan will touch base with Jackie and Jane to see how Scrip is going. Cristy will see if there is a report that she can run to have available at the meetings.

Business Sponsor Update:

Greg Shepard finalized the PowerPoint presentation. It should be all set for Bruce to have playing at the PAC prior to the upcoming concerts.

Joan will send out the thank you/tax donation receipt letters by Dec. 31, 2017.

There is a slide that mentions the concerts will be available on Google Classroom. The directors will also announce this at the concerts to try to cut down on the amount of personal recording that takes place.

District Solo & Ensemble: Saturday, Feb. 10, 2018

- **Concessions** --- Sarah Temple will organize the concession food and beverages. She will also coordinate the communications to line up those volunteer helpers.
- **Judges Buffet** -- We need to line up a volunteer to coordinate the Judges food and volunteers. Jay will send out an email looking for a volunteer. Joan asked Jay to let us know how the board can help out.
- **Check supplies** in the PAC kitchen cabinets for coffee and paper/ plastic products. We have a lot leftover from last year.

Vice President's Report

PAC update on lobby boards.

The meeting was cancelled because people couldn't make it. Now that the board is decorated for Peter Pan, they are going to wait until next week to meet.

Closet update for Blue Lake uniforms.

Shannon will continue to work on this. We need to work out the logistics of how to get the room open. Nicki Wallace has also expressed interest in working on the uniform closet.

Treasurer's Report

Update from Cristy

Private Lessons Reimbursement Fund: Budget is \$1,000

To date a total of \$300 has been paid out.

\$240 has been paid out for band lessons and \$60 for orchestra lessons.

Cristy is going to check on the income for the magazine sale as the numbers do not seem to match what it appears we have earned.

We need to make sure that DeLong and Brouwer have access to all of the receipts.

Assistant Treasurer's Report

Sarah is organizing the refreshments for tonight's Chamber Choir Festival.

Secretary's Report

Funwear sale update.

Shirts arrived today. Shannon and Dawn sorted them to the best of their ability. Most people did not put any comments on the order to let us know where orders should be delivered. The directors will not work on getting them to the students.

January mailing for 8th graders "How to continue music into high school".

This needs to be mailed out the day of the showcase which is Feb 8. There has been another option for continuing music presented which is testing out of a social studies class. This seems to be much easier than testing out of Successful Living and we hope will be included in the information sent home this year.

MISC Business

PAC accident instructions: If there are any incidents during a concert, send a follow-up email to Mike Hamann with the following information:

Name, date, time of event, witnesses/ contact info and a description of exactly what happened. Include any other information you think we may need.

Director Reports

Jay Gainforth reported that Peter Pan is going really well and Mike said the same about MMC. The kids are doing really well this year.

List of parents who may be interested in the Board. Joan was wondering about having a meeting just to meet the Board and talk to them about what the open positions are. The meeting would potentially have about 30 minutes of social time followed by an introduction to each Board position. We would then invite them to stay for the Board meeting if they would like. Joan has asked the Board to put together a job description on each position. Including the time commitment for each position. Laurel McCoy and Tracy Zoerner would both be strong candidates for President. We will also include Melissa Klassen on the invitation list.

General Meeting Schedule

December -- No General Meeting

January 16

Feb 6

March 27

May 29

District Solo & Ensemble: Feb. 10

MSVMA 2018 Schedule

HS Choir -- Feb 15

MS Choir --- March 7 & 8

MSBOA 2018 Schedule

Band -- Feb. 28

Orchestra -- March 1

Meeting adjourned at 7:03 by Joan Rosiak. Seconded by Shannon Bowker.