

**West Ottawa Music Boosters
General Meeting Minutes
January 16, 2018**

Joan called the meeting to order at 6:06 p.m.

Review and approve minutes from the November 13, 2017 meeting. Shannon Bowker made a motion to approve. Sarah Temple seconded.

President's Report

State of the Board for next year.

Last week we had a Board meeting and invited some potential new Board members. We believe we have some interested parents and will continue to follow up with them.

Business Sponsor/ Donations Update

Total donations = \$7,020. \$2,870 were individual donations. The remaining \$4,150 was from business sponsors. We had quite a few new sponsors and quite a few returning ones. One of the last donations we received was \$1,000 from the Holland/Zeeland community foundation.

Festival Update, 2018 Schedule

The first "In the Loop" communication went out Monday. Joan has already received some responses from parents who are willing to help. The directors will organize the schedule for the day. Choirs have 8 a.m. starts. Band and orchestra has 9 a.m. starts.

MSVMA HS Choir -- Feb 15 MS Choir --- March 7 & 8

MSBOA Band -- Feb. 28 Orchestra -- March 1

Century Resources Sale Update: Janelle McDonald

Janelle distributed a report on Century Resources. It is not a final profit report. It is an overall net sales report. There were less participants this year but internet sales were up. Any straight donations do not show up on the Century Resources report. Trip years for the high school tend to be larger years which could explain why the numbers are down a little.

Collection day is difficult when doing 4 locations on the same day. We may want to consider breaking this up for next year. The directors do not see a problem making this change. The middle schools seem to have a higher volume so we may want to consider counting one middle school and one high school building together (Example: Harbor Lights and North HS, Mac Bay and South HS).

We are planning on corresponding dates for next year. Mike will set that up with our Century Resources contact. Our pick up date was after Thanksgiving this year. It was discussed whether it would be beneficial to move this up so that orders can be delivered to family members over the Thanksgiving holiday. Unfortunately, this may not be possible because the PAC is not available due to the Fall Musical. Families can order online and those orders are received quite quickly.

Citrus & Popcorn Sale Update:

Danielle Lappi and Cathy Mader
Orders due Jan 19.

Cash and order counting --- Wed, Jan 24. 5:30 p.m. Band room.

Cathy is going to send out the counting day volunteer email shortly. We need to try to consolidate our emails so we aren't overloading parents. The orange prices went through the roof so it will be interesting to see what the orders look like. Middle school directors will work on getting all of the boxes to Jay and he will deliver them to the HS. Shannon will bring the HS choir box to the band room. Janelle returned keys for the black boxes to Mike.

Delivery Day --- Thursday, Feb 8

Early morning unloading and sorting. Pick up begins at 2:30 and goes to 6:30

Scrip Update: Jane Frauenheim, Jackie Deur

Totals for the year are about the same overall.

For the month of December, Family accounts totalled \$354.61 and the boosters profit was \$362.99

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. Athletic boosters is letting us use the concession stand again. We will purchase the drinks from Athletic boosters. Sarah will purchase chips, candy and paper produces. We will also have pizza from Peppinos and she has contacted Joe to Go about sandwiches. She is working on coffee, but we cannot make it ourselves due to licensing restrictions.
- **Judges Buffet** -- Que Lan Engels and Denise Radakovitz will organize food. Sarah is also working with the hospitality coordinators.

A Google Doc will be sent out for parents to be able to sign up to help with the Judges Lunch and concession volunteers. It was discussed that it might be better to call it Judges Lunch rather than hospitality room so parents understand what this room is about. We will ask for breakfast to be dropped off on Friday afternoon. Lunch donations will be requested by 10:30 on Saturday.

There was an ACT test scheduled to be held in the North building the same day as festival. It has been moved to the south building. This will need to be communicated with the information table so they can help students find the test if they show up at the wrong building.

Vice President's Report

PAC update on lobby boards. Tuesday, January 23 we will be brainstorming ideas on the PAC board. There will be something up before 2/15.

Treasurer's Report

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

We have paid out about \$200 more in private lesson expenses this year. Next year, we may need to want to increase the amount offered for private lessons. Family accounts can also be used toward lessons. The family account balances are up to date.

Assistant Treasurer's Report

Chamber Choir Festival recap.

This was a smaller festival with 8-10 groups performing. Sarah Temple organized cookies and water for this event. Unfortunately, there were some students who took many cookies each and not everyone was able to get one.

Family Account Balances

Parents can email their student's director or the treasurer to find out their family account balances. We cannot currently put this on the internet.

We have one family who sold citrus and they did not receive the profit. Sarah has been checking into it. Occasionally we have parents who say they don't want the profit. We need to figure out a paper trail for these families. We don't want them to come back asking for the money and have no record of it.

Secretary's Report

8th grade mailing

There has been a change made to scheduling for the 2018/19 school year. Any current 8th graders who sign up for a full year of music and foreign language do not need to take successful living in their 9th grade year. It will be an option to take it during 10-12 grade. Test out will also still be an option. If they want to take successful living during their freshman year, counselors will encourage the student to test out of one of their core classes. Mike will be reworking the letter this week and reviewing it with Todd so we can get it in the mail on February 8.

MISC Business

Accident Reports - In case of an accident at the PAC, we must email all information to Mike Hamann so he has a record of it. It was also suggested we have ice or ice packs available if needed. There is a trainers room close to the PAC that has had ice available for emergency purposes.

Director Reports

Thank you for helping with girls night and guys night out.

General Meeting Schedule

Feb 6

March 27

May 29

Michigan Music Conference Performance

Jan. 26 - Symphony Band performs at 9 a.m. and Chamber Orchestra performs at 10 a.m.

District Solo & Ensemble: Feb. 10

MSVMA & MSBOA

HS Choir -- Feb 15

Band -- Feb. 28

Orchestra -- March 1

Middle Schools Choir --- March 7 & 8

Motion to adjourn at 7:14 by Joan Rosiak. Seconded by Chris Meyer.