

General Meeting

West Ottawa Music Boosters
October 20, 2014

Meeting called to order at 6:05 p.m.

Voting on the previous meeting minutes from 09-16-2014. Jay Gainforth motioned to approve. Julie Anderson seconded. All were in favor.

President's Report

- **Business Letter Update:** The campaign to raise funds through business donors has officially ended. Donations may continue to be collected, but those sponsors wanting to be represented in the holiday concert program and powerpoint presentation have responded. We had some new donors. Just under \$2,500 was collected. Greg Shepard is finalizing the concert program and powerpoint documents.
 - For reference, last year just under \$2,000 in donations was collected. This year we did send out a professionally printed mailing. The mailing also went out in late August as compared to previous year's mailings going out in October.

Treasurer's Report

- See handout with most current budget.
- Whitney Brainard requested a line item detail for the 8th grade trip.

Fundraising Report

Magazine Sale Update -- Lori Shepard provided a printed recap. See attachment.

- Some new procedures were tried to eliminate class disruption time. This turned out to not work as well as anticipated and we will go back to having volunteers on site.
- There was a discussion about the profit margin of the popcorn sale coming up. If that is as successful as we hope it to be, there is some thought to eliminating the magazine sale next year.

Century Resources: Whitney Engle is chairing this fundraiser.

- Sale kick off is next week.
- There was general discussion about sale details. Items not picked up can be returned if they are kept refrigerated. This will create some challenges. There were a lot of calls that went out last year for items not picked up.
- Mike Hamann will coordinate money collection details with Julie Anderson.
 - **Turn in date:** Monday, November 10.
 - **Order FedEx date:** Wednesday, November 12.
 - **Product delivery date:** Wednesday, December 3.
 - **Money turn in date:** Wednesday, December 10.

Goodies Popcorn and Citrus Sales will be chaired by Carol Theisen.

- Both sales will start simultaneously right after Christmas. The delivery dates will be scattered. Popcorn is supposed to be delivered one week prior to the Super Bowl.
- Popcorn samples and a limited number of bags will be available for sale at the upcoming concerts. Those profits will go into the general fund.
- Popcorn delivery will go directly to individual students' music rooms. (Ex: MacBay choir students will have their orders delivered directly to the MacBay Choir Room. They can take their orders home from there at the end of the day.) Students will coordinate with parents for pick ups to get product home. A lot less worries about the general pick up due to the easy storage (no refrigeration required).
 - **Kick off:** Wednesday, January 7.
 - **Orders and money due:** January 19th.
 - **Fruit pick up:** Wednesday, Feb. 11th.
 - There was discussion about the challenges of using the PAC for pick up and the storage issues.
 - Erin offered storage space in the choir room at Harbor Lights.

SCRIP Update provided by Suzanne Jones.

- 10 new family accounts have been set up.
- September: \$367.80 profit to WOMB (same amount to family profits)
- October 1 -- 12: \$153.40 to WOMB (same amount to family profits).
- Total sales for Sept. 1 -- Oct. 12 = \$25,210
- Total rebates (families & WOMB) = \$1,042.20

Secretary's Report

8th Grade Mailing (continuing music into high school)

- Joan presented the option of doing this mailing electronically via an infinite campus communication. Mike Hamann clarified that this is a mailing that goes out from the Music Boosters so we cannot use the infinite campus option.
- Discussion continued about the mailing permit issues we have since the West Ottawa Public Schools no longer maintains ownership of a Post Office bulk mailing permit. Vice President, Melody Palmer, will discuss our mailing needs with her husband as his printing business helped us out with the 6th grade and business sponsor mailings.
- Possible options for the continued hard copy mailings will be investigated and reported back to the Boosters.
- Mike Hamann will get the number of 8th grade students to Melody so we have a better understanding of the size of this year's 8th grade mailing.

- Joan inquired if the band department has any old/ unused instruments that we could repurpose as a donation display at the booster table at future concerts --- the idea was shared of other booster organizations "filling up the tuba" to help the band boosters with donations. Jay Gainforth said we have some instruments that could work. He and Whitney Brainard will look into that idea.

Director's Report:

Mike Hamann presented information on Smart Music Software

- A video was shared on the options and features available on the Smart Music Software. All agreed that this looks like a program that could benefit music students.
- Mike will be presenting a proposal to the school board for the purchase of computer hardware to support the usage of this program within the classroom. In the meantime, if the Boosters can help with the purchase of the initial subscription to pilot the program that will get things started. Student subscriptions are also a feature of the software to help students have better practice sessions at home. Details of student/ family subscriptions will be further investigated.
- Julie Anderson confirmed that the Booster budget can accommodate the purchase. A motion was made by Melody Palmer to approve the Boosters purchasing the initial software package. Carol Theisen seconded. All were in favor.

Motion to adjourn by Julie Anderson. Carol Theisen seconded. All were in favor.