

General Meeting

West Ottawa Music Boosters

February 8, 2016

Meeting was called to order at 6:07 p.m.

Voted on the January 18, 2016 meeting minutes. Whitney Engle made the motion to approve the minutes. Sarah Temple seconded. All were in favor.

PRESIDENT'S REPORT: Caroline Monahan

- **DISTRICT FESTIVAL UPDATE:**
 - Infinite campus communications have gone out to volunteers. There has been a good response but more volunteers are needed to cover the Middle School Choir days on March 2 and 3. Another communication will be sent out.
 - There was discussion on whether or not volunteers can work in the scoring room. One thought was that rule applied only to the state level competitions. Carrie Ledet is going to confirm those guidelines and report back to Caroline.
 - Caroline will be meeting with Lori Shepard to review the festival details and continue to firm up the volunteer schedules.

- **MUSIC BOOSTERS SCHOLARSHIP APPLICATIONS:**
 - Website needs to be updated with the current scholarship requirements. There is still old information regarding the summer camp scholarships.
 - Joan will set up a Google Doc to keep track of any students helping out the Boosters with service projects.
 - If any students are seeking out work projects, please have them contact Caroline Monahan. Joan has a few service opportunities that will be communicated to the students.

- **COLLAGE CONCERT:**
 - Caroline received an email from the Sound Waves organization. They are interested in recording the collage concert in March. There was a discussion of all the pros and cons of that opportunity that lead to a lot of questions. Caroline will ask their marketing director for more details and clarify that the concert has a non-traditional staging that may be a challenge to set up recording equipment. The group was interested in what recording formats they offer.

- **NEW BOARD MEMBERS FOR NEXT YEAR:**
 - Nicole Timmer will be taking over the uniform closet from Caroline.
 - Voting of the new board members will be in the spring at the May meeting.

VICE PRESIDENT'S REPORT: Caroline Monahan on behalf of Shannon Bowker

- **PAC BOARD UPDATE:**

- The PAC maintenance crew made an error when installing the new panel material. The cork backing was removed when it should have remained in place. The cork will be replaced. It was very old and brittle. The proper sub layer will be built with new board material. The middle layer will be the new panel material which works great at keeping stapled materials in tact. The top outer layer will be the new cork.
- Shannon Bowker will meet with the Drama Boosters to discuss the allocation of spaces to be used between the Drama and Music Boosters.

TREASURER / FUNDRAISING REPORT: Melody Palmer

- **Century Resources:**

- Melody Palmer reported that all the Century profits are in the budget spreadsheet. She clarified that our organization receives a 50% profit from the Century Resources sale. That 50% gets divided out with 75% going into the Director Budgets and 25% going into the Booster Budget.
- There are still some outstanding invoices to be collected. Those funds will roll into the appropriate accounts. Last week's checks were not deducted yet.
- There were questions regarding Director deposit slips. It is fine to bundle up deposits on one slip and allocate which accounts those go into. After some discussion, it was suggested that Directors may find it more helpful to keep their deposit slips separated out for their own records. However, this is not required from the Treasurer end of the operations. Directors may also find it helpful to keep receipt books for reference when questions come up.

- **Citrus Sale & Goodies Popcorn Sale --- Delivery Day is Thursday, Feb. 11:**

- Volunteers will be helping at the PAC starting at 7:30 a.m.
- Order pickup for all citrus and popcorn (middle school and high school), is from 2:30 -- 6:30 pm at the PAC.
- Leftover citrus that is not picked up on delivery day will be moved to Carrie Ledet's classroom at MacBay. It will be held for pick up until Friday. Any unclaimed orders will be sold off starting Monday.
- Directors please email your school secretaries so they have this information for any parent phone calls.

- **DeLong & Brower Update:**

- The DeLong accountants are now helping out the Boosters. Mary Benedict is the contact person. Procedures and duties are being split out and the process refined for quicker turnaround.

SCRIP Report: Caroline Monahan

- December sales: \$17,860. Profit: \$828.82. WOMB Profit: \$399.41
- January sales: \$17,457.70. Profit: 654.56. WOMB Profit: \$282.28
- WOMB Profit for the year is at \$1,669.06
- We will continue to process weekly order for the physical gift cards.

SECRETARY'S REPORT: Joan Rosiak

- Joan reported that the 8th grade mailing explaining how to continue music into all four years of high school was mailed out on Feb. 1.
- Parents have had some questions. The next mailing will need to clarify the \$25.00 test out fee for the Successful Living class. We also need to look into the wording regarding the graduation credits required to avoid confusion the next time this mailing goes out.
- Joan suggested organizing new posters for the band and orchestra staging areas on festival days since the old ones are in bad shape. Student volunteers could have that opportunity for scholarship service hours. Joan will coordinate a work day after school with Mike Hamann to get the posters made.

DIRECTOR'S REPORTS:

- Prior to the General Meeting, the Directors had shared their updates via google docs. Thank you for sharing that information with the Board.
- Pam Pierson shared the program from the Michigan Music Conference on Jan 22. The WO Select Women's Ensemble performed. Those who had attended agreed it was a great event.

MIDDLE SCHOOL CONSTRUCTION CONCERNS:

Carrie Ledet presented an update on the construction soon to be underway between the PAC and MacBay buildings. This will present some challenges with getting students over to the PAC on festival days. There will be a longer hiking roundabout route to avoid construction. Bussing options were also discussed. Another concern is the need to have "certified staff" chaperones on the bus vs. parent volunteers. Carrie will investigate further the options and costs involved.

Sarah Temple made a motion to adjourn the meeting at 6:54 p.m. Jay Gainforth seconded. All were in favor.

Next General Meeting: Monday, March 14, 2016 at 6 p.m.