

## Music Boosters General Meeting

January 17, 2017

Meeting was called to order at 6:07 by Joan Rosiak

Mike Hamann introduced Sean Bradley from Central Michigan University and Chris Meyer introduced Lucas Stanley from Western Michigan University. They are student teachers working with them this semester.

Shannon Bowker approved the November minutes. Chris Meyer seconded.

### President's Report

- Festival Schedule:
  - MSVMA High School Choir -- Thurs, Feb. 16
  - MSBOA Band -- Weds, March 1
  - MSBOA Orchestra -- Thurs, March 2
  - MSVMA: Middle School Choir -- Weds & Thurs, March 8 & 9
- Event details, concerns
- Communication will be sent out weekly regarding festival. Initial communication went out this Monday. Next Monday, the communication will include a breakdown of the volunteer jobs. We won't have a firm schedule until we are closer to the festival dates.
- Joan emailed Bruce regarding the PAC lobby TV. We are hoping this TV will be working for the Choir festival.

### Fundraiser Update:

- Citrus Sale (Pre-pay fundraiser)
  - Start date: Jan. 5. Orders due: Jan 20 (Friday)
  - Money Count/order entry day: Jan 25 (need volunteers, start at 5:30?)
  - Delivery: Feb 9
  - Volunteer Helper update for Delivery Day
  - Shannon Bowker will be sending out information requesting volunteers for counting.
  - Sarah will cross check the list of orders with those families who have a family account. If an order has been placed by someone without a family account, they will be asked to complete a registration form prior to being given their order.
  - We need to clarify with Danielle Lappi if a check will be needed when the popcorn order is delivered.
  - The question was asked if students are able to help count on count day. The directors would like to keep money counting to adult volunteers only.
- Century Resources Update --- Melody Palmer

- Whitney handed out a report on the Century Resources sale. We are still dealing with a few returns and late orders so numbers are not final. Profit from this fundraiser is at about \$38,000.
- Joan expressed a huge thank you to Whitney and Lori for their help on the Century Resources fundraiser. Lori and Whitney are documenting the process for this sale. Mike will be contacting a people who have expressed interest in helping with the sale in the future.
- SCRIP Report --- Jane Frauenheim
  - Scrip was down a little from last year. We only had 2 order weeks in November. We were down quite a bit in December with the same number of order weeks.
  - Joan asked about the other parent who might be interested in helping out with the scrip program. Joan will check with Lori Hahn to see if she has been contacted.
- Magazine Sale Re-cap --- Joan Rosiak
  - As of 1-5-17: Sales = \$12,783.50 Profits = \$5,057.65 Items sold = 671 Sellers = 204
  - No movement on the numbers since early December. Melody mentioned that we have not received the total profits yet. Joan will send a report to Melody so she can touch base with Glenn.

### **Vice President's Report**

- PAC Update
  - The PAC board is done. There are a few bubbles but overall it looks great.
  - Shannon asked if the directors would send her pictures so she could put them on the board. She would like to have it decorated for festival.

### **Solo & Ensemble at WO Saturday, January 28th**

- Update on food for judges --- Lori Shepard, Mary Nusbaum
  - We have all of the food requests and Judges lounge helpers filled.
- Update on concession food -- Sarah and Melody
  - All of the concession volunteer spots are filled.
  - We will not be able to get donations from Jimmy Johns or DeBoer for festival. They both recently donated to athletic events. Sarah has contacted Joe to Go about a sub donation. If they are not able to donate the subs, we will just have pizza available at concessions. Peppinos is giving us the West Ottawa pricing of \$5.55 per pizza.
  - Sarah also contacted Sandy Brown about purchasing pop, water and gatorade from athletic boosters. This will help us not have drinks left over. We will be able to pay for only what we use.
  - Sarah would like to know what her budget is for the concession area..
- Volunteer needs
  - Jay needs to man 21 warm up rooms. He will be working with Orchestra and Choir students to have these areas filled. This would be a great way to earn NHS hours. If he does not get enough student volunteers he will send out a request for volunteers. He does not anticipate this will be a problem.
- Misc event details

- There will be a custodian on duty all day Saturday to help with our needs.

### **Treasurer's Report**

- Business Sponsor Update: 62 Donations = \$7,900. All receipt letters have been mailed out.
  - This amount will be going up slightly. A few more donations came in after January 1. This will be going up some.
  - Amazon Smile Update & Reminder for Directors to share this option with music families. We made a little over \$100 from AmazonSmile. One bonus to this way of fundraising is that people can continue to order this way once their student graduates. It does not cost them anything.
- Budget
  - Melody distributed copies of the budget. Melody will email the detail report out to the directors.
  - We now have a new account for instrument parts, sales and rentals. This will be an in and out account.
  - We also have a solo and ensemble fee line item. This is also an in and out account.
  - Deposit etiquette - Melody reminded everyone to please send a deposit slip any time they are sending her money for a deposit. Melody can be the 2nd signer but must have the deposit slip with the director as the 1st signer. The deposit slip also tells Melody where to put the money.
  - Family deposit checks - If a family is pulling money from their family account to pay for something, please do not include that in the deposit. The deposit should only include money that is there.
  - Century Resources is not listed on the budget until the fundraiser is finalized.
  - Melody asked the directors to look at the allocation report to make sure Century Resources was allocated correctly.

### **Assistant Treasurer's Report**

- DVD's
  - Payments for DVD orders should go to Sarah.
  - Brandon is working out well.
  - We gave some refunds out for the March 15 and 17 concerts from last Spring.
  - Parents are mailing to the PO.

### **Secretary's Report**

- 8th grade mailing - Mike and Dawn are working on the mailing for the 8th grade students on how to continue music in high school. We will be sending it to 346 families. Target date to send this out is early February. Mike will be communicating with Mr. Tulgestke to finalize the details in the letter. Joan will help Dawn with getting supplies and student helpers.

### **Director Reports**

Festival Signs - We need our signs redone for festival. Shannon will check with some parents she knows about having these redone.

Young Americans - They will be here on March 16, 17 and 18.

Blue Lake - Blue Lake auditions are complete. Joan reminded the directors that the deadline to have service hours complete to qualify for a scholarship is March 25. Blue Lake will send the directors a list of the students who are getting scholarships. Joan asked the directors to keep these students in mind when looking for volunteers. We have not had another parent step up to volunteer for camp shirt distribution. Kerri Jasperse also offered her services to help train a new volunteer.

**General Meeting Dates (Tuesdays):** Feb 7 (This may be a very short meeting due to timing); March 28 (conferences on 21st); May 22

Motion to adjourn at 7:07 by Jane Frauenheim. Seconded by Chris Meyer.