

# General Meeting

West Ottawa Music Boosters  
October 20, 2015

Meeting was called to order at 6:03 p.m.

Voting on the September 15, 2015 meeting minutes. Sarah Temple made the motion to approve the minutes. Lori Hahn seconded. All were in favor.

## **PRESIDENT'S REPORT: Caroline Monahan**

### **DVD Update:**

- Karen Neuman is stepping down as the coordinator of concert DVDs.
- Melody Graves is the new parent volunteer taking on this responsibility.
- There was a review of the current DVD process. After much discussion, a new ordering procedure has been recommended. The order form will be updated on the WOMB website and extra copies will be available at the concession area on concert dates.
  - Parents can fill out an order form and pay for the DVD order at the WOMB concession before the start of a concert.
  - The music boosters will have the concession open *before* all concerts. However, the concession will not remain open until the end of concerts. Forms will still be available at the concession counter.
  - If parents do not place an order at the concert, they must mail in the completed order form along with a check to the West Ottawa Music Boosters at P. O. Box 2385, Holland, MI 49422-2385
  - The assistant treasurer gets the mail from the post office and updates the drop box spreadsheet for the new orders.
  - Orders will be given to the DVD coordinator to make the needed copies.
  - DVDs will be delivered to the Music Directors to give to the students.
  - If a Director still receives an order from a student at school, Sarah Temple has both a middle and high school student --- those orders can be coordinated via the music director and given to one of Sarah's children to deliver. Directors are to contact Sarah Temple via email asap if any orders are received in class.

### **Board Positions:**

- Caroline reviewed the status of Board Members:
  - Caroline Monahan, President, will finish up her service at the end of this school year. She has served 1 year as VP and then 2 years as President.
  - Shannon Bowker will remain as the Vice President. She will continue in that position next year, but has made it clear from the beginning of her service that

she will not move into the President position. This is Shannon's 2nd year of service.

- Sarah Temple, Assistant Treasurer, will serve this year, but will not be continuing next year. This is Sarah's first year on the board and she has had some recent job changes that will make it difficult for her to continue on next year. Usually, the Assistant Treasurer moves into the Treasurer position, so this will be an open position next year.
- Melody Palmer, Treasurer. This is her first year moving into the Treasurer position. Melody has served 2 years as the Assistant Treasurer and will serve 2 years as the Treasurer.
- Joan Rosiak, Secretary. This is Joan's 2nd year as Secretary. She is willing to stay on for next year but has offered to step into the President's position. At the Board meeting last week there was discussion that it would be difficult to bring in a brand new board member to serve in the President's position in their first year. It seems it would be easier to bring in a new secretary next year.

### **Business Mailing Update**

- We have received \$2,250 from 18 business sponsors.
- Sponsors will be recognized in a PowerPoint presentation that will be running before each of the holiday concerts.
- We are eliminating hard copies of the sponsor programs this year.
- Sponsors will also be recognized throughout the year on the WOMB website.

### **VICE PRESIDENT REPORT: Shannon Bowker**

#### **PAC Display Update:**

- Caroline presented the update on behalf of Shannon.
- Last year we had purchased supplies to cover the display boards in the PAC entrance. A committee was formed to enhance the panels that were dedicated to the Music Boosters in order to display pictures and information about the music program. It was a challenge to keep the stapled pictures attached to the boards as things kept falling off. A committee member suggested applying a product that would work as a better backing and was to be involved in installing the boards.
- We have the new board material. It is stored at the PAC. However, the committee member has not been returning any of Shannon's calls or emails so the project is at a stand still.
- Shannon has been talking to the building maintenance staff to see if we can get some help setting up the boards. No feedback from that angle yet.

## **TREASURER'S REPORT: Melody Palmer**

- This is a new year and we are just getting started so there's not a lot of numbers yet on the budget spreadsheet.
- \$37,000 is in the general account.
- \$32,000 in the family account.
- Postage costs are over budget due to the business mailing. It was suggested to move that expense to "Big Business Income". Melody explained that that is from funds we get from GFS, Family Fare and D&W with rebates. Also, Gordon's is no longer participating in that program.
- It was questioned if the mailing expenses could be moved into "Donations". The treasurer will investigate the options.

## **FUNDRAISING REPORTS:**

### **Magazine Sale:**

- Caroline's most recent report lists total sales to date at \$12,521.50
- Our profit to date is \$4,943.65. We had budgeted \$7,500 but that is an end-of-year goal. There will be updates on the sale as the year progresses and more sales come in.
- The numbers are down from last year, but this was expected as it was streamlined to an all online sale this year. There were 203 participants.
- Prizes still need to be worked out as the students are anxious for their rewards.
- The Boosters will send out a Facebook/ Tweet/ infinite campus note to remind parents that sale is still active and you can purchase photo cards which may be of interest with the holidays around the corner.
- We are waiting on a final listing of prizes from Glen Miller that will match up students with their music teachers to award the prizes.
- Jamie Varenhorst and Caroline Monahan will be organizing the cash box drawings and the limo ride.

### **Century Resources:**

- Kick off dates are: Oct. 26 for the high school and the 27th for the middle schools.
- Sale runs until November 11.
- The WOMB website is updated with the sale dates.
- Next week an email will be sent out to get volunteer helpers with the delivery and cash collection days.

### **Goodies/Citrus Sale:**

- Jay Gainforth and Danielle Lappi will meet to align the sale and pick up dates for January/ February.
- It was decided that the popcorn sale does not need to be focused around the Super Bowl date as was done last year.

### **SCRIP REPORT:**

- Lots of new families have registered. With the upcoming choir trip to NYC there is a lot more interest in building up family accounts.
- We had started the year off doing only 1 monthly order for physical cards ordered (SCRIP Now and Reloads can be done at any time).
- With the new activity in families signing on, it was decided to continue to place a weekly order for physical cards through December.
- As of October 1 --- October 19th we are at a profit of over \$400 and we are still receiving new sign ups.
- There are concerns with accepting orders that want to pay by check. It creates a lot of admin work and payment risks to confirm when and where those payments were received, and if the checks are good.
- After much discussion it was decided that families interested in participating in the SCRIP fundraiser need to use PayPal for payment. No checks will be accepted.

### **SCHOLARSHIP PROGRAM:**

- **Mike Hamann and the Music Directors have met to revamp the program to better serve the students. The goal is to finalize the new guidelines and communicate those details to parents prior to the kick off of the upcoming Century Resources fundraiser so that all are aware of what's involved to qualify for a scholarship. The Magazine and SCRIP Sales run throughout the year.**
- **Below are the new guidelines. This is a starting point to get the information out. The program can be reviewed and revised once we see how it goes.**

#### **Camp Scholarship Requirements:**

1 - **Students must raise funds through **two** of the following three fund raisers:**

*Magazine Sale*

*Century Resources Sale*

*Scrip Program*

2 - Students must complete Two Service Projects that benefit the West Ottawa Music Department

(Examples: Clearing the stage after a concert, Setting up the stage for a concert, Loading/Unloading Instruments, or other approved by the Director projects)

3 - All service projects must be approved and verified by the directors

### **Private Lesson Scholarship Requirements:**

- 1 - Students must raise funds through two of the following three fund raisers:  
*Magazine Sale*  
*Century Resources Sale*  
*Scrip Program*
  
- 2 - Students must complete Two Service Projects that benefit the West Ottawa Music Department (One before they can begin receiving lesson scholarship reimbursement. The second by March 1 to continue receiving lesson scholarship reimbursement through the end of the school year.)
  
- 3 - All service projects must be approved and verified by the directors
  
- 4 - Lessons must be for voice or instrument they use in their ensemble(s) at WOPS
  
- 5 - Private Lesson Teacher must be approved by the student's director
  
- 6 - Private Lesson Teacher signs form verifying dates the student took lessons each month
  
- 7 - Forms are due to student's director on the 1st day of each month
  
- 8 - Students will be reimbursed \$5 per lesson until the Boosters' budget for Private Lesson Scholarships runs out.

### **DIRECTOR'S REPORTS:**

- **Mike Hamann**
  - Has received some volunteer forms. He will get those to Sarah Temple. Mike will email the music directors to make sure all of the directors inform Sarah if they get more responses.
  - The Marching Band did a great job at the Marching Festival.
  - Etienne Charles, the arranger for our music for the Savannah Jazz Festival, is going to be working with the jazz students on their music.
  
- **Chris Meyer**
  - 4 parents have volunteered to hem dresses.
  - One of his high school students has been actively working to start up a chapter of the American String Teachers. The WOASTA chapter would have students from grades 9 -- 12.

- A rock orchestra is starting up. It will include drums and a guitar. Hopefully, this group will be organized and participate in the collage concert and possibly the Holland Street Performers venue.
- **Pam Pierson**
  - The HS Men participated in Adventures in Harmony with Dr. Reed from MSU
  - Regional Honors Choir (Grand Haven) --- 10 kids were accepted
  - Select Womens Choir will be participating in the MI Music Conference (3rd week of January). WO will be the only high school choir in this conference. It is a big honor, especially since there was a 50% increase in the submissions.

### **MISC BUSINESS:**

Darrin Duistemars, Board of Education Trustee introduced himself at the meeting. As a member of the Board he is interested in learning about the music department happenings. At the Board meetings they share "Communications from the Board". It's a nice way for Board Members to be aware of and attend events happening at our school and share with the rest of the Board. Mike Hamann will email Darrin a copy of the PAC events calendar that details all the upcoming music concerts on the schedule.

Caroline Monahan made a motion to end the meeting at 7:15 p.m.

Melody Palmer approved the motion and Suzanne Jones seconded. All were in favor.

**Next General Meeting: November 16, 2015**