

Mustang Band Booster Meeting
Monday, May 15, 2006

CALL TO ORDER

Vice President Peggy O'Dell called the meeting to order at 7:00 p.m.

Members in attendance included: Renata Allelujka, Marilyn Bottorff, Monika Cunningham, Tom Danko, Tracy Danko, Ann Del Bene, Karen Fraticola, Marla Hoffmeyer, Ron Hornish, Jeff Horvath, Diane Hundseder, Dave Johnson, Ed Kopytko, Terry Kopytko, Mike Legel, Sandy Liedtke, Alice Luetger, Peggy O'Dell, Russ O'Dell, Karen Rooney, Craig Roselieb, Laura Sorce, Frances Spriet, Kim Tupper, Brian Vanderjack, Terri Vanderjack, and Nancy Warmoth.

Absent Executive Board members were: Margaret Legel, Karen Miller, Diane Mendoza and Deby Massa.

APPROVAL OF MINUTES

The minutes were presented by Recording Secretary, Marla Hoffmeyer. Karen Rooney moved that the minutes be approved, Alice Luetger seconded the motion. The minutes were approved unanimously.

TREASURER'S REPORT

Treasurer Tom Danko reported that the only Marching Band expense this month were the patch awards. There is one last expense which is the uniform cleaning after the Memorial Day parade. General Band: income is one more Butter Braid deposit and income from the plant sale. Expenses consist of achievement awards, class awards, and Chamber Music staff payments. There were also payments for concert band music of \$629. The combined profit as of May 1, 2006 is \$5,126. In the account summary, the Music Bowl balance is broken down to show how the funds have been appropriated.

Tom then reviewed the revised budget for next year. The Marching Band budget is based on 115 students. The trip to Indianapolis for BOA will only be one night because we have been assigned an early performance time on Saturday morning. We have guaranteed 115 students for band camp. The General Band budget has not been changed from the one presented to the Board at the April meeting. Tom moved to approve the budget as revised; Laura Sorce seconded the motion. Renata asked about the trailer/truck expenses in General Band. Craig responded that it has been used for Indoor Percussion in the past. Gas and other trailer/truck expenses go through the General Band. The Board voted on the budget as revised; the motion carried unanimously.

FINANCIAL SECRETARY'S REPORT

Laura Sorce reported the beginning balance in student accounts as of March 31, 2006 was \$13,121.11. Revenue was from the April Market Day and the Plant Sale totaling \$2,812.72. Deductions were taken for music lessons and expenses, Marching Band payments, Booster fees and Spring Banquet tickets totaling \$1,280.50. The balance in student accounts, as of April 30, 2006, is \$14,653.33.

BAND DIRECTORS' REPORT

Craig reported that the school calendar will be done soon. Some dates are already set: Tuesday, November 7 is the Marching Band Banquet; Thursday, April 26, 2007 is the General Band Banquet. Ann Del Bene asked if we were able to get the banquets to coincide with late arrival days. Craig said that this was not able to be done. The August Board meeting will be August 7. Craig will update the website when the dates are all approved.

Ron stated that the Marching Band will be going to Morton instead of Lake Park and Stagg instead of Danville. The Memorial Day parade in Woodridge will include the drumline only. The Band will participate in the competition at Morton instead of Lake Park on September 16.

Dr. Tim is schedule to meet with the Booster organization from 7:00 to 8:00 p.m. in the Little Theatre on May 24.

Beginning next year the latest time that any concerts will start is 7:00 p.m. instead of 7:30. Craig proposed that the Booster meetings also be held at 7:00 next year. It was agreed that the June meeting would still be at 7:30, but beginning with the August meeting our meeting time would be changed to 7:00.

PRESIDENT'S REPORT

Sandy Liedtke thanked everyone. She also reported that she and Marla had met with the directors as part of the transition.

VICE PRESIDENT OF COMMUNICATIONS' REPORT

Fanfare:

Peggy O'Dell gave the Fanfare deadline of June 20.

Website:

Jerry Olsen and John Knepper were not present and there was no report.

VICE PRESIDENT OF WAYS AND MEANS' REPORT

Steak 'N Shake Community Night:

Mike Legel reported for Margaret. The event was successful - with \$1,600 in sales; and approximately \$400 in profits. We are planning to send a thank you when the check is received.

Market Day:

Karen Rooney reported that the summer Market Days are June 10, July 8, and August 5. The pick-up times are 9:30 to 10:30 a.m. except for the July sale which will be from 10:00 to 11:00.

Plant Sales:

Karen Rooney reported that the total sales were \$14,531, netting us a profit of \$5,388 which was split between the band and the student accounts. This is a 31% increase over last year. There were 217 orders this year, as compared to 172 in 2005 and 149 in 2004.

Butter Braids:

Margaret has not received the final totals from Karen Medek yet, so we do not know the total sales or profits. It should be available by the next meeting.

2006 Season Band Merchandise:

The new fun blue T-shirts order is in. Margaret will sell current small supply and distribute order forms at Friday's practice. She will take additional orders through mid-June. The Show Shirt contest is to be announced soon.

Max and Erma's:

The coupons will be available for distribution for all the spring concerts.

ValuCards:

Dave Johnson has signed a contract for 500 cards. The company is under new ownership this year and will buy back 75 unsold cards.

VICE PRESIDENT OF MEMBERSHIP'S REPORT

Nancy Warmoth reported that 123 students have paid at least one installment for Marching Band, 84 have made two payments and we are collecting more every day. Two students have paid in full, and 9 have made four payments. We have received \$3,150 in General Band membership fees.

Craig expressed concern that people have not signed up for the San Francisco trip. They were expecting about 180 people to go. Craig and Sandy agreed to send out postcards to all the band students including the incoming freshmen band students.

EQUIPMENT COORDINATOR'S REPORT

Russ O'Dell asked if Craig needed assistance for the parades. Craig replied that the trailer has to be unloaded Friday after rehearsal.

HISTORY/TRADITION SECRETARY'S REPORT

Historian – Mike Legel had nothing new to report.

MARKETING/PUBLIC RELATIONS COORDINATOR'S REPORT

Marketing/Public Relations:

Renata reported that articles about the Jazz Band, Chamber concerts, and Dr. Tim will be in the local papers and Dr. Tim's visit will also be in the Chicago Tribune.

Videography:

Mike Legel said that the season video is complete. There are nine performances including the football games. A preseason slide show, the Music Bowl, July 4th parade and the BOA practice are on disk 2. There are three past ISU performances also on the disk. Mike has 17 orders so far, and is in the process of revising the order form.

MUSTANG MUSIC BOWL COORDINATOR'S REPORT

Sandy said that Deby Massa sent financial statements from the Music Bowl. Sandy distributed the Bowl budget for the upcoming Bowl and gave a brief history of the Bowl profits. We currently have 10 bands committed to participating, of which 5 have paid the fee and three are from triple A schools. There is a Bowl meeting set for Monday, May 22 at 7:00 p.m. in the Band Room. They still need help with sponsorship and some of the other chairs.

Renata reported that the Downers Grove Grant Commission approved a grant of \$3,200 provided it is approved by the Village.

SOCIAL ACTIVITIES COORDINATORS' REPORT

Concerts:

Tom Danko gave Tracy's report. They have sent requests for treats and servers for the concerts.

UNIFORM COORDINATORS' REPORT

Terri Vanderjack said that most of the freshmen had been fitted on May 6, the remainder are to be fitted on May 16 and the upperclassmen on May 19.

VOLUNTEER COORDINATOR'S REPORT

Alice Luetger apologized that no one called John Knepper with the return times from the trip to ISU so that it could be posted in the late breaking news. Only four people are needed for the Memorial Day parade to distribute water and collect the empty bottles. Alice will send an e-mail this week. For the July 4th parade, the procedures will be as in prior years. However, this is our year to launder the shirts, so volunteers will be needed for this. Alice will begin working on the chaperone needs for band camp when the volunteer forms are received.

PARENT COORDINATORS' REPORTS

Color Guard:

Kim Tupper reported they are waiting for a list for membership. There was some discussion about how many color guard members are signed up.

Jazz Coordinator:

Laura Sorce said the District 99 Jazz bands will be performing at Fishel Park on May 30 at 6:30 p.m.

Spring Banquet:

Terry Kopytko said that there was a slight profit from the banquet of \$194. Ashyana supplied free soda, but this was not part of the contract. The overall response to the banquet was good. Terry has talked to them about doing it there again next spring. They charged us less than what they normally charge for luncheons.

Mentoring:

Ed Kopytko asked for a list of the new Marching Band and concert band students.

HERITAGE FEST:

Russ O'Dell will be putting a sign up sheet in the band room. He will have our base of operations for the Fest in the parking garage.

MISCELLANEOUS, UNFINISHED BUSINESS & NEW BUSINESS:

BOA:

Karen Fraticola did not get the e-mail about the change in the BOA trip until today. She will have the contract rewritten for one night only. We need to ask the Marriott if they can serve breakfast prior to 5:30 or 6:00 a.m. since we perform so early. There was discussion about how the plan would change if the band makes the finals.

Audit Committee:

Marla Hoffmeyer reported that the audit was done. Tom has done a great job of keeping the financial records and we found nothing out of order. There was one small expense which needed to be recategorized. There were some questions about scholarships, but this is a separate subject that needs clarification at some other time.

Other Unfinished Business:

Alice mentioned the formalwear exchange. The general feeling is that this is a good idea. The exchange is tentatively set to take place during the Parent Social and we would also have another one in the fall prior to concert season.

Bylaws Committee:

Renata reviewed the changes to the bylaws one by one, which was followed by some discussion and the Executive Board voted on each one. Everyone agreed to vote by a show of hands rather than written, secret ballots.

Page 2, Article IV, Section 9: **“In the event of multiple band directors meeting attendance, they shall share one (1) executive board vote.”** Craig objected because he felt that the directors’ voices need to be heard and since they each have different jobs and are hired by the District to do specific jobs. However, they are not like “officers” of the Boards that share jobs and each has a one-half vote. The directors do not share a job; therefore, Craig feels there is no need for this provision. The Committee wanted to make the office equal, but the directors are not elected. Craig proposed we reject his change. A question was raised as to what would constitute a quorum. A quorum is currently defined in the bylaws as 8 members of the Executive Board. A vote was taken on the proposal to add the above sentence to the bylaws, it was voted down unanimously.

Page 4, Article V, Section 3, Item m: **The president shall “appoint a vice president to assume the president’s duties in the event of a short-term absence.”** This sentence coincides with the removal of Section 4, Item h: **The vice president of communications shall “assume the duties of the office of the president in the absence of the president.”** Vote: unanimous approval to add the above sentence under the duties of the president and remove the sentence under the duties of the vice president of communications.

Page 4, Section 4, Item b: **The vice president of communications shall “submit newsletter to the directors of the band program for approval according to District 99 policy before publication.”** The committee proposed deletion of this sentence. Craig said that the directors were told by Jenny Davis that the newsletter should go to the directors prior to publication. The directors approve it for the District. Craig suggested that the wording be **“Fine Arts Chair or his delegate according to District 99 policy”**. Renata proposed this amended wording for a vote, which was approved unanimously. The Board then voted to make this part of the bylaws; the vote was unanimous in favor of adding the amended wording to the bylaws.

Page 5, Section 7, Item f: **The treasurer shall communicate a written financial statement to all general board members no less than five (5) days prior to each regular meeting of this organization, at every regular meeting of this organization, and at other times as requested by the executive board. A copy shall also be sent to the student activities director.** Renata moved and Tom seconded the motion to approve this change to the bylaws. Motion was approved unanimously.

Page 7, Section 11, Item a: The Bylaws Committee proposed taking the responsibility for coordinating banquets out of the Social Activities Coordinator job since there are Board positions for the fall and spring banquets. However, the banquet chairs are General Board members and report to the Social Activities Coordinator. Since the contracts have to be presented to the Board, this section of the bylaws is being left as is. Therefore, Section 11 will not change.

Page 7, Section 12, Equipment Coordinator: The Bylaws Committee proposed combining items a and b which entail responsibilities for transporting, loading and unloading of equipment and obtaining volunteers to assist in this function. After some discussion, it was decided to leave this section as it is. Therefore, Section 12 will not change.

Page 7, Section 13, Uniform Coordinator: **“Coordinate the assembly of any uniform accessories as needed at the direction of the band directors.”** The Bylaws Committee recommended that the sentence be changed as follows: **“Coordinate the assembly of drum major uniforms and any uniform accessories needed under the direction of the band directors.”** The change was accepted unanimously.

Page 8, Section 17g: **“The executive board shall remove any officer not performing duties as outlined in the bylaws, upon the recommendation of the general board. An affirmative majority vote of the executive board shall be necessary for removal of an officer, prior notice having been given.”** There was a proposal to change the vote for removal of an officer to include the general board. There was some discussion of who should be allowed to vote an officer in or out of office. The proposed change was not approved, the original language is to be retained.

Page 9, Article VII, Section 2, Quorum: **“A quorum for the transaction of the business at all meetings of this organization shall consist of 8 members of the executive board.”** Based on the earlier discussions regarding the directors’ votes, Mike Legel moved and Tom Danko seconded the motion to reword this passage to **“a minimum of 7 elected officers and a minimum of 1 band director.”** The motion was approved unanimously.

Page 9, Article IX, Section 3: **“The bylaws committee shall convene preferably at the beginning of the first semester.”** The Bylaws Committee recommends changing this provision to read: **“The bylaws committee will convene not less than biennially.”** This change was approved by a unanimous vote.

Page 10, Article XI, Section 3, Student Accounts: **“Each student account may be used for paying student fees and expenses, requiring constant monitoring by the financial secretary.”** The proposed change is: **“Each student account may be used for paying student fees and expenses, by providing appropriate documentation to the financial secretary.”** This change was approved unanimously.

Page 10, Article XI, Section 3, Item a, Student Accounts: **“The monies may be a reimbursement for expenses pertaining to the student’s music study, travel, or private lessons expenses. Examples include instruments, instrument repairs, reeds, sheet music, trip costs, meal expenses up to \$25 per day, banquet dinner expenses, fee payments, etc.”** The proposed change to this provision is: **“The monies may be a reimbursement for expenses pertaining to the student’s music study, band program participation, travel, or private lesson expenses. Examples include instruments, instrument repairs, reeds, sheet music, trip costs, meal expenses up to \$25 per day, banquet dinner expenses, fee payments, additional allowable items, etc.”** The Board voted unanimously in favor of this revision.

Page 11, Article XI, Section 3, Item c, Student Accounts: **“and who has not requested his/her money by May 15th of the current membership year, any monies left in his/her student account shall be transferred to the Donald Wilson Scholarship Fund.”** For the sake of consistency with earlier parts of Section 3 and with Section 4, the Committee proposed the change to **“and who has not requested his/her money by May 15th of the current membership year according to the guidelines identified earlier in this section, any monies left in his/her student account shall be transferred to the Don Wilson Scholarship Fund..”** The change was unanimously approved.

Page 11, Section 4, The Don Wilson Scholarship Fund: The Bylaws Committee proposed the addition of the following: **“To be eligible for a scholarship, the student must have a minimum of three volunteer opportunity date/period credits, as tracked by the Vice President of Ways and Means with input provided from the fundraiser chairpersons.”** This provision was approved unanimously. Monika Cunningham suggested that the students be informed of this new provision. Craig said we should have a formal form for the students to use to apply for scholarships.

Page 12, Section 7, Item e: **“The Brass Choir Fund”** is proposed to be changed to **“The Chamber Music Fund”**. Since the Brass Choir is part of the Chamber Music program. Sections 7 and 8 involving the Music Bowl need to be worked out with the directors and the staff involved. These sections have been tabled. Renata moved and Tom seconded the motion to change the Brass Choir Fund to the Chamber Music Fund. The motion was approved unanimously.

Page 8, Section 16, new Item d: The Committee proposed the following with regard to the Music Bowl Coordinator: **“The Music Bowl Coordinator assumes his/her duties December 1 and committee chairs begin in January. The outgoing Coordinator and committee chairs will assist in the budget planning with the income Coordinator.”**

This change causes the former items d and e to be changed to items e and f. This change is being made to coincide with the timing of the Bowl. It was approved unanimously.

At the end of the meeting, a consensus was reached by the directors and bylaws committee that the directors needed to reword the sections relating to funds and the music bowl since all the knowledge about the workings of the funds was not known by the bylaws committee members. These sections were tabled for further development by the directors to be presented at the next meeting.

The next meeting is June 12, 2006 at 7:30 p.m. There were no other miscellaneous items or other business. The meeting was adjourned at 10:02 p.m.