

**Community High School District 99 – South Campus
Mustang Band Boosters
May 14, 2007 – Minutes**

I. **Call to Order:** The May 14, 2007 meeting was called to order at 7:09 p.m. by President Marla Hoffmeyer. Marla welcomed the new Board Members and thanked the outgoing Board Members for their service. Members in attendance were Marla Hoffmeyer, Lou Bury, Margaret Legel, Ann Del Bene, Tom Danko, Laura Sorce, Cathy Jama, Fran Spriet, Jill Pruett, Diane Kowalski, Tracy Danko, Terri Vanderjack, Diane Mendoza, Alice Luetger, Michael Hutton, Mike Legel, Monika Cunningham, Glenn Williams, Kathleen Gabric, Marilyn Botorroff, Amy Masek, Larry Masek, Kim Tupper, Diane Hundseder, John Knepper, Karen Miller, Sandy Liedtke, Jennifer Horvath, Jeff Horvath, Terry Kopytko, Ed Kopytko and Glen Williams.

Executive Board Members not in attendance were Renata Allelujka, Peggy O'Dell and Russ O'Dell.

II. **Approval of Minutes:** The March 12, 2007 minutes were circulated by e-mail and approved by the Board. A motion to approve the April 9, 2007 minutes was initiated and the motion was seconded. The Board unanimously approved the April 9, 2007 minutes at 7:40 p.m.

III. **Financial Secretary's Report:**

A. **Secretary's Report:** Laura Sorce reported that as of March 31, 2007 the Student Account balance was in the amount of \$9,885.53. Expenses incurred for banquet tickets, band fees/payments and music lessons/expenses totaled \$989.01 and the plant sale generated new revenue in the amount of \$2,496.93 bringing the total of the Student Account balance to \$11,393.45.

B. **Discussion of Job Title:** Laura Sorce expressed concern that her "Financial Secretary" title was misleading. She receives numerous miscellaneous inquiries about band payments, etc. that do not fall within her area of responsibility. Ann Del Bene recited the duties of the position from Section 8 of the Bylaws which states that the official title for this position is "Financial Secretary". In order to avoid future confusion, Laura would like to the Board to consider changing the title to "Student Accounts Secretary". A motion was made by current Executive Board member Sandy Liedtke to change the title as presented. The motion was seconded by Mike Legel. Marla polled the Executive members and the motion was carried unanimously.

IV. **Treasurer's Report:**

A. **Financial Report:** Tom Danko reported that there were no changes to the **Marching Band** budget with the exception of his receipt of the cost for uniform cleaning. The Marching Band current balance is \$4,274.00. **General Band** income received was derived from the following: (i) one additional butter braid sale; (ii) market day; (iii) the plant sale; and (iv) a \$25.00 donation for the use of the timpani's. General Band expenses covered the Achievement Awards, Solo Scholarships and the Class Awards presented at the Spring Banquet. The expenses also included payments to the instructors for the Chamber Ensemble rehearsals, gas

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for the trailer, stamps and concert band music. The Spring Banquet income and expenses were finalized in April. An extra \$250.00 was remaining from the Spring Banquet which gave the account a \$198.00 negative expense. As the Board previously agreed, the excess funds were allocated towards the German Student visit. In order to keep the Spring Banquet on budget, \$498.00 was transferred from the Spring Banquet account into the German Band Student visit account. The General Band budget is in the amount of \$3,580.00. The combined band balance is \$7,485.00. The balance in the checking account is \$72,156.00 and there were no major changes to the savings account nor the saved accounts.

B. Approval of the Proposed Budget for 2007-2008 Fiscal Year: Tom presented the proposed 2007-2008 budget for approval. The only change from the proposal presented at last month's meeting was that there is an adjustment in the actual costs of the crotales and the trailer which are being purchased with Music Bowl funds. The cost of the crotales was a little higher, whereas the trailer's cost was less than expected. Due to this fact, it changes the actual budgeted numbers for the crotales from \$1,400 to \$2,100 and for the trailer and \$7,200 to \$6,500. The total dollar amount of the budget has not changed. There will be 120 students participating in Marching Band for the 2007-2008 season. There was a discussion regarding the Boosters hosting the NIU Jazz Night and creating a budget to cover this event. It was conveyed that the Jazz program is handled by the Directors and Glenn will have further conversation with Craig regarding this request. A question was asked as to what happens to the profit that the music program receives. Tom answered that all profits are placed into a savings account. Craig has approached the School about purchasing a new truck and the School denied Craig's request. Tom motioned to approve the 2007-2008 as presented. Margaret Legel seconded the motion and the Board unanimously approved the budget at 9:02 p.m.

V. Band Director's Report: Glen Williams presented the following information:

A. Concert Bands: The Wind Symphony, Symphonic Band and Concert Bands will be performing at the Spring Concerts in the coming weeks. The Wind Ensemble will also be performing on May 27, 2007 in the Downers Grove North Auditorium with the Downers Grove North Wind Ensemble and the visiting German Band. The concert will feature a reunion of the two people who began the German Music Exchange in 1985, Robert Jacobs, a member of the Downers Grove Kiwanis Club, and Alan Roselieb, former Director of Bands at Downers Grove South. The Wind Ensemble & A Cappella Choir will perform on Thursday, May 31, 2007 at 7:00 pm. The concert will feature a combined performance of Carl Orff's "Carmina Burana", as well as a percussion quartet feature and flute solo. All students enrolled in Wind Ensemble and Wind Symphony next year are required to attend and perform in the graduation band. Symphonic Band students are invited to play if they so choose. The bands will rehearse for graduation during the final exam slots. Call time on Friday, June 8, 2007 is 2:30 for rehearsal. The ceremony will conclude by 6:15 pm. Concert dress for the girls are white blouses (short sleeve (not including tank tops), black skirts (no length restrictions) or black pants, black shoes

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(open toe are acceptable). The young men need to wear black dress pants, black shoes and socks, white short sleeve dress shirt (ties are not required).

B. Instrument Purchase Plan: Due to the dealers having trouble getting quotes on the tubas, and putting together lease packages, this item is tabled until June.

C. Calendar: Glenn distributed the final draft of the 2007-2008 Fine Arts Department calendar. It includes all of the concert dates for next year, as well as board meetings, school holidays, special events, etc. Glenn will notify everyone by e-mail when the calendar is final. There is one change in the Marching Band rehearsal schedule due to a conflict with the fall choir concert. The 6-9 pm rehearsal scheduled for October 23, 2007 will be moved to October 24, 2007.

D. Chamber Music Recitals: In the last two weeks we have heard recitals from the terrific Chamber Music groups that have been practicing with private instructors. The District 99 Honors Band recital featured five soloists from our program, and five groups and/or soloists from Downers Grove North. Both events were well supported, attended and displayed the remarkable talent and dedication our students exemplify.

E. 1st Annual Wind Ensemble Invitational: Congratulations to the Wind Ensemble and Wind Symphony who helped make this first event a tremendous success. Many parents and friends commented on how nice it was to hear two groups from neighboring schools performing for each other instead of against each other. Our intention is to invite one or two schools next year to make this an annual replacement for the ISU competition. Having it held on Saturday night date was also a nice change of pace from having it on a school night which gives everyone a nice evening out. Plans for a reception after the concert next year will need to be discussed.

F. Jazz Bands: *Jazz Ensemble Shines in San Francisco* - The Jazz Ensemble, directed by Craig Roselieb, earned a Judges "Gold" Award, First Place in the Jazz Ensemble division, and an overall "Adjudicators Award" for performance excellence. The Symphonic Band earned a Judges "Silver" Award and 4th place overall in the Concert Band division. Additionally, trumpeter Nate Van Asselt merited an Adjudicator's Trophy for his outstanding improvisation skills. Jazz in the Park is slated for Tuesday, May 29, 2007. District 99 Jazz Ensembles will once again kick-off the Downers Grove Park District Summer Concert season with Jazz in The Park 2007. The 2007-2008 Jazz Audition Music is available and has been given to all current jazz students. The music is entitled "And Another Thing" by Tom Garling. This music will be used for the fall IMEA Jazz Auditions. Additional copies of the music for audition practice, may be found in the silver IMEA cabinet located in the band room. If you or your student have any questions, please contact Glenn Williams (gwilliams@csd99.org). Kudos on Great Spring Jazz Concert. We were able to feature four amazing groups during our Spring Jazz Concert on Thursday, May 3, 2007. Jazz Workshop, Jazz Lab, Jazz Combo and Jazz Ensemble all played

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amazing sets! Special thanks to Laura Sorce, Jazz Coordinator, for all of her efforts to organize receptions after each concert this year.

G. Marching Band: *Membership and Spring Training:* Color Guard and Percussion have been conducting spring training practices with great success. The membership numbers for next year are hovering around 120. We are working to fill in some gaps with current students and are working to recruit more freshman as well. As we have seen in the past, final numbers won't be official until the refund cut-off date of June 23, 2007.

H. Staff and Director's Meeting: Staff and Directors will be meeting shortly to finalize the music arrangements, choose color guard uniform colors and styles, and make plans for the upcoming June rehearsals. Upon approval of the budget, a tenor locker will be bought and used immediately.

I. New Trailer: Glenn noted that the school has already approved the acceptance of the booster's donation for the new trailer because it is a replacement item. When it is built and arrives, arrangements will need to be made for the removal of the current trailer through a third-party sale or donation to another school. Glenn asked the group if anyone had any other ideas with regard to the disposing of the existing trailer.

VI. President's Report: Marla welcomed all the new Board members. She informed the new members that their official duties begin with tonight's meeting, even though some members have already begun their service. She thanked everyone for volunteering and suggested that everyone encourage their friends who have students in the band program, especially Freshmen and Sophomore parents to volunteer in any way they can. Volunteers are particularly needed to shadow or co-chair Music Bowl committee chairs. Friends of Fine Arts (FOFA) had a very successful year and they have funds available for capital purchases. At Craig Roselieb's suggestion, we have asked for \$500.00 per year for the next five years for the purchase or lease of new concert instruments. FOFA is meeting on May 15, 2007 to discuss how they will allocate the available funds. Marla is meeting with FOFA President Gloria Salazar on Thursday, May 17, 2007 to discuss ways in which the Band Boosters and FOFA can work together and to avoid duplication of fundraisers.

VII. Vice President of Communication Report:

A. Mustang Band Fanfare: No report at this time.

B. Website: John Knepper has added all new e-mail addresses to the website. Within the next one or two months, the exiting Board Members e-mail addresses will be removed from the website.

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VIII. Vice President of Ways and Means' Report: Margaret Legel had the following updates:

- A. Market Day:** Market Day for the months of June, July and August are to be handled by the Band.
- B. Plant Sale:** The plant sale was extremely successfully surpassing budget expectations. The sale raised \$2,300 - \$2,500 which was \$300 over budget.
- C. SteakNShake/Max & Erma's:** A fundraiser will be scheduled for the month of August to coincide with the Marching Band schedule.
- D. Band Merchandise:** The prices were updated for polo shirts, t-shirts and other items. An updated order form will be available in June. Student artists will again be offered an opportunity to design a t-shirt for the Marching Mustangs 2007-2008 show. All designs are to be submitted in July. Marching Mustang 2007 t-shirts will be offered for sale at the June practices with show shirts being distributed to students at Band Camp in August.
- E. Fundraisers 2007-2008:** Fundraising approval forms for the next years budget, as outlined in the 2007-2008 draft budget, along with the Color Guard summer car wash, will be submitted in May to the Downers Grove South Activities Office.

IX. Vice President of Membership: Ann Del Bene has currently received, for the 2007-2008 Marching Mustang Band season, 115 Intent Forms, 100 Contracts and 111 Deposits. The anticipated membership at this time, based upon verbal commitments from a few additional members, is 120 students. This number is down from last year's number. However, more membership drives are planned at the Junior High Schools to recruit more students. For the General Band, the 2006-2007 Booster membership had a final income of membership fees in the amount of \$6,600 which consisted of 139 students whose families joined the Mustang Band Boosters. For the 2007-2008, a total of \$2,600 has been submitted. There are currently 55 students who have joined the Booster membership. This number is also down from last year.

X. Equipment Coordinator's Report: No report at this time.

XI. History/Tradition Secretary's Report: No report at this time.

XII. Marketing/Public Relations Coordinator's Reports:

A, Marketing/Public Relations: No report at this time.

B. Videography: Mike Legel finished the Wind Ensemble IMEA Peoria performance disks and they are being printed and will be delivered to the School for distribution within the coming week. Jazz Café disks are available for those who are interested in buying it at the cost of \$5.00/each. The final season videos and Music Bowl videos have been completed and will also be delivered to the school within the next week.

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C. German Exchange Band: Karen Rooney informed the group that the German Students will be arriving on the Thursday before Memorial Day. The Concert will be performed at the Downers Grove North Auditorium at 2:30 p.m. on Sunday, May 27, 2007. They will be taking the students to Great America, the Zoo and into the City, so if anyone who was hosting a student was interested in going as a group, please let Karen know.

D. Heritage Fest: Russ O'Dell will turn over the Heritage Fess recruitment folder. A contract has been entered into with the Village of Downers Grove to assist in the monitoring of the Fest. Consideration for the Contract is \$1,500.00.

XIII. Mustang Music Bowl Coordinator's Report: Renata is still seeking volunteers to help with the Music Bowl. Renata has secured ten out of eleven judges and is in the process of negotiating with the final judge. The budget for 2007 is still in progress. Ten band applications have been received with eight bands paid in full. Thorton Fractional South has requested that a spot be held for them, even though a formal application has not been received. Alice Luetger, Renata Allelujka, Monika Cunningham, Mike Hutton and Karen Miller are working on developing the sandwich board displaying the 2006 Sponsors. This board will be displayed at the Social being held in June. The first Platinum Sponsor for 2007 is the Village of Downers Grove who has donated \$5,000. The next Music Bowl meeting will be held on May 17th to plan the activities for the Parent Social. All Board Members are invited to attend.

XIV. Social Activities Coordinators' Report: Tracy Danko informed the Board that Roundhead's Pizza has been contacted to supply pizza for the German Student dinner to be held on May 24, 2007. They need to confirm the final number of students with Karen Rooney.

A. May & June Concerts: Refreshments will be needed for the May 22nd and May 31st Concerts.

B. Mini Camps: They are in the early planning stages for meals for both the mini camps and band camp.

C. Spring Banquet: Terry Kopytko reported that there were 339 guests in attendance at the Spring Banquet this year and that the banquet hall was completely full. The per person price was \$16.00 and there were nine people who were guests of the band and were not required to pay. The cost of the banquet was \$5,429.00 which amount included gratuity and beverages. Miscellaneous supplies amounted to \$44.35 bringing the total cost of the banquet to \$5,468.35. As previously discussed, extra money would be donated to the German Band Student visit and a total of \$480.65 was given to the German account. With this amount, it brings the total German Band Student account to \$1,954.00 bringing us closer to the goal of \$2,000.00 needed for the students. There were some concerns regarding the food served at the banquet which will be looked into for next year's banquet.

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XV. Uniform Coordinators' Report: Terri Vanderjack and Diane Mendoza gave a big thank you to the volunteers who helped prepare the uniforms for cleaning. A date for the return of the uniforms has not yet been determined in anticipation of having the loft washed and waxed first. The summer will be utilized to prepare for the August fittings. There is a shortage of wooden hangers and we are in need of at least 100 hangers if they are not found in the storage room.

XVI. Volunteers Coordinators' Report:

A. July 4th Parades, Darien & Downers Grove: Volunteers are needed for "spritzing" water on the band as they march in the parades. Mike volunteered to donate bottled water for after the parade if the Hoyt's are unavailable.

B. Other: Alice Luetger and Mike Hutton are working on updating the volunteer pages on the band website. Mike will have ultimate responsibility for updating the website and needs to be kept informed on all activities relating to the website. Alice will continue to send out all volunteer requests. The next scheduled event is the Parent Social to be held on June 21, 2007. Mike and Alice will have a table set up at the Social to recruit volunteers for all band activities including the Music Bowl. Approximately 100 yellow volunteer forms have been received to date which is a normal amount received for this time of year.

XVII. Parent Coordinators' Report:

A. Color Guard/Winter Guard: On May 6, 2007, Kim Tupper, Diane Hundseder, Jan Petrukovich and a group of Guard members completed an inventory and organized the items in the loft. The intent of this inventory was to determine what equipment we had in order to avoid purchasing unnecessary or duplicating equipment. They have discovered that they are missing warm-up uniforms amounting to approximately \$430.00. Craig will speak to the students who have not yet returned their uniforms. It was discussed that a procedure be established with regard to the return of the uniforms in order to avoid this situation at the end of each Marching Band season. The Directors will review the inventory report in order to determine what items can be discarded or sold in order to make room for the storage of the new flags and uniforms. Diane, Kim and Jan met with Patrick VerHalen to discuss the transition and what items will be needed for the 2007-2008 season. The plan is to have the uniform and flag concept formalized by the end of the month so that there will be enough time to place orders, sew flags, if necessary, to be ready for the season.

B. Youth in Music (Minneapolis): Glen Williams updated the Board on the accommodations for the Youth in Music trip as follows: The proposed Hotel contract will be with Embassy Suites in downtown Minneapolis for 45 rooms. Reservations are for Friday, October 26, 2007 through Saturday 10/27/07 at a rate \$119 a night (the normal rack rate for four people in one room is \$169.95). Glen needs a Director's signature on the contract to hold the reservation along with a credit card number. No payment is due until check-in. Rooms are two room suites with two double beds, feature a living room and separate bedroom, refrigerator and

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microwave oven. Amenities are an indoor pool, full cooked-to-order breakfast in the Atrium. All hotel incidental charges will be turned off (phone, TV movies, etc.) in order to avoid additional room charges. The Hotel is located two blocks from Metro Dome. A question was asked if parents were getting the same rate as the students, and the answer is “no”, but if the parents were to book as a group of ten or more, the hotel would offer the same rate. Glen is working with a new group sale person and will still try to get some kind of discount for the parents. At this time, any parent wanting to attend will need to make their own arrangements. The University of Minnesota is less than three miles from hotel and Glen has been in contact with Tim Diem "Director of the Marching Band" who has informed him that we may use their outdoor rehearsal area free of charge. Also, if the band needs an indoor area, arrangements may be made with the University to use their football practice facility. Dress rehearsal will be held in this facility. The normal fee for use of this indoor facility is \$300 per hour, but Glen had been told that our group qualifies as a non-for-profit group so the fee would be reduced to \$50 per hour. Glen needs the number of rehearsals the band will be having at this facility in order to get it locked into place with the University. The buses may park at the Metro Dome free of charge on October 26th and on October 27th the buses will be moved to the street, which is also free of charge.

C. Jazz: The annual Jazz Concert will be held in Fischel Park on May 29, 2007.

D. Mentoring: Terry Kopytko will be calling the parents of the incoming freshman students and received a list of names from Ann Del Bene.

XVIII: Miscellaneous, Unfinished Business & New Business: Marla once again thanked the outgoing Board Members for their service on the Board. Monika Cunningham has scheduled September 21, 2007 for Marching Band picture day. The photographer that has been used previously has been hired again for this year. She asked for some input as to how we can efficiently take pictures of the 120 band students. September 21st is a scheduled home football game and a call time will be determined. A packet of information for the parents will be distributed at the Parent Social. A question was raised by Larry Masek as to display cases for the Band achievements. Glenn is aware of it and is working on a solution. Larry also suggested that we retain the old trailer, however, the school will not allow us to have two trailers.

XIX: Announcements: The next Booster meeting will be held on June 11, 2007 at 7:00 p.m. in Room D180 at Downers Grove South. All are welcome to attend.

XX: Adjournment: The meeting was adjourned at 9:20 p.m.