

Community High School District 99 – South Campus
Mustang Band Boosters
June 11, 2007 – Minutes

I. **Call to Order:** The June 11, 2007 meeting was called to order at 7:07 p.m. by President Marla Hoffmeyer. Members in attendance for this meeting were Marla Hoffmeyer, Margaret Legel, Ann Del Bene, Tom Danko, Laura Sorce, Cathy Jama, Jill Pruett, Tracy Danko, Terri Vanderjack, Diane Mendoza, Alice Luetger, Michael Hutton, Mike Legel, Renata, Allelujka, Roy Linden, Craig Roselieb, Kathy Gabric, Lynn Strantz, Marilyn Bottoroff, Diane Hundseder, Jan Petrukovich, Deb Stanger, Dan Stanger, Amy Reeter, Jeff Horvath, Karen Rooney, Debbie Spiewak, John Knepper, Glenn Clark, Karen Miller, Glen Williams, Mike Klimczak and Annette Sullivan.

Executive Board Members not in attendance were Lou Bury, Diane Kowalski and Monika Cunningham.

II. **Approval of Minutes:** Diane Mendoza issued a motion to approve the May 14, 2007 minutes and such motion was seconded by Lynn Strantz. The minutes were unanimously approved.

III. **Secretary of Student Accounts' Report:** Laura Sorce reported that as of April 30, 2007 the Student Account balance was in the amount of \$11,393.45. May's revenue consisted of the April Market Day credits and one additional student credit for a total of \$207.21. Several deductions were taken for music lessons and expenses, Marching Band payments and Booster Fees. Remaining funds in the amount of \$1,345.36 from graduating seniors, along with some extra funds from the Bike & Hike were transferred to the Don Wilson Scholarship Fund. Mr. & Mrs. Samal gave their authorization to transfer the extra Bike & Hike funds into the Scholarship Fund. Total expenses incurred for May were in the amount of \$2,361.87 bringing the total of the Student Account balance, as of May 31, 2007, to \$9,238.79.

IV. **Treasurer's Report:**

A. Financial Report: Tom Danko reported that the Marching Band's current balance is \$4,171.00. Income was derived from Band Videos. There was a remaining expense from last fall for a purchase of mellophone mouthpiece. The cost of the uniform cleaning is still outstanding and will constitute a large expenditure. The income received for the **General Band** was as follows: (i) membership fees; (ii) Market Day; and (iii) the plant sale. Expenses incurred for the General Band were for lessons and music for the Chamber Ensembles. The expenses also included concert band music, equipment and parts for instruments. These items were bought throughout the year and were not covered by the District. Music expenses totaled \$1,042.00 and instrument equipment expense totaled \$824.00. After further review of the budget by Tom, he made some minor modifications to the Concert Band music budget line item and adjusted the instrument equipment expense which shows as a separate, unbudgeted line item at the bottom of the General Band expense budget. The General Band budget is in the amount of \$1,086.00. The combined band balance is \$5,257.00. The balance in the checking

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account is \$76,736.00 which amount consists of \$31,333.00 of income collected from the 2007-2008 band season.

Indoor Percussion, Steel Drum and the Jazz Bands received gig payments this month. \$1,345 of unclaimed senior student accounts were transferred into the General Scholarship Funds. The Samal's also provided a \$500 scholarship grant for a family who participated in the San Francisco trip. All money raised for the German Student visit was spent with the exception of \$32.00. \$10.00 was received as a result of our agreement with MidAmerica Bank.

Tom informed the Board that the Certificate of Deposit will be maturing on July 29, 2007. He made a motion to transfer the money from the CD at maturity to the Band savings account. Marla asked for a second motion and Terry Vanderjack seconded it. The Board approved the motion and Tom will have the CD funds transferred to the savings account upon maturity.

B. Proposed Budget Amendment for 2007-2008 Fiscal Year: The 2007-2008 proposed budget was unanimously approved at the May 14, 2007 meeting. See Article V (below) on the Budget Amendment approved by the Board.

V. Band Director's Report: Craig Roselieb presented the following information on behalf of the Director's:

A. German Student Exchange Event – Summer, 2008 Plans: Craig expressed a heart-felt thank you to all of the families who hosted a German student. A special thank you went to Karen Rooney for all of her time and effort that made this event such a tremendous success. District 99's Germany trip is scheduled for the Summer, 2008. There are 70 to 75 slots available and is open to all Wind Ensemble students from both schools, including recently graduated seniors.

B. Scholarships – 2007 Awards: Scholarships were awarded to the following students:

- Stephen Stanger - \$300 for band camp/activity longer than two (2) weeks.
- Doug Masek - \$150 for one (1) week band camp/activity.
- Amy Sojka - \$150.00 for private lessons.
- Jennifer Dust - \$150 for private lessons.
- Kevin Larson - \$150 for private lessons.

- Mark Medek, Lauren Barounis – Samal Spirit of Music Award.

- Katie Hutton, Mike Gleeson, Nate Van-Asselt – Clarence Shoemaker Award.

The Scholarship program will be discussed in more detail at the August 6th meeting in order to discuss how to modify the program so that more scholarships could be offered to more students.

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C. Jazz Band/Steel Drum Ensemble: The Jazz Band will be performing on August 1st in Woodridge. The Steel Drum Ensemble is booked for three (3) events which are the Woodridge Jubilee, Heritage Fest and Barnes & Noble in Wheaton. The money received for those performances will be used for instrument repair.

D. Marching Band Parent Social: Craig contacted Jenny Davis to attend the Parent Social on June 21st to discuss the Activity Code with the students and parents.

E. Marching Band Camp: The District is very excited that this year's Marching Band Camp will be held on District 99 property located on Woodridge Drive in Woodridge. The church that is adjacent to the property has offered to let us utilize their parking lot and the church itself in the event of an emergency or inclement weather. The Marching Band Staff have been meeting to finalize plans for the 2007-2008 Marching Band season. Marching Band practice will start on June 12, 2007.

F. Staff Contract Information – Budget Confirmation: Craig indicated that the budget is confirmed.

G. 2009 Band Trip: Plans have been discussed to have the 2009 Band trip held in Paris, France. The Downers Grove South Band in conjunction with the German Band would perform together and participate in a New Year's Day parade and perform in front of the Eiffel Tower. Approximate cost for this trip would be \$2,500 per person. No auditions will be held.

H. Friends of Fine Arts ("FOFA"): The Choir parent group is looking to the Band Boosters for some guidance as to how to raise funds for their 2007 New Year's London trip to Westminster Abby. It was suggested that the Band Boosters partner with FOFA. With this partnership, there would be some cross-fundraising activities that would benefit both the Bands and FOFA. The details as to how the bookkeeping would work if a student were in both Choir and Band will need to be thought through and discussed. Jeff Horvath recommended that the Boosters combine both the FOFA Board and the Music Booster Board. At this time, Craig would like to keep the groups separate.

I. Concert Instruments: After Craig's proposal at the last meeting, Marla presented a proposal to the Board for review and to decide on financing the acquisition of new instruments for all bands due to the fact that the instruments are very old and beyond repair. The bands are in need of 4 French Horns, 3 Tubas and 2 Bassoons. The total cost to replace these instruments would be \$35,020.08. The proposal included four options as to how to fund the acquisition of the instruments. The options are as follows: (i) leasing all of the instruments; (ii) purchasing some instruments this year and leasing the remaining; (iii) purchasing the instruments as the funds become available; and (iv) purchasing the instruments using current available funds and borrowing from the savings account. The District has limited capital and does not have any funds available to allocate to the Band to assist with this issue. Craig

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indicated that the greatest immediate need are the Tubas and asked the Board to consider using available funds purchase those instruments now and purchase the remaining instruments after the Music Bowl in accordance with option (iii). Karen Rooney made a motion to amend the budget to use immediate cash available to purchase the 3 Tubas and Marilyn Bottoroff seconded the motion. The motion carried unanimously.

J. New Trailer: The new trailer will be ready the week of June 11, 2007. The old trailer may not remain on school grounds and may be sold on consignment. However, the title needs to be located first.

K. Calendar: The Marching Band & Fine Arts calendars have been combined and finalized as of June 1, 2007. The Band calendar will be discontinued. The calendar may be found on the website.

VI. President's Report: Marla met with FOFA President, Gloria Salazar regarding Glenn Williams vision for FOFA and how that organization could partner with the Band Boosters. In addition, a new Booster group is forming for the Choir. It is everyone's intention that all three groups work together and one of the ways to accomplish this would be to have a Band Booster representative on the FOFA Board. Glenn would like to have a parent volunteer, who is not currently serving on the Band Board, to represent the Band Boosters. Dates and times for the FOFA meetings have not yet been determined. Marla will circulate an e-mail to the Band Family looking for potential nominees to serve on the FOFA Board.

VII. Vice President of Communication Report:

A. Mustang Band Fanfare: By an e-mail distributed to the Executive Board and General Board, Lou Bury reported that he is planning on sending out the next edition of the *Fanfare* in late June or early July. If there are any updates that need to be included in this edition, Lou requests that it be sent to him by e-mail and he will include them in the next edition prior to distribution.

B. Website: John Knepper will be removing the exiting Board Members e-mail addresses from the website. John Knepper gave Jerry Olsen's final report that the e-mail archives are update to date as of June 5, 2007. The Board had discussions on how to reach Alumni and discussions were had regarding creating an "Alumni & Friends" list. This e-mail list would reach out to the Alumni informing them of upcoming concerts, art shows, etc, activities of the DGS Fine Arts Department.

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VIII. Vice President of Ways and Means' Report:

- A. Band Merchandise:** Margaret Legal informed the Board that there are new Marching Mustangs baseball t-shirts, hoodie sweatshirts and string bags that will be for sale at the June practices as well as, for sale at the Parent Social being held on June 21st. The show shirts will be distributed to the students at Band Camp being held in August. A show shirt design contest will be held again this year for student artists. All designs must be submitted to Margaret Legal in July.
- B. Market Day:** Karen Rooney reported that if the Band sells \$3,800 worth of product, the Band will receive 15% profit instead of the normal 10% profit. Glenn Clark suggested sending a notice to everyone informing them of this profit increase. The Band is responsible for Market Day duties for the months of June, July and August and the pick up date for June is Saturday, June 16th. Volunteers are always needed. The DGS bookkeeper reconciled the 2006-2007 Market Day funds.
- C. Plant Sale:** Karen also reiterated that the plant sale was extremely successfully surpassing budget expectations. Final receipts and student account transfers in the amount of \$2,636.00 brought the profit up to \$2,570.00 for the Boosters – \$570.00 above budget.
- D. SteakNShake/Max & Erma's:** The Max & Erma's fundraiser will be held on Thursday, August 2nd. A percentage of the lunch and/or dinner proceeds along with any carry-out orders will go to the band. Gift cards are not eligible for this fundraiser.
- E. Buffalo Wild Wings/Fuddruckers:** June 18, 2007 will be the date for our next fundraiser to be held at Fuddruckers at 75th & Lemont Roads. The coupons are good for the entire day and 20% of the proceeds will go towards the band program. Gift cards are not eligible at this time for this fundraiser.
- F. Candy Bars:** Marilyn Bottoroff reported that September 13, 2007 through October 11, 2007 are the tentative dates for the candy bar sale. If the money is turned in early, credit is given early. She is looking at different varieties of candy to replace the Starburst that doesn't sell as well as the other candy offerings.
- G. Meijer:** Margaret Legal informed the Board that the Meijer has changed its program and they have paid us our balance through May minus \$54.52 which is their monthly administrative fee. We have re-enrolled in their new program in order to continue to receive income. Meijer has waived the administrative fee, but has reduced the earning fee structure. Ellen should have new program materials for distribution at the Parent Social and encourages everyone to join and to encourages family and friends to join as well. The DGS Band Account Number is 995415.
- H. Amazon.com Shopping:** Band credits are also earned through purchasing items from Amazon.com. As of June 9, 2007, we have received \$49.75 from Amazon purchases. Amazon will disburse the income as soon as our balance reaches \$100.00. The link to the website can be found on the Band website.

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- I. **Fundraisers 2007-2008:** Fundraising approval forms for the 2007-2008 fundraising activities were submitted on June 4, 2007 to the Student Activities Office.

IX. **Vice President of Membership:**

- a. **Marching Mustangs:** As of June 10, 2007 Ann Del Bene has received, for the 2007-2008 Marching Mustang Band season, 121 Intent Forms, 104 Contracts and 113 Deposits for a total payment of \$33,300.00. The anticipated membership at this time, based upon verbal commitments from a few additional members, is up from 125 students to 129 students. The roster will be finalized after the drop refund date of June 23, 2007.
- b. **General Band:** As of June 10, 2007, a total of \$2,950.00 in Booster payments have been submitted for 2007-2008 school year. Some families have indicated that they will pay their Booster fees in September once the school year begins. An e-mail will be sent out along with a newsletter article reminding them that the fees are due.
- c. **San Francisco:** Ann informed the Board, that there was a balance of \$1,159.00 remaining from the San Francisco trip account. A refund of \$12.20 will be distributed to each eligible participant. If the student is still in the band program, the refund will be deposited into his/her student account. If the student is no longer in the band program, but has a sibling still in the program, permission will be obtained from the appropriate party to deposit the refund into the sibling's account. Parents who also attended the trip, will be asked to have the refund deposited into their respective student's account. For those families no longer in the band program, their refund will be mailed to their home. *Craig noted that for the first time in the school's history of band trips, we came back from this trip in the black.*

- 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: Jill Pruettt has had some conversations with the Downer's Grove Reporter on how to better market the Band program. Discussions were had amongst the group as to how to get the word out to the community and Jill will look into some of the Board's suggestions.

B. Videography: Everything has been delivered with the exception of 2 disks.

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C. German Exchange Band: Karen Rooney informed the group that the German Student visit was very successful and extremely fun for everyone involved. 17 families from Downers Grove South hosted 26 students. One young man from Germany who accompanied the students filmed the trip and was making a documentary of their experiences.

D. Heritage Fest: Amy Reeter is looking for adult volunteers to cover the Heritage Fest responsibilities. Ann Del Bene requested a list of the student volunteers in order to keep the service hours up-to-date and Amy will send Ann that list at the conclusion of Heritage Fest.

XIII. Mustang Music Bowl Coordinator's Report:

a. Lynn Clark has graciously volunteered to be this year's Music Bowl co-Chair. Eleven (11) judges have been secured by Renata. She is still waiting for the signed confirmation from the final judge along with the confirmation from the percussion judge. Fourteen (14) band applications have been received with ten (10) bands paid in full. Renata sent out a reminder e-mail to all of last year's participating bands which generated the four (4) additional band applications. A payment reminder will be mailed to all involved informing them that the discount fee of \$150.00 will increase to \$200.00 after July 1, 2007.

b. The sandwich board naming the 2006 Sponsors was displayed at the last two concerts and will be on hand for the Parent Social being held in June. The first Platinum Sponsor for 2007 is the Village of Downers Grove who has donated \$5,000.

c. The June 21, 2007 Parent Social has been planned. Packets containing all of the Band information will be distributed to all Marching Mustang Band student families. The Music Bowl Committee and the Band Booster Executive Committee and General Board Members are encouraged to attend and be available for any questions. Anyone available to assist with the check-in would be greatly appreciated. Also, "give-aways" will be used to showcase the Marching Band merchandise.

d. The Choir has approached us with a request to sell "Dip-n-Dots" at this year's Music Bowl to assist with their fundraising. In addition to the Choir's request, we have been asked if we would allow the Cavalier merchandise trailer to be present at the Marching Band functions to sell their wares. These requests will be discussed in more detail at the next Music Bowl Committee meeting being held in August.

e. The concession stand will undergo a remodel which will impact the Downers Grove South's Health Department License. Any grilling to be done would require a special Board of Health permit which we are requesting Todd Cassens to secure. Once more information is obtained, it will be shared with the Board.

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f. The next Music Bowl meeting will be held after the Parent Social to tie up some loose ends as well as continuing to plan for the 2007 Music Bowl being held on October 6, 2007. The date is to be determined. All are welcome to attend.

XIV. Social Activities Coordinators' Report:

A. May & June Concerts: Tracy Danko reported that the Social Activities Committee had a very busy month. They served refreshments at the Chamber Music Recital and two band concerts. Once again they had a very good response from the parents who came through with treats for all of the concerts. The Committee worked with FOFA for the May 31, 2007 concert and served 33 pizzas from Roundheads to the German Band students.

B. Mini Camps: Tracy and Diane are still in the planning stages for meals for both the mini camps and band camp to be held in August.

C. Spring Banquet: No report at this time.

D. Fall Banquet: Deb Stanger & Debbie Larson have proposed having an informal band banquet instead of a formal banquet, as in years past. The intent of the banquet is to be more about the band students and their accomplishments instead of the food. They are also in the process of looking at other venues to host the 2007 banquet. They have been in contact with the Holiday Inn in Willowbrook, Carriage Greens in Darien and Buona Catering.

XV. Uniform Coordinators' Report: Terri Vanderjack and Diane Mendoza need to obtain a date for when the loft can be cleaned from the Director's.

XVI. Volunteers Coordinators' Report:

A. July 4th Parades, Darien & Downers Grove: Four (4) to Six (6) volunteers are needed for "spritzing" water and/or walking next to the band as they march in both parades. If "spritzing" isn't necessary, parents are still needed to monitor the students in case of heat-related issues. Mike Hutton will donate the bottled water for the end of the Darien parade and is looking for volunteers to distribute the bottles. Mike will also distribute the parade shirts prior to the Darien parade and Downers Grove North will collect them at the completion of the Downers Grove parade.

B. Other: 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. They are still in process of determining what volunteers are needed for Band Camp. If there is a need, an e-mail will be distributed to all Band families.

XVII. Parent Coordinators' Report:

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A. Color Guard: Diane Hundseder and Jan Petrukovich met with Ron Hornish and Patrick Verhalen to plan this season's Guard uniforms, flags and activities. They are in process of picking out fabric for a proposed design. The flag designs are still outstanding. They are looking at the budget to see if there is any room that would allow the Guard to purchase the uniforms. Recruitment of members is still underway. All missing items from the 2006-2007 season have been identified. The warm-up uniforms have been returned or purchased or will be purchased. The flags and uniforms stored in the loft have been sorted pending disposal review by the Directors. The car wash fundraiser to be held in the Wal-Mart parking lot and is tentatively scheduled for early August with a firm date to follow.

B. Youth in Music (Minneapolis): The Youth in Music update from Glen Williams is as follows: The contract has been confirmed 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 plus 13.5% tax for there is no tax exemption in the State of Minnesota. The rooms have been allocated and if there are any rooms remaining, they will be offered to parents on a first-come first-serve basis. The remaining rooms will need to be paid to the Boosters in advance of the trip. The University of Minnesota has requested a Certificate of Insurance prior to the Band's use of the indoor practice area. Bus service will be investigated over the next couple of months, with a suggestion from Craig to contact Bob Rogers Travel. Students will be responsible for four (4) meals, the Boosters for one (1) meal, and the hotel will cover two (2) meals for the entire trip.

C. BOA: Kathy Gabric presented the Board with the top three (3) choice hotels for the BOA trip. The Hilton Garden Inn was first choice with a room price of \$99.00 a night. If breakfast is included, the rate increases to \$135.00 a night. The Board urged Kathy to secure this hotel as soon as possible. Kathy made a motion to approve the Hilton Garden Inn as the BOA hotel choice and Laura Sorce seconded the motion which was unanimously approved by the Board. Kathy will have the Contract sent to the Director's for their signature.

D. Jazz: Jeff Horvath suggested engaging all parents in Jazz events like the one started by the Tivoli Restaurant. Every Wednesday night throughout the summer, they host a Jazz Session at the restaurant. There are also Oak Brook restaurants that do the same type of Jazz programs and this would be a way to get the parents and students involved in Jazz music.

XVIII: Miscellaneous, Unfinished Business & New Business: No miscellaneous, unfinished business or new business at this time.

XIX: Announcements: The next Booster meeting will be held on August 6, 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 9:41 p.m.