

**Community High School District 99 – South Campus
Mustang Band Boosters
August 6, 2007 – Minutes**

I. **Call to Order:** The August 6, 2007 meeting was called to order at 7:03 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, Diane Kowalski, Tracy Danko, Terri Vanderjack, Alice Luetger, Michael Hutton, Renata Allelujka, Lynn Filla-Clark, Glenn Clark, Craig Roselieb, Kathy Gabric, Marilyn Bottorff, Amy Masek, Larry Masek, Monika Cunningham, Diane Hundseder, Jan Petrukovich, Jeff Horvath, Joy Sharp, Debbie Spiewak, Mike Klimczak, Deb Stanger and Debbie Larson.

Executive Board Members not in attendance were Lou Bury, Diane Mendoza, Mike Legel and Roy Linden.

Prior to the approval of the minutes, Marla introduced Tom Mohr, a parent of one of the Marching Band Students who addressed the Board with a request. His daughter joined Marching Band and decided to drop out after the June 23, 2007 deadline due to other commitments. Mr. Mohr requested that the \$400.00 he paid to date be refunded. Craig Roseliebe has previously explained to the family that in accordance with the Band's policy and as stated in the Student Intent Form, the money would not be refunded. A motion was made by Tom Danko that the Board turn this request over to Glenn Williams and support the Directors with any decision made regarding a refund. Alice Luetger seconded the motion and it was approved by the Board at 7:28 p.m.

II. **Approval of Minutes:** The minutes were presented to the Board by Cathy Jama. Prior to the minutes being approved, the Board discussed the scholarship funds and the confusion as to how the funds are being allocated to the students. At the May 14, 2007 meeting after a verbal discussion surrounding scholarship allocations, a scholarship was awarded to Shannon Rooney, but as of June 11, 2007 an application had not been submitted to the Board. Since the Board had not received her application, they decided that Shannon was not eligible to receive the scholarship until a written application is submitted and it be withdrawn from her student account. The Board also agreed that the scholarship bylaws and communications surrounding the scholarships are unclear and that they need to be reviewed and possibly revised. The Board decided that Shannon's name be removed from the June 11, 2007 minutes and with that revision, Laura Sorce issued a motion to approve the June 11, 2007 minutes. The motion was seconded by Margaret Legel and the minutes were unanimously approved at 7:37 p.m.

III. **Secretary of Student Accounts' Report:** Laura Sorce reported that she discovered an error with three student ID's. Two of the students were 2007 graduates but they were shown as Class of 2008 students and one student was from the Class of 2008 was listed as Class of 2007. Money had to be recovered from the scholarship fund and returned to this one student and the funds remaining in the two graduating students have been transferred to the scholarship fund. These adjustments resulted in a difference in the Student Accounts in the amount of (\$269.04). The total amount turned over to the scholarship fund from the graduating 2007 seniors was in the amount of \$1,614.40. The final balance as of May 31, 2007 was \$8,969.75.

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June and July's revenue came from the plant sale final deposits, San Francisco trip refunds and BOA Summer Symposium scholarships totaling \$3,573.48. June and July's total expenses incurred for music lessons & expenses and Marching Band payments were in the amount of \$669.37 bringing the total as of July 31, 2007 of the Student Account balance to \$11,873.86.

IV. Treasurer's Report:

A. 2006-2007 Final Season Financial Report: Tom Danko reported that there was no new income for the **Marching Band** and the last expense was for uniform cleaning. The Marching Band's final profit was in the amount of \$2,681. For the **General Band**, there was income from the plant sale and from our Meijer rewards account and this income was placed on the General Band's side. The expenses were for the Chamber Music Staff, concert beverages and office supplies. The final profit for the General Band was \$167.00 and the overall profit for the 2006-2007 band year was in the amount of \$3,028.00.

B. 2007-2008 Season: The CD matured on July 29, 2007 with a value of \$7,498.00 and this money was transferred into the savings account. This money has been allocated towards the purchase of the tubas. The decision to use this money was approved by the Board at the June 11, 2007 meeting. The budget now has \$15,200 available to purchase the tubas. The \$15,200 consists of the following:

- i) \$3,500.00 from the 2005 Music Bowl;
- ii) \$7,500.00 from the CD;
- iii) \$3,028.00 from the 2006-2007 profit;
- iv) \$ 500.00 from FOFA; and
- v) \$ 672.00 from our Community Bank Account.

However, there is a shortfall of \$1,800 to cover the entire cost of \$17,000 for the tubas. In order to cover the difference, Tom suggested amending the budget by reducing the Director's discretionary to zero (-0-), reducing the band promotion to zero (-0-) and Chamber Music Staff payments from \$2,850 to \$2,650, however, Craig would like to leave the Chamber Music Staff payments as is and reduce the concert band music line item instead. By making these concessions, there will be enough money to cover the entire cost of the tubas. Craig wanted to clarify that if this amendment is approved, it is only temporary and only affects the 2007-2008 budget. We need to wait to see what happens after the Music Bowl and what monies are available. With this said, Tom made a motion to approve the amended budget and Jeff Horvath seconded the motion and the motion was approved by the Executive Board.

C. General Band: Income was derived from membership fees and band specialties. There was also a bill for the goods to be sold by Band Specialties, which is why there is a current negative amount in that line item. In addition, transfers made to the **General Band** income statement are as follows for the tuba purchase: \$3,500 from Music Bowl, \$3,028 for 2006-2007 profit, \$7,500 from the CD savings account and \$672 from our Community Bank

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Account and we are expecting \$500 from FOFA. The expenses consisted of postage and envelopes and for the steel drum tuning which cost \$1,500. The General Band budget is currently in the amount of \$15,240.00 with a combined band balance of \$56,574.00. The balance in the checking account is \$81,890.00. Tom asked the Board whether or not the extra \$600 from the scholarship fund be allocated towards Marching Band scholarships. Tom believes this money comes from the Don Wilson account and Craig asked that it be looked into to find out which account this money is derived from. The Percussion Fund received income in the amount of \$600 from gigs and on the expense side \$1,385 was spent on Steel Drum tuning.

D. Marching Band: Income for Marching Band consisted of marching fee payments, fundraising expectations and the 4th of July parade. The \$10,000 for the equipment purchase was also transferred from the Music Bowl to the Marching Band income statement. Color Guard flags, custom music package and marching band staff (summer coordinators) were expenses incurred. Music Bowl funds contributed towards the purchase of the Tenor drum cabinets, crotales and the new trailer. Of the \$10,000 allocated towards these expenses, \$9,412 has been used.

E. Proposed Budget Amendment for 2007-2008 Fiscal Year: Larry Masek inquired as to the cash value of the old tubas and Craig said that the old tubas are not worth anything and will be used at home by the students so that they do not have to carry the new tubas back and forth from school. In addition, the band promotion funds have not been used in three years due to the fact that all communications are sent via e-mail.

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

A. German Trip: The Germany trip is scheduled for June 7 through June 20, 2008 for Wind Ensemble students. Twenty students to date are interested in attending and if there are not enough students from the Wind Ensemble, it will be open to other students. If there are more students than what is allowed, auditions will be held.

B. Marching Band Camp: The school has hired security to monitor the band camp site over night for the duration of Band Camp. Any issues, questions or concerns regarding band camp should be directed to Craig.

C. Bike & Hike for Mike: Jeff Horvath requested that the Bike & Hike for Mike be advertised through flyers at Open House and other school events. Craig Roselieb indicated that information will be forthcoming to the students. Jill Pruett is also looking for information so that she can create material for the local newspaper.

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VI. President's Report:

A. Marla Hoffmeyer thanked Diane Mendoza for arranging the cleaning of the loft floor. Diane, Terri, and Tracy worked hard along with the help of a few students to get the loft emptied and restocked afterwards.

B. The Directors and Marla have been discussing ways to encourage students to keep the band room, locker room and loft clean. This encouragement will come in the form of occasional locker inspections to make sure the lockers are being kept up.

C. The FOFA and Choir Booster Boards will be meeting at the same time as the Band Boosters beginning next month. We have asked for one or two band parent volunteers to serve on the FOFA Board which will bring their experience as band parents to that Board. Kelly Synder and Marilyn Bottorff have expressed interest in serving on the FOFA Board. Currently, the intent is for the Presidents of FOFA, Choir and Band to meet at 6:00 p.m. prior to the Booster Board meetings. The purpose of these meetings would be to discuss what each group is doing to improve communications between all in order to develop a more cohesive group.

D. We will be discussing the student scholarships and the potential of amending bylaws later in this meeting under Miscellaneous, Unfinished Business and New Business.

E. Marla has made a request of the Directors to approach the school with a proposal to install concrete or brick pavers outside the band room door in order to alleviate the dilemma of pit equipment getting muddy when it is being returned to the band room after practices and/or performances. Glenn will take the lead on addressing this issue.

F. A color guard alumna contacted Marla with a request for the Board to consider hosting an Alumni Tent when the Marching Band competes at ISU.

She also discussed the following items:

1. **Budgets:** When assisting and/or volunteering to do something for an event or committee, check with the chairperson to determine the amount that can be spent on that item. All expenses need to be approved by the specific committee prior to their purchase.
2. **Donations:** If something is donated, please let Marla or Tom know the dollar amount of the donation. Donations are considered income and will be booked as such. Expenses are handled the same way. By keeping track of these items, it gives a more accurate picture as to the cost of running the band program.
3. **Copies:** The school copy machine may be used for making copies in lieu of having to pay for copies from an outside source.

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4. **Housekeeping Items:** It is the Booster's responsibility to make sure that the coolers, refreshment supplies and other items used by the Boosters during various events are cleaned, dried and put away. We set the example for the students which encourage them to keep the band room neat and clean and to clean up after themselves or assist the Boosters with clean-up details.

VII. Vice President of Communication Report:

A. Mustang Band Fanfare: Lou report by e-mail the July *Fanfare* has been published and was well-received. He expects to publish the next edition in mid-September. If there are any updates that need to be included in this edition, Lou requests that it be sent to him by e-mail by August 31, 2007 and he will include them in the next edition prior to distribution.

B. Website: No report at this time.

VIII. Vice President of Ways and Means' Report:

A. Band Merchandise: Margaret Legel informed the Board that the winning "Fantistique" show shirt designs were selected from six entries. The show shirts will be distributed to the students at Band Camp in August. She is taking orders for the Special Edition Parent/Fan Fantistique/6th Annual Music Bowl Shirts through September 4th. The new Marching Mustang baseball t-shirts, hoodies and string bags were offered for sale at the parent social and are still available. Order forms may be found on the website.

B. Market Day: Margaret Legel also noted that the last Band Market Day for the summer months was fast approaching. The last date to place an order is next Wednesday, August 8, 2007. August 11, 2007 is pickup day. The Band is responsible for Market Day for the months of September, November, December, February and April, and can be found on the Website under fundraising. Volunteers are always needed to help sort and pack the orders, and it is a good way for students to earn service credits.

C. Max & Erma's: The Max & Erma's fundraiser was held on Thursday, August 2nd and netted a profit of \$324.55.

D. Fuddruckers: June 18, 2007 was the date of the Fuddrucker's fundraiser. Profits from this fundraiser were in the amount of \$198.00.

E. Candy Bars: Marilyn Bottorff reported that the candy bar sale is on track for September 13, 2007 through October 11, 2007. If the money is turned in early, credit is given early. Amy Masek indicated that we will receive 14 free cases if we sell 200 cases.

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- F. Meijer:** Ellen Casey encouraged everyone to join and have their friends and family join or link their Meijer cards to our Account Number 995415. If you need information regarding this program, Ellen has the materials.
- G. Amazon.com Shopping:** Ellen reported that through June 9, 2007, the profits earned from items purchased from Amazon.com was \$54.59. 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.
- H. Jewel Shop & Share:** The Band's shop & share dates are September 10 through September 12, 2007, November 12, 13 and 14, 2007 and December 17, 18 and 19, 2007. The forms will be available at Band Camp as well as in the band room.
- I. Car Wash:** The Color Guard raised approximately \$672.00 which does not include Wal-Mart's donation.

IX. Vice President of Membership:

- a. **Marching Mustangs:** Anne Del Bene reported that as of August 4, 2007 the Marching Mustangs has 124 members. Payments made to date are in the amount of \$45,800. There are still some outstanding contracts, payments and medical release forms that need to be collected. Reminder phone calls were placed to those families informing them that the forms need to be received prior to the start of Band Camp.
- b. **General Band:** As of August 4, 2007, a total of \$3,300.00 in Band Booster payments have been submitted for 2007-2008 school year. A reminder will be included in the next newsletter. For those members who paid their booster fee, their names will be given to the DGS band secretary who will include them in the upcoming concert programs.

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 Pruett informed the group that the *Sun* and *Reporter* newspapers each ran an articles on the Color Guard Car Wash. Due to the paper's deadlines, Jill requests that the information be correct and given to her in a timely manner.

B. Videography: No report at this time.

C. Heritage Fest: No report at this time.

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XIII. Mustang Music Bowl Coordinator's Report:

a. Renata still working on collecting the late payments and a wait list has been started. Lynn Filla-Clark was introduced to the group for she has graciously volunteered to be this year's Music Bowl co-chair.

b. Karen Miller is working on sponsorships. The goal is \$8,450 which is \$750 more than last year's goal. We have commitments for \$6,950. If each student sold three \$40.00 ads, the income derived from that would be \$12,900 after deductions to student accounts were made.

c. The Music Bowl committee has no objections to the Choir selling "Dip-n-Dots" at this year's Music Bowl to assist with their fundraising, however, an agreement will need to be drafted to clarify that this is a year-to-year decision. Ron also does not have any objections to allow the Cavalier merchandise trailer to be present at the Marching Band functions to sell their wares, however the commission still needs to be discussed in more detail.

e. The volunteer meeting will be held on October 4th. Students are strongly encouraged to work the Music Bowl and all they need to do is check in with the volunteer coordinator and get their assignment on that day.

XIV. Social Activities Coordinators' Report:

A. Band Camp: Tracy Danko, Diane Kowalski and Karen Medek reported that the meals have been planned for band camp. Alice Luetger and Mike Hutton has graciously offered to schedule our volunteers for the camp. They are in need of four grills for the Friday night picnic which were offered by Craig Roselieb, Cathy Jama, Margaret Legel and the Danko's. They will send a list of the planned meals for band camp to Craig.

B. Fall Banquet: Deb Stanger & Debbie Larson are still in the process of looking at other venues to host the 2007 banquet to accommodate 300 people. They would like to use the cafeteria at the school and will need to discuss it with Glenn.

XV. Uniform Coordinators' Report: Terri Vanderjack reported that she and Diane Mendoza are on track with fittings. All students who were in town have been fitted and they will be at the marching band practice and the first couple of days of band camp in order to fit students who were not in town.

XVI. Volunteers Coordinators' Report:

A. Band Camp: Alice Luetger will send an e-mail to recruit volunteers for band camp for the volunteers names are coming in slowly. Help is needed for the lunches and dinners and

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the amount of assistance will vary from day to day. Once the volunteer list is finalized, she will distribute it via e-mail.

B. Football Games/Competitions: No report at this time.

XVII. Parent Coordinators' Report:

A. Color Guard: Diane Hundseder and Jan Petrukovich thanked everyone who participated in the car wash held in the Wal-Mart parking lot. Wal-Mart will donate up to \$500 depending on how many events they host. The fabric for the show uniforms has been ordered and a seamstress has been hired to sew the tunics that will be worn with jazz pants. Warm-ups have been fitted and distributed to the Guard. A few warm up pieces need to be ordered due to sizes. The shoes are in and the glove color is tan and still need to be distributed. The flag kits have also been ordered and they are in need of volunteers to sew 69 flags.

B. Youth in Music (Minneapolis): Glen Williams reported by e-mail as follows: The hotel arrangements have been finalized and confirmed. He will not be able to confirm the Saturday morning rehearsal to be held at the University of Minnesota for another 6 to 8 weeks after the University has reviewed all interests in its facilities.

C. BOA: Kathy Gabric reported that the Contracts have been signed by Ron before the 4th of July. She'll have more information to report at the September meeting.

D. Jazz: Jeff Horvath reported that on August 1, 2007 the Jazz Band performed in the park. The band consisted of DGS Alumni, Friends of Alumni and a DGN student. It was attended by about 75 to 85 people and the band received \$500.00 in commission.

XVIII: Miscellaneous, Unfinished Business & New Business:

A. Scholarships: Ann Del Bene, Jeff Horvath, Cathy Jama and Mike Klimczak volunteered to serve on a Bylaws committee with the Directors to review student scholarships. If you have any comments, changes, etc., please send them to the committee for review and discussion.

B. Miscellaneous: Monika Cunningham needs a copy of the band members' roster for picture day. If anyone needs a copy of the roster, please e-mail Ann Del Bene and she will forward a copy.

C. Gift Books: We have been approached by the seller of gift books to sell the books at the Open House. We need to speak with Karen Rooney to get her feedback from the people she gave them to, on the gift book from last year.

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XIX: Announcements: The next Booster meeting will be held on September 10, 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 9:22 p.m.