

**Community High School District 99 – South Campus
Mustang Band Boosters
September 10, 2007 – Minutes**

I. **Call to Order:** President Marla Hoffmeyer called the meeting to order at 7:07 p.m. Members in attendance for this meeting were Marla Hoffmeyer, Lou Bury, Margaret Legel, Ann Del Bene, Tom Danko, Laura Sorce, Cathy Jama, Jill Pruett, Tracy Danko, Terri Vanderjack, Alice Luetger, Michael Hutton, Mike Legel, Renta Allelujka, Roy Linden, Craig Roselieb, Kathy Gabric, Lynn Strantz, Monika Cunningham, Glenn Clark, Diane Hundseder, Glen Williams, Jeff Horvath, Mike Klimczak, Deb Stanger, Dan Stanger, Debbie Larson, Larry Masek, Amy Masek, Karen Rooney and John Knepper.

Executive Board Members not in attendance were Diane Kolawski, Diane Mendoza and Lynn Filla-Clark.

II. **Approval of Minutes:** The minutes were presented to the Board by Cathy Jama. Cathy mentioned that there were several revisions made to the minutes after receiving e-mails from the other Board members with the exception of two items that still needed to be discussed and clarified. The first item of clarification was the amount of the available scholarship money. Cathy had noted that the amount was \$600.00 not \$800.00, and the actual figure should have been \$600.00. Also, Jeff Horvath had sent Cathy an e-mail that included some missing language that should have been included in the Jazz section of the minutes. Cathy assured the Board that the minutes would be revised to reflect the above and redistributed. Monika Cunningham made a motion to approve the September 10, 2007 minutes and it was seconded by Terri Vanderjack. The minutes were unanimously approved by the Board at 7:11 p.m.

III. **Secretary of Student Accounts' Report:** Laura Sorce reported that the balance as of July 31, 2007 was \$11,873.86. Revenue in August was derived from June, July and August Market Day sales totaling \$676.37. Deductions in August were taken for a correction to BOA Scholarships, music lessons & expenses, Marching Band payments, fundraising expectations and BOA Scholarship reimbursement. As of August 31, 2007, total expenses were in the amount of \$627.45 bringing the balance of the Student Accounts to \$11,922.78. In September the 2006 Bike & Hike deposits will be shown in the accounts. If a student participated in the 2006 Bike & Hike and has graduated, the funds will be placed in the scholarship fund or into the account of a sibling who is currently enrolled in the band program.

IV. **Treasurer's Report:**

A. **Marching Band:** Income for Marching Band consisted of fee payments, fundraising expectations, restaurant fundraisers and Heritage Fest. There was a student account transfer for Market Day, however the check had not been received by Tom from the school so the MD is

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negative. The Band had expenses for Band Camp, Mini-Camp meals, BOA parking passes, student and staff shirts, Senior Parent night, uniform supplies and gloves, Color Guard equipment and uniforms, various staff payments and percussion supplies. As of this report, Band Camp expenses came in at just under \$3,000.00 versus a budget of \$7,700.00. The current balance for Marching Band is in the amount of \$34,953.00.

B. Marching Band Staff: The final roster of staff assistants is complete. There were some positions that were not filled as expected so the Staff budget was adjusted in order to accommodate the assistants who did help out the Band. At Band Camp, there were four (4) DGS Alumni who assisted the Directors and were paid a total of \$1,200.00. Two (2) of the four (4) assistants worked with the Percussion Section and one (1) person worked with the Woodwinds. The expected expense of \$10,000.00 for staff positions is now reduced to \$9,200.00.

C. General Band: Income was derived from membership fees and the band calendar. There were also expenses incurred for Band Specialties that will be offset by Band Specialties sales. Band Specialties is currently showing a deficit pending deposits by Margaret Legel. We also had expenses for Class Awards in order to cover a shortage of awards from the Spring Banquet and to re-stock the supply. Postage and the purchase of three (3) new tubas were also expenses incurred for the month. The General Band budget is currently in the amount of (\$1,793.00) with a combined band balance of \$33,160.00.

D. Checking Account: The balance in the checking account is in the amount \$61,133.00. Among the saved funds, the Color Guard had income from their car wash and expenses for the purchase of warm-up suits. The Jazz Band received \$500.00 from their performance gig held in Woodridge.

E. Miscellaneous: The Music Bowl balance is in the amount of \$11,641 with the 2007 balance in the amount of \$5,847.00. \$4,994.00 is allocated towards the rainy day fund and \$800.00 is for unused scholarships. The Community bank account has a balance of \$77.00 and the savings account has a balance of \$525.00.

V. Band Director's Report: Ron Hornish thanked the Board Members for all of their well-wishes for his family and reported that they are doing well to date. He was very excited to see the progress that the Marching Band has made throughout the summer. He reminded everyone that the first competition will be held in Morton, Illinois and the final itinerary will be sent via e-mail. Also, they are having some issues with decals for the new trailer and he would like to return a portion of his stipend he had received to put towards the cost of having the trailer painted and having Marching Mustang decals adhered to the trailer.

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A. Kiwanis: Craig Roselieb introduced Gretchen Sauer, a former colleague from DGS to address the Board regarding volunteering to assist the Kiwanis in selling peanuts. Gretchen is the President-elect for the Downer's Grove Chapter of Kiwanis, and due to the fact that the Kiwanians are getting older, she has asked if the Board if we would be willing to assist them in collecting donations at selected street intersections in Woodridge and Downers Grove on September 27, 28 & 29, 2007. In return for our assistance, the Kiwanis will donate to the Band program one-half of the funds collected. Mike Hutton and Mike Klimczak have offered to coordinate the volunteers.

B. Marching Band: Craig mentioned that the PSAT is being held on the same day of the ISU competition. There is an alternate date and the Junior students need to register for this alternate date. This registration form may be found in the band room. Craig will send an e-mail to the Junior student parents informing them of this PSAT date change.

C. Germany Trip: The Germany trip is scheduled for June 7 through June 20, 2008 and there will be an informational meeting held in the Auditorium at Downers Grove North on September 17, 2007 at 7:00 p.m. An itinerary and payment schedule will be distributed at this meeting. As of today, twenty (20) Wind Ensemble students are interested in attending and there are 35 spots available. Craig will be opening the trip up to Wind Symphony students and if there are more students interested in the trip than what is allotted, auditions will be held.

E. 2008-2009 Mustang Band Trip: The band trip will be held in Hawaii during Spring Break, 2009.

F. IMEA Auditions: IMEA Auditions will be held on October 8, 2007 (Columbus Day) at South Suburban College in South Holland, Illinois.

G. Guest Clinicians: Craig informed the Board that he has invited two guest clinicians to work with our band students. Don Owens from Northwestern University will be working with the Wind Ensemble students and Jeff Rupert from Central Florida University, will be working with the DGS Jazz Ensemble and will also work with all the Jazz Bands who will be participating at the Jazz Café held on January 15, 2008. Craig's intention is to invite more guest clinicians to work with our band students as the concert schedules permit.

H. Honors Credit Option for Jazz Ensemble & Wind Ensemble: Junior and Senior students were given the opportunity to apply for honors credit for participating in the band program. Eleven (11) members from Wind Ensemble and four (4) members from the Jazz Ensemble have applied for such credit.

G. Trailer Update – Lettering, Rear Door, Roy Linden's Work: A Color Guard Parent has offered to place the Marching Mustang Decals on both sides of the trailer at a cost of \$1,700.00. In addition to this cost, there is some other work that needs to be performed on the trailer that Roy Linden has been working on. We need approximately \$2,300 to cover all costs.

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It has been proposed to reallocate the following funds to be put towards the above-mentioned costs for the trailer: \$800 from staff; \$588 from trailer budget; \$500 from prop budget and \$400 from band camp supplies and the \$250 stipend that Ron Hornish had given back to the band. Jeff Horvath made a motion to reallocate the funds to be put towards the trailer work, Mike Hutton seconded the motion and it was approved by the Board at 7:46 p.m.

VI. President's Report:

A. Marla Hoffmeyer reported that the President's of FOFA, the Choir and Band Boosters met with Glenn Williams prior to the Band Booster meeting to share information about what is going on with each of the respective areas of Fine Art. One of the items discussed was when to hold future meetings since both the Booster meeting and FOFA meeting are held on the same night at the same time. Trying to have the Presidents and Glenn meet before the Band Booster meeting does not give us very much time to share such information. The Choir Boosters have leftover candy that they were going to sell and we have requested that they postpone their sale until the Band candy sale is completed. FOFA and the Boosters are looking to the Band Booster Board for guidance and our experience and welcome any input we have to offer.

B. Marla asked the current Board Members to start writing job descriptions for their current positions due to the fact that there are many Board Members who have senior students.

C. Shannon Rooney has submitted her application and Marla presented such request to the Board for approval of a Don Wilson Scholarship award for a one week band camp she attended. Lou Bury made a motion to approve scholarship to Shannon and Monika Cunningham seconded the motion. It was approved by the Board at 8:26 p.m.

D. Four (4) students who have a financial need, have come forward to request assistance in their Marching Band fee payments. Marla requested that the Board approve using the \$800.00 from the remaining BOA Section Leader scholarship funds (from the Music Bowl) to contribute \$200.00 per student to off-set their fee payments. Mike Legel inquired as to whether or not these students have completed their service hours and Marla indicated that the students are in the process of completing their hours. Karen Rooney made a motion to approve the use of the \$800.00 for these students and Ann Del Bene seconded the motion. The motion was approved at 8:34 p.m. with two members opposing the motion.

E. Craig Roselieb informed the Board that a flute teacher who had given private lessons to students who graduated was only paid for one-half (1/2) of her services and was under the impression that the other one-half (1/2) would come from the private lesson scholarship funds. However, the graduating students never applied for such scholarships. Laura Sorce suggested that the recently received 2006 Bike & Hike funds which would have

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been attributable to students who have already graduated be given to the teacher for her unpaid fees. Monika Cunningham made a motion to give the flute teacher the money and Lou Bury seconded the motion and it was approved at 8:51. Lou suggested that moving forward, a process be created in reimbursing private lesson teachers.

VII. Vice President of Communication Report:

A. Mustang Band Fanfare: Lou informed the Board that the Fanfare is published every 6 to 8 weeks. September's Fanfare will be completed by the end of this week.

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 "Fantastique" show shirts were distributed to the students at Band Camp. The winning design was submitted by Kaity Gabric and Dave Kopka. Extra student shirts may be purchased for \$9.00 and the parent/fan shirts (that are in sapphire blue) are also available for sale for \$15.00. Hoodies, string bags and baseball shirts are also still available for sale. Order forms may be found on the website.

B. Market Day: September 8, 2007 was Band/Special Needs month. The next Band Market Day is in November. Please let Karen Rooney know if you can come and assist with sorting and packing of the Market Day orders.

C. Louis' Tailors: Letter jacket prices were confirmed as being the same as what is contained in the current flyers located in the Band Room. Tuxedo shirts may be purchased for \$20.95 and ties are \$6.00. This information has been supplied to the Jazz Coordinators.

D. Candy Bars: Marilyn Bottorff and Amy and Larry Masek reported that the candy bar sale dates have been confirmed for September 13, 2007 through October 11, 2007. The candy will be sold around most of the Marching Band practices and at least during one of the school days. Students may not sell candy in or around the cafeteria. The money will be due in time to get credit for the October 15, 2007 deadline fundraising expectation.

E. Meijer: Margaret reported for Ellen Casey and 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.

F. Amazon.com Shopping: As of September 8, 2007, profits earned from items purchased from Amazon.com was in the amount of \$77.47. 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 so start your shopping in order to earn Band credits.

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G. Jewel Shop & Share: The Band's shop & share dates are this week, September 10, 2007 through September 12, 2007.

H. 2007-2008 Fundraising Forms: The fundraising forms submitted in May have not been signed and returned. Glenn Williams is following up with Jenny Davis from the Student Activities Office.

I. Miscellaneous: The first football game was held on September 1, 2007 at Illinois Benedictine University, therefore there were no booster sales. However, for the DGS v. DGN game, gross sales were over \$1,100.00. Drinks needed to be re-stocked twice. Special thanks goes out to Karen Rooney and Mike Legel for emergency delivery service. A thank you also is given to Marilyn Bottorff, Mike Hutton, Karen Rooney, Mary Ann Szwarc, Marla and Mark Hoffmeyer, Alice and Matt Luetger and Ann Del Bene for their assistance with set-up, sales and pack up of the game. Volunteers will be needed for the three additional home games and additional help will be needed for the Senior Night game to be held on September 21, 2007 and the homecoming game on September 28, 2007.

IX. Vice President of Membership:

a. **Marching Mustangs:** Ann Del Bene reported that the 2007 Marching Mustangs include 123 members. Payments made as of September 10, 2007 total \$49,325.00. The Fundraising expectation or 5th payment will be due on October 15, 2007 and must be paid before the students may attend the Youth in Music Championship in Minneapolis. Ann will e-mail everyone a reminder of this date.

b. **General Band:** As of September 10, 2007, a total of \$3,950.00 in Band Booster payments have been submitted for 2007-2008 school year. An article will be included in the September newsletter and an e-mail reminder was sent on September 3, 2007. A list of students who have indicated on their registration form that they do not want their pictures posted on the band website will be given to the Directors and the Communications and Publicity Coordinators.

X. Equipment Coordinator's Report: Roy Linden has been busy working on the new trailer and has completed the following tasks:

- i. Installed 20-eye bolts to trailer sides for bungee tie-downs;
- ii. Added Polypropylene 2-coat seal inside trailer walls;
- iii. Painted semi-gloss black 2-coat (with anti-skid additive) ramp and floors;
- iv. Added ladder hooks along side of trailer;
- v. Installed 2-rear lights with switches (which were salvaged from the old trailer);
- vi. Installed 12v power source at rear; and
- vii. Installed front shelf.

The items that still need to be completed are:

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- i. Fabricate and install ramp gap plate (design has been approved);
- ii. Repair/inflate all cart tires. Oil cart casters and oil and tap adjustment screws on aircraft carrier and check others;
- iii. Supply 8-shortened wing nut clamps;
- iv. Add cotter pins to two pivot pins on drum platform;
- v. Repair foot pedal;
- vi. Paint hitch components;
- vii. Buy (8) – 4' long bungee cords to span 8'; and
- viii. Replay 4-screw/bolts with 4-stick pins with retaining cable and ball.

Open expenditures consist of \$125.00 for the gap plate, \$20.00 for the bungee cords and \$15.00 for 2-ladder hooks/etc.

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

XII. Marketing/Public Relations Coordinator's Reports:

Marketing/Public Relations: Jill Pruett informed the Board that we have been getting good coverage in the local papers. Publicity has been received on the following events:

**Bike & Hike for Mike:* Downers Grove Reporter. Ad value of this placement is \$420.00 with a circulation of 4,500 subscribers and was run in the Wednesday, August 29, 2007 edition. It was also placed on the Downers Grove Village website – www.downers.us.

**Fine Arts Calendar:*

- ✓ Downers Grove website;
- ✓ Community Events Boards—Fire Stations 3 & 5;
- ✓ Cable TV Community Calendar, Channel 6;
- ✓ Park District senior board; and
- ✓ Darien Senior Center.

**Music Bowl:*

✓ Cable TV Community Calendar, Channel 6. There will be more information published. She is working with the Sun and Reporter to get Music Bowl articles.

**Drum Corp:* The article about Steve Stanger and Kevin Savage in the Wednesday, September 5, 2007 *Reporter* was gotten through Dan Stanger's efforts.

Renata Allelujka mentioned that the more DGN events and/or programs are shown on the District 99 cable channel versus DGS events and/or programs. Mike Mueller, Pre-Engineering Faculty member from DGS has been charged with rectifying this disparity. He contacted Renata for help in coverage of DGS events and is looking for any raw footage that parents might have videotaped from any music events so that the DGN students may be able

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edit for broadcast on the cable channel. Renata suggested Mike contact Craig Roselieb for concert taping and Mike Legel for Marching Band and other larger music events like Jazz Café.

B. Videography: The video is on the website from last Friday's football game.

XIII. Mustang Music Bowl Coordinator's Report:

a. Renata Allelujka reported that there are sixteen (16) bands who will be participating in the Music Bowl. We should be able to accommodate the additional band because two (2) "AA" bands (who are the first to perform) will be leaving to compete at Prospects competition later in the evening. There is one "AAA" band that will compete at Prospect's first and attend our competition later. Having these bands should boost concession income.

b. The website has been updated with the current list of participants. We have been fortunate to add an "A" Band and an "AAA" band and move an "AAA" Band to the "AA" category. The line-up will feature eight (8) "AA" bands for the first half of the competition. Three (3) "A" Bands and five (5) "AAA" Bands will compete in the second half along with our Marching Mustangs closing the performance for the evening.

c. The Music Bowl committee will consider alternate ways of producing income to pay for the printing of a scaled-down program for next year's event due to the fact that advertising is down from last year. Some suggestions for a scaled-down program would consist of information on participating bands, judges, the schedule and thank you letters where appropriate.

d. The in-kind list of supporters continues with: Starbucks, Joe Pepitone (donating 1000 bottles of water), Skuddlebutt's, who supply grills, food at cost and training in efficient grilling.

e. We will not be utilizing the football concession stand and will be setting up tents and using our own grills for food preparation. We will maintain the same concession offerings as last year with the addition of a "snacks and drinks" stand located where the apparel tent is placed for football games. Consideration is being given to selling hot chocolate to be discussed at the meeting with the Administration this Thursday.

f. The School received high praise from the Prospect competition group. They were quoted as saying "We are so organized and ahead of things and present such a professional appearance."

g. Renata e-mailed Jeff Fiedler on the Cavalier Merchandise Tent. She will report his response at next month's meeting.

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h. She is working on securing our guest speakers and trophy presenters. The Program is also being worked on to meet the September 13, 2007 deadline.

i. Tents are needed for the concession area. Please let Renata or Bart Casper if you have an EZ Up Tent that may be used for the day.

j. The next Music Bowl Committee meeting will be held on September 13, 2007 at 7:00.

XIV. Social Activities Coordinators' Report:

A. Band Camp: Tracy Danko indicated that Band Camp went very well and she thanked everyone who helped make the Band Camp dinners run smoothly. We had plenty of food each night and we now know what meals were more popular with the band. Mike Hutton and Alice Luetger did a great job keeping water and ice available for use at lunch and dinner. They also made sure we had enough volunteers every night. The picnic on Friday night was a huge success with a large turnout. Additional thanks goes out to those who donated grills to use at the picnic.

B. Morton Competition: At the upcoming Morton competition, we will be serving fruit and protein to the Band after they are finished with their practice and prior to their performance. Each student will be given \$5.00 to help defray the cost of meals for the day of the competition. We will be having conversations with the Directors to discuss the meal options for the upcoming competitions.

C. Fall Banquet: Deb & Dan Stanger along with Debbie Larson reported that Bobek's Signature Room in Woodridge charges \$28.00 to \$30.00 per person with wait service for banquet services, whereas, if the Banquet would be held in the School Cafeteria, they could reduce the per person fee to \$13.50 by having the meal catered by Buona Beef. Deb had conversations with the school and was encouraged to host it on school property. Deb Stanger made a motion to have this year's Fall Banquet at DGS with Buona Beef catering the event, and Lou Bury seconded the motion. The Board approved the motion at 9:24 p.m.

D. Spring Banquet: Terry Kopytko has a call into Ashyana to obtain information regarding the mishaps from the Spring Banquet.

XV. Uniform Coordinators' Report: Terri Vanderjack reported that a few of the uniforms became muddy beyond just a simple "brush-off" and had to be sent for an unscheduled cleaning at a cost of \$20.00. Uniforms will have their mid-season cleaning from Marberry Cleaners in St. Charles on Saturday, September 29, 2007 and will be returned on Friday, October 5, 2007.

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XVI. Volunteers Coordinators' Report:

A. Band Camp: Alice Luetger and Mike Hutton expressed their appreciation to all of the volunteers who made this year's band camp a huge success.

B. Football Games/Competitions: Our next event will be held in Morton, Illinois on September 15, 2007. They had a great response for pit and chaperone help. Mike & Alice will continue to send e-mail reminders looking for volunteers to assist with the home football games as well as competitions.

C. Volunteer Spreadsheet: Alice has updated the volunteer spreadsheet which may be found on the website and downloaded from the volunteer general page and she has hard copies for distribution. She recommends that the Committee Chairs review this volunteer list to aid in their search for possible shadow and/replacement volunteers.

XVII. Parent Coordinators' Report:

A. Color Guard: Diane Hundseder and Jan Petrukovich have been finalizing fittings for the competitions. Some flags also need a few minor modifications.

B. Youth in Music (Minneapolis): Glen Williams reported that the University of Minnesota has confirmed the date of Saturday, October 27, 2007 for the 9:00 to 11:00 a.m. rehearsal at their indoor football practice field. Glen is still waiting on approval from the Metro Dome to use the Dome for the Friday October 26, 2007 rehearsal. In the event he is not able to secure the Metro Dome, he will confirm if Friday night is available at the University for the practice. Buses will be able to park free at the Metro Dome. The 10th Street Bridge is open to two-way traffic which would be the suggested route to get to the University. Glen made a motion to open up the contract to obtain additional rooms, if available, for parents at the same per night rate. Glen will call the Hotel to see if there are rooms available. Mike Hutton seconded the motion and it was approved by the Board at 9:45 p.m.

C. BOA: No report at this time.

D. Jazz: Jeff Horvath reported that the DGS Jazz program has two (2) bands, the Jazz Ensemble and Jazz Lab Band, for the 2007-2008 school year. The Mustang Band Boosters support two (2) e-mail lists to aid in the communication of jazz program details. All parents/guardians of the Jazz Band students are encouraged to subscribe to the e-mail list which may be found at: <http://www.mustangbandboosters.com/lists/on-list.htm>. The Jazz Ensemble had their first performance on Saturday, September 8, 2007 as part of the entertainment line-up for the Sixth Annual Bike & Hike for Mike fundraising event for the Samel

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Foundation. The Jazz Ensemble will also provide entertainment for the Darlene Ruscitti's "Back To School Bash" fundraiser on Sunday, September 23, 2007 at Drury Lane in Oak Brook, Illinois. Ms. Ruscitti is the Regional Superintendent of the Dupage Regional Office of Education. The first concert performance for both bands is scheduled for Thursday, November 29, 2007 in the DGS Auditorium.

E. Chaperone Coordinators: Monika Cunningham informed the Board that everything is in order for the Morton competition. There will be ten (10) pit volunteers and seven (7) chaperones including herself. Mike Hutton has done a great job on recruiting volunteers. Dave Luetger is creating a schematic of the pit instruments so that the pit volunteers know where to set up their equipment.

F. Gourmet Delight Cheesecakes: Gourmet Delight has introduced a new 7" cheesecake program. The cake would be approximately 2 lbs and there would be a \$6.00 profit from each cake sold. These smaller cheesecakes appear to the same size as the larger cheesecakes and cannot be sold at the same time as the 9" cheesecakes are being sold. The Board agreed to stay will selling the full-size and mini-size cheesecakes rather than selling the 7" size, which the Board felt would not sell as well. Tentative dates for the sale are: (i) distributing flyers on November 12, 2007 with sampling held on concert nights; (ii) orders would be due on November 26, 2007; and (iii) pick up on December 4, 2007.

G. Pictures: Pictures are scheduled to be taken on September 21, 2007. Information regarding pictures are included in the Fanfare and will be communicated through e-mail. Order forms will be distributed either after the September 13, 2007 or September 18, 2007 practices. Picture times will be posted on September 18, 2007.

XVIII: Miscellaneous, Unfinished Business & New Business:

Scholarships: Ann Del Bene, Jeff Horvath, Cathy Jama and Mike Klimczak volunteered to serve on a Bylaws committee with the Directors and Marla Hoffmeyer to review student scholarships. The team met but does not have anything to report to the Board at this time. There will be more information at next month's meeting.

XIX: Announcements: The next Booster meeting will be held on October 1, 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 9:57 p.m.