

**Community High School District 99 – South Campus  
Mustang Band Boosters  
December 3, 2007 – Minutes**

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**I. Call to Order:** The meeting was called to order by President Marla Hoffmeyer at 7:05 p.m. Board Members who were in attendance were Marla Hoffmeyer, Lou Bury, Margaret Legel, Ann Del Bene, Laura Sorce, Cathy Jama, Diane Kowalski, Tracy Danko, Terri Vanderjack, Diane Mendoza, Alice Luetger, Michael Hutton, Mike Legel, Renata Allelujka, Lynn Filla-Clark, Craig Roselieb, Lynn Strantz, Karen Medek, Amy Masek, Larry Masek, Monika Cunningham, Wm. Glenn Clark, Diane Hundseder, Janice Petrukovich, Jeff Horvath, Karen Rooney, Mike Klimczak, Deb Stanger, Dan Stanger, Debbie Larson, Ed Kopytko and guest Joe Strantz.

Executive Board Members not in attendance were Tom Danko, Jill Pruett and Roy Linden.

**II. Approval of Minutes:** Cathy Jama will revise the November 5, 2007 minutes based on some last-minute modifications. Alice Luetger made a motion to approve the minutes and such motion was seconded by Diane Mendoza. The minutes were unanimously approved by the Board at 7:06 p.m.

**III. Secretary of Student Accounts' Report:** Laura Sorce reported that the balance in the Student Accounts as of October 31, 2007 was in the amount of \$10,285.70. There was no revenue in November. Expenses in November were for banquet tickets and the Purdue Jazz Festival totaling \$124.00. The balance in Student Accounts, as of November 30, 2007, is \$10,161.70.

**IV. Treasurer's Report:** Tom Danko was out of town, but supplied his report to the Board via e-mail, which was presented to the Board by Tracy Danko as follows:

**A. Marching Band:** Income received for Marching Band came from the Veteran's Day parade, savings account interest and donations. The donations consisted of cash from the band banquet, from a family member who attended the Youth in Music Minneapolis trip and an in-kind donation for the cost of the water for the Marching Band season. Note that \$830.00 was transferred from football game sales as follows: \$230.00 to candy sales and \$600.00 to band specialties. Expenses incurred were for group meals, BOA, Youth in Music, senior parent night, water, flowers, uniform cleaning, miscellaneous uniform equipment, Color Guard equipment & uniforms and Marching Band staff payments. A profit was realized due to the excellent turnout at the Fall Banquet. The current balance for **Marching Band** is in the amount of \$11,798.00.

**B. General Band:** Income was derived from membership fees and band specialties. Additional income for the **General Band** included the Kiwanis peanut money and a \$1,000.00 donation from the Samel's. Expenses consisted of concert beverages and postage. The **General Band** budget balance is currently in the amount of \$3,506.00 with a combined band balance of \$15,304.00.

**C. Checking Account:** To date, the checking account balance is \$63,611.00.

**D. Miscellaneous:** There were several changes to the saved funds which consisted of the following:

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- **Color Guard Fund:** received uniform and shoe payments and paid one bill for Holy Cow Sports;
- **Jazz Fund:** received \$560.00 in cash and student account transfers for the Purdue University trip;
- **Student Accounts:** reflects Laura's reported amounts;
- **Germany Trip:** received several payments and paid \$7,000.00 to travel agent;
- **Marching Band shoes:** received one payment;
- **Candy Sale:** account is now closed with a zero balance; and
- **2007 Music Bowl:** paid the DGS school bill; Downers Grove Village Grant stipend still outstanding.

There was no activity for the other bank accounts.

**V. Band Director's Report:** Craig Roselieb reported the following information:

**A. French Horn Purchase:** Three Holton HNSOL200 Soloist Double Horns with Rose Brass Bells were purchased from Quinlan & Fabish for \$1,750.00 each. The list price for this instrument is \$2,995.00 but since they were rented for one month from Quinlan & Fabish, we were able to purchase them as "gently used" instruments at a reduced cost.

**B. Germany Trip Update:** Thirty four (34) students have paid for the Germany trip.

**C. Don Owens Commission Project:** The school has commissioned Don Owens to write an original piece of music at a cost of \$4,000.00 that will be performed by the Wind Ensemble at the Spring Concert. The fee will be funded by the \$1,000 Samel donation received at the Marching Band Banquet, \$1,000 from Friends of Fine Arts, \$1,000 from the Music Department budget and \$1,000 from the Band Booster budget – concert band music. The Samel's suggested using the poem entitled "Music, My Life, My Gift" adapted by a poem written by Elizabeth Barrett Browning for the commissioned piece.

**D. Miscellaneous:** Plaques were bought to present to Lakeview & Eisenhower Junior High Schools for their participation in the Wind Ensemble Invitational held on November 12, 2007. Poinsettias, CD's and "Be the Cure" tee-shirts may be ordered at the December Holiday Concert. The tentative date for the Music Bowl is September 27, 2008. The Marching Band staff will be meeting on December 5, 2007 to plan for the 2008 Marching Band Season.

**E. Jazz:** Craig reported the following information for Glenn Williams: (i) Glenn Williams reported that the Jazz Performance held on November 29, 2007 was very successful. A special thank you goes out to Jennifer Horvath for coordinating refreshments and soliciting volunteers for the upcoming Jazz Café to be held on January 15, 2008.

(ii) On Friday, February 8, 2008, we will host the NIU Jazz Ensemble with guest artist Jimmy Heath. Parent help is needed to host dinner in the Faculty Cafeteria.

(iii) In addition to the special guest saxophonist, Jeff Rupert, who will be performing at the Jazz Café, this year's philanthropic goal is to gather enough instruments to equip an entire band and donate them to schools in New Orleans. Donations will also be

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accepted. American Music has agreed to repair the instruments at a reduced cost. Please contact Glenn Williams at [gwilliams@csd99.org](mailto:gwilliams@csd99.org) for more information.

(iv) The Jazz Bands will be traveling to Purdue University Jazz Festival on January 18 and 19, 2008. In addition to receiving constructive feedback from the judges, the students and staff will hear some of the Midwest's best live jazz performances.

**VI. President's Report:** Marla indicated that she met with the FOFA and Choir Presidents and there is nothing new to report at this time. The Choir Boosters finally have a website up and running and they will be meeting with the Junior High Schools to promote High School Choir involvement. Marla reminded the Board that the anticipated purchase of the French horns had been discussed at five (5) of the last seven (7) meetings.

The Executive Board voted favorably via e-mail to buy the French Horns on three separate measures as listed below:

- 1) Transfer of \$4,994.00 of the 2006 Music Bowl rainy day money to the General Band fund to purchase the instruments;
- 2) Transfer of the Kiwanis peanut sale money to the General Band fund to purchase the instruments; and
- 3) Purchased three (3) French Horns at a cost of no more than \$1,800.00 each.

The vote on each measure was twelve (12) in favor, one (1) opposed and three (3) abstentions.

**VII. Vice President of Communication Report:**

**A. Mustang Band Fanfare:** Lou Bury informed everyone that the November Fanfare has been published and the deadline for the next Fanfare is January 4, 2008 with a release date of mid-January.

**B. Website:** Mike Klimczak indicated that he would like to solicit input for ideas for future information that would be posted on the website.

**VIII. Vice President of Ways and Means' Report:**

**A. Band Merchandise:** Margaret Legel reported that we received minimal dollars in income from the November concerts with remaining income coming from Mustang Band Christmas ornaments and several orders for Christmas presents.

**B. Market Day:** Karen Rooney reported that the next Market Day is scheduled for December 8, 2007. Orders are due by Wednesday, December 5, 2007. Please let Karen Rooney know the week prior to the pick up day if you are available to help sort and pack the orders for Market Day.

**C. Meijer:** Don't forget to sign up for Community Rewards so that the benefit of your shopping comes to the Band Boosters.

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- D. **Amazon.com Shopping:** Use the Amazon link on the Mustang Band Boosters website.
- E. **Jewel Shop & Share:** November profits are not in yet and will be reported at a later date. The next scheduled shop & share days are scheduled for December 17, 18 and 19, 2007. The Band Boosters will receive 7% of the sales.
- F. **2007-2008 Fundraising Forms:** The fundraising forms submitted in May have not been signed and returned. Marla will follow up with Glenn Williams.
- G. **Butter Braids:** Karen Medek reported that the sale will begin in February with sampling at the concerts, sale ends on March 2, 2008 and delivery is scheduled for March 15, 2008. The price of the butter braids has increased to \$10.00 each.
- H. **Cheesecakes:** As of December 3, 2007, a total of 426 cheesecakes were ordered for a total amount of \$6,291.00. \$968.00 will be deposited as profit into Student Accounts and another \$968.00 into the General Band Fund. Delivery and pick-up is scheduled for December 11, 2007.
- I. **2008 Plant Sale:** The order/fundraiser intent form is expected to be received from the Greenhouse in mid-January. Upon receipt, this will set it into motion. It will be available to hand out at the Freshman open houses.
- J. **Winter/Spring Band “Eats Out” Promotions:** There are no promotions scheduled to date. Need to focus on January.
- K. **Kiwanis Peanut Days:** The check has been received from the Kiwanis.

**IX. Vice President of Membership:**

- a. **General Band:** As of December 3, 2007, a total of \$5,050.00 in Band Booster membership payments have been submitted. Five (5) families joined after the November concerts. Another reminder will go out in the January Fanfare. An updated list will be sent to the DGS band secretary for the Holiday concert program.
- b. **Germany Trip:** As of December 3 2007, thirty four (34) students are registered for the Germany trip. A total of \$19,700.00 in payments has been submitted. The next payment is due on December 14, 2007.

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

**XI. History/Tradition Secretary’s Report:**

(a) **History/Tradition:** Mike Legel reported that programs from the recent concerts have been added to the Historian archives. On the FOFA website, there is a video of a band from the 1980’s which has been posted on “You Tube”. He may consider posting some additional band material to “You Tube”.

(b) **Video Report:** The 2007 Music Bowl videos have shipped. Mike is working on the season video and he is anticipating its completion before Christmas. The cost of a CD is \$20.00 for the first disk and \$15.00 for each additional disk. For the Jazz Café to be held on

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January 15, 2008, Mike will contact the Jazz parents to arrange for a taping of that event. Finally, the Wind Ensemble Concert held on November 12, 2007 with the two Junior High Bands was taped with the intent of submitting it to Channel 16 as part of a recruiting effort. Unfortunately, another unedited version of the same concert was submitted to Channel 16; therefore, Mike will not submit his tape.

**XII. Marketing/Public Relations Coordinator's Reports:** Marla reported on behalf of Jill Pruett that the "Build a Band" fundraiser was featured in the Reporter.

**XIII. Mustang Music Bowl Coordinator's Report:** Renata Allelujka and Lynn Filla-Clark reported the following:

- (i) They are waiting for a few more deposits and will have a final figure by the January meeting.
- (ii) They are also actively recruiting volunteers for the following open positions: Music Bowl Co-Chair; volunteers; stadium Co-Chair; sponsorships; website; tickets (possibly Co-Chair/shadow); and concessions Co-Chair.
- (iii) Lynn appeared in front of the Village of Downers Grove to request a grant in the amount of \$6,500 for next year's Music Bowl. All indications from the Village Grants Commission point to the fact that it is likely our grant request will be approved. However, the Commission would like to see more student involvement since they feel that the Music Bowl is their event. One suggestion would be to have the students distribute flyers prior to the event. Craig will need to speak with Jenny to see what policy is on public fundraising.
- (iv) Sponsorship will need some attention to gain back some lost sponsors. Also, as soon as a date is finalized, a "Save the Date" postcard will be mailed to all schools.

Marla wanted to clarify that in accordance with the Bylaws, the Chairperson's term of office is from December 1 through November 30. Lynn Filla-Clark has been nominated for the upcoming year. The Board elected her to serve as the Co-Chairperson for the 2008 Music Bowl Event.

**XIV. Social Activities Coordinators' Report:**

**A. Fall Concerts:** Tracy Danko reported that the Social Committee will be serving refreshments at the December Concerts.

**B. Fall Banquet:** The Stangers expressed their satisfaction with the outcome of the Fall Banquet and that it went "seamlessly". However, the students expressed concern that since it was held in the cafeteria it didn't feel any different. Ideas for the next banquet would be to have a decorating committee make it seem less like "school". Also, due to other activities in the cafeteria, there was a short timeframe in which to set up. Therefore, it is suggested to schedule a date when the cafeteria is free from these other activities.

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**B. Spring Banquet:** Ed Kopytko will consider having the Spring Banquet in the cafeteria with the possibility of Carrabba's catering the event.

**XV. Volunteers and Chaperone Coordinators' Reports:** Mike Hutton reported that there are no volunteer needs at this time. He will continue to work on keeping the website up-to-date.

**XVI. Uniform Coordinators' Report & Color Guard Report:** With regard to the Uniform Coordinators' Report, Terri Vanderjack had no report at this time. With regard to the Color Guard Report, Diane Hundseder informed the group that the warm-up uniforms, performance uniforms and equipment all still need to be collected.

**XVII. Parent Coordinators' Report:** Jeff Horvath indicated that volunteers are needed for the Jazz Café to be held on January 15, 2008. The NOLA Organization will supply donation letters for tax purposes for the donated instruments.

**XVIII. Bylaws Committee - Scholarships:** Craig Roselieb circulated the revised application forms to the Board for review and discussion. The Application Form will be revised to reflect suggested changes made by the Board. Mike Klimczak made a motion to approve the Application Form, as revised, and the motion was seconded by Mike Hutton. The revised Application Form was approved by the Board at 8:31 p.m. The Mustang Band Scholarship Options Form (the "Options Form") will also be revised based on suggested changes by the Board. Mike Klimczak made a motion to approve the Options Form, as revised, and such motion was seconded by Mike Hutton. The Board approved the Options Form at 8:54 p.m. The proposed amended Bylaw Language will be revised by Craig and circulated to the Board via e-mail. It is suggested that the amended language be reviewed and suggested changes sent to the Board prior to the January meeting.

**XIX: Miscellaneous, Unfinished Business & New Business:** There is no miscellaneous, unfinished or new business at this time.

**XX: Announcements:** The next Booster meeting will be held on January 7, 2008 at 7:00 p.m. in Room D180 at Downers Grove South. All are welcome to attend.

**XXI: Adjournment:** The meeting was adjourned at 10:08 p.m.

[END OF MINUTES]