

**Community High School District 99 – South Campus
Mustang Band Boosters
January 7, 2008 – Minutes**

I. Call to Order: The meeting was called to order by President Marla Hoffmeyer at 7:06 p.m. Board Members who were in attendance were Marla Hoffmeyer, Margaret Legel, Ann Del Bene, Tom Danko, Laura Sorce, Cathy Jama, Jill Pruett, Tracy Danko, Diane Mendoza, Alice Luetger, Michael Hutton, Renata Allelujka, Lynn Filla-Clark, Craig Roselieb, Ron Hornish, Kathy Gabric, Amy Masek, Larry Masek, Monika Cunningham, Diane Hundseher, Janice Petrukovich, Debbie Spiewak, Mike Klimczak, Deb Stanger, Dan Stanger and guest Alene Ackerman.

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

II. Approval of Minutes: The December 3, 2007 minutes will be revised to include a few last-minute modifications. Ann Del Bene made a motion to approve the minutes and such motion was seconded by Lynn Filla-Clark. The minutes were unanimously approved by the Board at 7:07 p.m.

III. Secretary of Student Accounts' Report: Laura Sorce reported that the balance in the Student Accounts as of November 30, 2007 was in the amount of \$10,161.70. Revenue in December came from Music Bowl ads and cheesecakes totaling \$1,439.00. Expenses in December were for 3 "*Be the Cure*" tee-shirts, and for music lessons/expenses. Total expenses were in the amount of \$275.96. The balance in Student Accounts, as of December 31, 2007, is \$11,324.74. Laura will follow-up with the Samels regarding the Bike & Hike for Mike money for the student accounts.

IV. Treasurer's Report: Tom Danko presented his report as follows:

A. Marching Band: Income received for Marching Band came from the sales of Marching Band videos, checking account interest, shopping rebates (Amazon) and football game sales. Expenses incurred were for the Fall Banquet, uniform cleaning, a software upgrade for the program to write the music for the Marching Band show, instrument supplies, Drum Major uniforms, Color Guard equipment and miscellaneous uniform equipment. The current balance for **Marching Band** is in the amount of \$9,333.00.

B. General Band: Income was derived from membership fees, band specialties and the cheesecake sale. There is also shown a transfer in the amount of \$4,127.00 from the 2005 Music Bowl account as income that was used towards the purchase of the French Horns. Expenses came from the Director's discretionary account (Don Owens music commission), plaques for the two (2) Junior High Schools and for the purchase of the French Horns. The **General Band** budget balance is currently in the amount of \$2,365.00 with an overall band balance of \$11,698.00.

C. Checking Account: Several deposits were received for the trip to Germany. Tom will send such payments to the Travel Agency. \$7,000 has been paid towards the trip to date. Also received was the \$5,000.00 check from the Village of Downers Grove for the Music Bowl. \$4,127.00 was transferred from the Music Bowl raining day fund to the General Band account to pay for the new French Horns. The remaining balance in that Music Bowl account is in the amount of \$867.00. A check was returned from a \$50.00 membership fee. The family was notified for re-issuance of the check along with the \$8.00 Mid-America service fee.

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D. Miscellaneous: The Mid-America Bank Accounts will be converted to National City accounts due to the buy-out of Mid-America. With the exception of getting new debit cards, the change should be seamless.

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

A. Germany Trip Update: Thirty four (34) students and two (2) adults have paid for the Germany trip.

B. Don Owens Commission Project: No update at this time. He has all of the music and Corey Parkinson wrote some musical ideas for Don's consideration.

D. Marching Band Section Leader Update:

- **Peter Ferrito Workshop #1 – Monday January 21, 2008:** There are 35 – 40 students who have applied for Section Leader for the 2008/2009 Marching Band Season. Peter Ferrito has been hired to conduct a one day workshop to work with the potential Section Leaders on Monday, January 21, 2008 from 9:00 a.m. to 6:00 p.m. Lunch will be provided and volunteers are needed to serve lunch to the Staff and students.
- **Future March Workshops:** The chosen Section Leaders will continue its leadership training at a two day workshop to be held in March.
- **Marching Band Recruitment Meeting- Tuesday, February 12, 2008:** The Marching Band Recruitment meeting will be held two (2) days before the first February Band Concert and right after the Freshman open houses.
- **Band Camp:** Band Camp will be held locally again this year on August 10, 2008 through August 15, 2008.

E. Wind Ensemble – ISU on April 26, 2008: The concert DGS hosted last year has been cancelled for this year.

F. Wind Symphony – Date Changes: Per Ron Hornish, the Wind Symphony will be traveling to Lemont on April 26, 2008 and to a Concert Band Festival in Metamora on March 8, 2008. Glenn Williams was approached by Lace School to have the WS participate in a fundraiser dinner to be held at Eisenhower Junior High on February 25, 2008. More details to come.

G. Jazz: Craig reported the following information for Glenn Williams:

Jazz Café: Another jazz opportunity on our horizon is the Jazz Café on January 15, 2008. Last year, we created our first "other-centered" fund raiser and generated, combined with Downers Grove North, more than \$2,500 towards malaria bed nets to be distributed in Africa.

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

Coming Jazz Events:

- Friday, February 8, 2008, NIU Jazz Festival with guest artist Jimmy Heath – 7:00 p.m. Tickets available from any DGS Jazz Student. Featuring the NIU Jazz Band, Jimmy Heath and the Lab and Ensemble Bands from both DGS & DGN. We are hosting this event this year.
- Saturday, February 9, 2008, Frank Mantooh Jazz Festival at New Trier High School. Jazz Lab Ensemble to perform for judges comments and hear the best live jazz available, including the Indiana University Jazz Ensemble and The Chicago Jazz Ensemble led by Jon Faddis.
- Saturday, February 9, 2008, Evanston Township High School Jazz Festival, Jazz Ensemble will perform for judges comments and ratings and hear the DePaul University Jazz Ensemble directed by Bob Lark with special guest artist Phil Woods.

Bylaws Committee – Scholarships: Craig distributed the revised Mustang Band Booster Scholarship Option Form, Mustang Band Scholarship Application and Final Draft of the proposed Bylaw language changes. He asked if there were any questions regarding these forms and/or Bylaw language changes. After some discussion, and one more revision that needs to be made, the Executive Board needed to vote on the Bylaw language changes. Glenn Williams and Lou Bury previously approved the forms and the forms were approved at the November meeting and Bylaw language changes and Diane Kowalski was not in attendance, however there were enough Executive Board Members necessary to vote. Mike Hutton made a motion to approve the changes to the Bylaw language, Mike Klimczak seconded the motion and the Bylaw language was unanimously approved at 8:21 p.m.

President's Report: Marla Hoffmeyer reported the following:

1) A sheet will be passed around for current Board Members to indicate whether or not they are planning to stay in their current office next year, if they would like to assume a different office, or if they have someone they want to nominate for an office. This month, as required by the Bylaws, a Nominating Committee needs to be set up in order to recruit volunteers to fill the open positions on the Executive Board, and as many General Board positions as possible. The Nominating Committee will then present the proposed slate to the Directors prior to next months meeting, and then presented to the entire Board at the February meeting. Elections are then held at the March meeting. Three (3) volunteers are needed for this committee.

2) Whenever the Office of President or Treasurer changes, the Bylaws require an audit of the financial records by an Audit Committee comprised of three members of the Board. The

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current President and Treasurer cannot be on this Committee. This Committee performs the audit in March or April.

3) I met with Monika Cunningham, Mike Hutton and Roy to discuss the roles of the chaperone and pit and duties associated with each function. We also discussed suggestions for the football tent in which I am proposing we make a separate position from the position of Vice President of Ways and Means.

4) Roy Linden and I met in the loft to discuss the storage options for the color guard poles and flag bags. Roy is designing a rack to store them upright, so that they will no longer be left laying on the floor. The rack will be designed so that the poles can be put in and out easily and will not have the possibility of falling over when full.

5) The Freshman Open House will be held on January 28, 2008 and January 30, 2008. Before Christmas break, I asked Eileen to reserve a table and TV/DVD player for us for the Field House. We need parent and student volunteers in the Field House to talk to prospective Marching Band students and their parents. We have a new supply of plastic band cups (a freebie) that we can pass out to help promote the Marching Band. We will have to see what other prizes we can give to those who sign up for marching band.

6) Headlines from the FOFA meeting that Glenn and I attended, were, that their cookie drive is scheduled for March 3, 2008 through March 18, 2008 and President Gloria Salazar would like all Band parents to be aware of the FOFA organization and suggested a combined membership drive.

VII. Vice President of Communication Report:

A. Mustang Band Fanfare: Lou Bury, via e-mail, is seeking articles for the January Fanfare.

B. Website: No report at this time by Mike Klimczak.

VIII. Vice President of Ways and Means' Report:

A. Jewel Shop & Share: Margaret Legel reported that the December profits are not in as of yet.

B. Market Day: Margaret also reminded everyone that the next Market Day is scheduled for February, 2008.

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

D. Amazon.com Shopping: Use the Amazon link on the Mustang Band Boosters website which brings dollars back to the band program.

E. Butter Braids: The Butter Braids sales will begin in February with sampling at the concerts, sale ends the first week of March, 2008 and delivery is scheduled for early to mid-March, 2008. The price of the butter braids has increased to \$10.00 each.

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- F. **Cheesecakes:** This fund-raiser is closed out for 2007. Thank you for all of your support.
- G. **2008 Plant Sale:** The order/fundraiser intent form is expected to be received from the Greenhouse in mid-January. It will be available to hand out at the Freshman open houses.
- H. **Winter/Spring Band “Eats Out” Promotions:** There will be a Steak & Shake promotion to be held on January 21, 2008 and one to be held at Max & Erma’s on April 16, 2008. Sweet Tomatoes in Lombard participates in fundraisers and Carrabba’s will pay out \$15.00 per person profit based on a \$20.00 per person
- I. **2007-2008 Fundraising Forms:** Marla will re-submit the forms.

IX. Vice President of Membership:

- a. **General Band:** Ann Del Bene reported that as of January 8, 2008, a total of \$5,150.00 in Band Booster membership payments have been submitted. Another reminder will go out in the January Fanfare. Ann will also send an e-mail request in January to various band e-mail groups.
- b. **Germany Trip:** As of January 8, 2008, thirty four (34) students and two (2) paying adults are registered for the Germany trip. A total of \$34,000.00 in payments has been submitted. The next payment is due on January 18, 2007 in the amount of \$300.00.
- c. **Health Forms:** Ann is still missing completed health forms from band members. Ann will give Craig a list of the names of the student and he will post it outside the band room.

X. Equipment Coordinator’s Report: Roy Linden sent his report via e-mail to Cathy Jama who reported on Roy’s behalf. He has developed a rack design for the Color Guard flags per Marla Hoffmeyer’s request. The rack will hold flags upright in a slotted egg crate style structure which will be mounted to the back wall.

XI. History/Tradition Secretary’s Report: Mike Legel was not able to attend the meeting in person but sent his report as follows:

(a) **History/Tradition:** He has nothing to report at this time. He started some scanning of the older pictures into a historic database, but not much time has been devoted to it at this time.

(b) **Video Report:** The 2008 Season Video is complete. A few disks were delivered shortly before Christmas and the second disk will be ready this weekend after it has been reviewed one final time. The complete package will then be distributed. He will be taping the Jazz Café and if there are any parents who would like to tape the entire concert, please let Mike know. The more camera angles the better. He will also prepare a tape for Channel 16. The website continues to get a few hits in the off-season.

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XII. Marketing/Public Relations Coordinator's Reports: Jill is working on several different angles for marketing and has no report at this time.

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

- (i) Tracy will have updated financials for the 2007 Music Bowl. Updated figures will include the 2007 \$5,000.00 grant from the Village of Downers Grove. Outstanding items still include the cost of the patches and revenue from one outstanding ad.
- (ii) The Village of Downers Grove will be making final decisions this month on grant requests for 2008.
- (iii) Most of the positions for the 2008 Music Bowl have been filled. We might have someone for the Music Bowl Co-Chair position. Renata and Lynn will be meeting with him this week to discuss the responsibilities of the position. We're hoping to be successful. The other two (2) positions to be filled are a Co-Chair for Concessions and Co-Chair for tickets.
- (iv) As soon as a date is finalized, a "Save the Date" postcard will be mailed to all schools and we'll start calling judges.

XIV. Social Activities Coordinators' Report: Tracy Danko will be serving lunch to the Director's, students and the guest facilitator for the Leadership Workshop to be held on January 21, 2008. She will also be serving refreshments at the February concerts. The Spring Banquet will be held on April 24, 2008 at DGS. The first choice for caterer is Buona Beef and second choice is Carrabbas.

XV. Volunteers and Chaperone Coordinators' Reports: Mike Hutton reported that there are no volunteer needs at this time. Jeff Horvath will need volunteers for the NIU Jazz Ensemble, Concert in the Park and will coordinate the volunteer needs with Mike.

XVI. Uniform Coordinators' Report & Color Guard Report: Uniform Coordinators' Report - No report at this time. The January Color Guard Report is as follows reported by Jan Petrukovich and Diane Hundseder: Wal-Mart has determined that it will be unable to contribute any funds to the Color Guard's car wash. While we did not receive any formal response, we were advised by a store manager that they had made other contributions to DGS during the year and that no additional money was available for the Color Guard. Due to the difficulties this year in dealing with Wal-Mart, the Color Guard may want to consider other possible fundraising activities in the future.

XVII. Parent Coordinators' Report: Jeff Horvath indicated that additional volunteers are needed to set up tables for the donated instruments for the Jazz Café to be held on January 15, 2008. Panera Bread will be supplying the coffee and refreshments.

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XVIII: Miscellaneous, Unfinished Business & New Business:

- A. **Open House:** Marla will send an e-mail looking for volunteers to assist with the Freshman Open House to be held on January 28, 2008 & January 30, 2008.
- B. **Nominating Committee:** It is the time of year to recruit new members for both the Executive and General Booster Board. Marla asked for three (3) volunteers from the Board Members to serve on this committee. Jill Pruett, Kathy Gabric and Cathy Jama will work on the Nominating Committee. There will be six (6) openings on the Executive Board and seven (7) openings on the General Board that will need to be filled.
- C. **Audit Committee:** As Marla mentioned in her report earlier, an Audit Committee needs to be formed whenever a President or Treasurer leave the Board. Alice Luetger, Mike Klimczak and Mike Hutton volunteered to serve on this committee.

XX: Announcements: The next Booster meeting will be held on February 4, 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 8:34 p.m.

[END OF MINUTES]