

**Community High School District 99 – South Campus
Mustang Band Boosters
May 5, 2008 – Minutes**

- I. **Call to Order:** The meeting was called to order by President Marla Hoffmeyer at 7:10 p.m. Board Members in attendance were Marla Hoffmeyer, Lou Bury, Margaret Legel, Ann Del Bene, Laura Sorce, Cathy Jama, Jill Pruett, Diane Kowalski, Terri Vanderjack, Diane Mendoza, Alice Luetger, Mike Hutton, Mike Legel, Renata Allelujka, Lynn Filla-Clark, Gurmeet Chalva, Craig Roselieb, Ron Hornish, Kathy Gabric, Lynn Strantz, Amy Masek, Larry Masek, Monika Cunningham, Diane Hundseder, Janice Petrukovich, Jeff Horvath, Joy Sharp, Debbie Spiewak, Karen Rooney, Mike Klimczak, and Deb Stanger.
- Executive Board Members not in attendance: Roy Linden. Guests included Cheri Kirkpatrick, Maria Garza, Jan Colip, Mike Colip, Joe Strantz, Steve Pieczynski, Carrie Pieczynski, Alene Ackerman, Lita Proksa, Kristen Meek, and Student Band President, Jennifer Dust.
- II. **Student Band President Report:** Jennifer Dust reported good student reaction to the Spring Banquet, excitement for the end of year concerts, and also thanked the chaperones who accompanied WS/WE students to the recent ISU competition. Jennifer Dust will follow up with Marching Band students on the following student volunteer needs: summer Market Days; Music Bowl envelope stuffing on May 9; and Heritage Fest; and will solicit student articles for upcoming issues of Fanfare – to be emailed to Kathy Gabric.
- III. **Approval of Minutes:** The April 7, 2008 minutes were presented to the Board for approval. Monika Cunningham made the motion to approve such minutes and Mike Klimczak seconded the motion. The Board unanimously approved the minutes at 7:20pm.

President's Report:

- A. Marla Hoffmeyer and Cathy Jama met with Glenn Williams and the presidents of FOFA and the Choir Boosters prior to the Band Booster meeting.

The combined A Capella Choir/Wind Ensemble concert is May 22. The Choir Boosters will work with the Band Boosters on refreshments for the event.

The FOFA cookie dough sale netted a profit of over \$5,000. FOFA is awarding Best Buy gift cards to the top sellers. FOFA has made a number of capital expenditures this year for the Fine Arts Dept. including a digital camera, easels, guitars, and an IPOD mixer.

DGS will be hosting IMEA in the fall on November 22. The Band and Choir Boosters, along with FOFA will run concessions to provide food for the attendees.

- B. Marla then read a statement regarding the resignation of the Band Booster Treasurer. She then opened the floor for comments from the Board. If there are any parties that need information regarding this matter, Dr. Mark McDonald and Marla are the designated spokespersons and all questions should be directed to them.

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- C. Marla asked Board members to have all mail directed to Craig's attention at the school address. Nothing should be mailed to anyone's home. She also asked that everyone bring anything belonging to the Boosters to the school for storage rather than keeping these items in individuals' garages, basements and vans.
- D. She thanked the Booster Board for the flowers and gift certificate she received at the spring banquet. She also gave certificates to the senior parent volunteers that did not receive them at the banquet.

IV. Treasurer's Report:

- A. **Financial Report:** Marla has been acting Treasurer since April 18. The Treasurer's report for the month only includes the activity for the period April 18 through April 30. The first two weeks will be included in subsequent reports upon completion of the audit.
The activity for the last two weeks of April consisted of payments for the Germany trip by students and to the travel agency, receipts and payments for the band banquet, plant sale receipts, and marching band payments.
- B. **Audit Committee Report:** The audit is currently ongoing. The committee expects to be finished in mid May and present a report to the board at the June meeting.
- C. **Approval of the Budget for 2008-2009 Fiscal Year:** The proposed budget was presented to the Board for review. The following items were further explained: the Fee Payment line item had been reduced by \$400 (formerly \$38,500, now \$38,100) – this covered two \$200 waivers and this amount was moved to the 2007 Marching Band Profit line item, which was formerly \$1,800 but amended to \$2,200 to reflect this change. Karen Rooney made the motion to approve the 2008-2009 Mustang Band Booster Budget and Mike Hutton seconded the motion. The Board unanimously approved the minutes at 7:50pm.

- V. **Secretary of Students' Accounts Report:** The balance in Student Accounts, as of March 31 2008, was \$14,826.44. Deposits in April were for Bike and Hike 2007, and one student's \$10 credit for overpayment of banquet tickets. Total Revenue in April was \$1081.50. Expenses in April were for Germany Trip payments, Marching Band payments, Music Lessons and Expenses, and the Spring Banquet, totaling \$2698.03. The balance in Student Accounts, as of April 30, 2008, is \$13,209.91

VI. Band Directors' Report:

- A. **Germany Update:** The final payment, covering the airline fuel surcharge, is due May 30; performances have been added in Berlin and Prague.
- B. **Marching Band Update:** A 4th Drum Major, Ashley Carpenter, has been added for the upcoming season; the tentative calendar will be finalized within the next week to match the fine arts and school calendar – Craig will ensure that the final calendar is emailed & posted to the Fine Arts section on the web-site; the Marching Mustangs will participate in the following Memorial Day Parades – Woodridge (drum line only) & Downers Grove.

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- C. **Bands Update:** The Wind Ensemble was awarded 2nd Place in Class 7A at the ISU competition on April 26; on May 12 there will be a Chamber concert featuring Honors Credit Soloists; Spring concerts will be performed on May 20 & 22; non-senior Wind Ensemble and Wind Symphony members will participate in the Graduation ceremonies on May 30 – report time 2:30pm until 6:15pm.
- D. **Hawaii Update:** The trip vendor and tour plan decision had been made on the best price/best package details and the winning bid came from Entourage Management, representative Lena Mulcahy. The dates are February 26 through Tuesday, March 3, 2009 – 6 days, 4 nights with 1 day of missed classes. The cost will be \$1,800 per student and, pending School Board approval at their May 19th meeting, a parent meeting for the trip schedule is planned for Monday, June 2 at 7pm (this will result in a delay of the June Mustang Band Booster meeting), where a \$100 deposit will be sought from students intending to participate. To date, 2 performances and a clinic are planned during the trip.

VII. Vice President of Communications' Report:

- A. **Fanfare:** Lou Bury reported that the March edition of Fanfare was published on time and that submissions for the May 19th edition are due May 15th. Kathy Gabric will succeed Lou as the Vice President of Communications.
- B. **Website:** Mike Klimczak reported that Student Service Hours had been posted on the website; Mike also explained that while the Mustang Booster Board is in transition, there may be some instances of duplicate emails. Mike asked that he be informed of any changes to email addresses.

VIII. Vice President of Ways & Means Report:

- A. **Restaurant Fundraisers:** \$398.80 was raised at Max & Erma's on April 16. Attention will be given to planning future restaurant fundraisers on early dismissal/late arrival days. Margaret Legel has prepared fundraising forms for 2008/09.
- B. **Market Day:** April Market Day resulted in a deposit of \$433.53, split between the band and students. Laura Feste will succeed Karen Rooney as Market Day coordinator.
- C. **Plant Sale:** Karen Rooney said the full report would be presented at the June meeting but summarized that the totals were 256 orders and a profit of approximately \$7,300.

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IX. Vice President of Membership's Report:

- A. Marching Mustangs:** As of 5/5/08, 119 students have registered for the 2008 Marching Mustangs. A total of \$21,000.00 in payments has been collected thus far. The third payment was due 5/1/08 and the fourth payment is due 6/1/08. Seventeen students have not yet submitted signed contracts. There are still some health forms and insurance card photocopies missing that must be submitted before band camp. The first four payments must also be paid before camp. Three students have dropped. No refunds will be granted after June 6, 2008.
- B. General Band:** The final total of Band Booster membership dues collected for the 2007-08 school year was \$5400.00. As of 5/5/08, a total of \$2200.00 in Booster membership dues has been submitted for the 2008-09 school year. There are currently 45 students whose families have joined the Mustang Band Boosters. A reminder will go out in September for more members. Please remember that, per the bylaws, each officer of this organization shall pay the band membership fee for the membership year that said office is held.
- C. Germany Trip:** As of 5/5/08, 33 students and 6 adults from DGS will be traveling to Germany. A total of \$94,959.47 in payments has been collected thus far. The \$130 surcharge payment is due by May 30, 2008. All passport photocopies and District 99 travel documents have been given to Brayer Teague at DGN.

- X. Equipment Coordinator's Report:** Marla Hoffmeyer reported that Roy Linden was working on plans for flag storage on the back wall in the Band Loft. School approval should not be needed per Craig.

XI. History/Tradition Secretary's Report:

- A. Archive:** Newspaper articles, concert programs and other miscellaneous items have been added to the collection and will be passed along to Mike Legel's successor.
- B. Videography:** Mike reported that the hard drive he will pass to his successor includes seasons disks, Music Bowl disks, some concert and Jazz Café disks, the London disk and at last one Indoor percussion disk prepared and distributed in the past 4-5 years, totaling approximately 75 GB of materials. Mike said he would fill any remaining disc space with photographs he has accumulated over the past few years. He also offered to prepare a back-up disk – cost around \$100 – of the materials.

A new account, paid for by the Boosters, will host band images and Music Bowl web sites. Mike will continue working on adding older images to this new site and will continue working on the Music Bowl site for at least the next year.

- XII. Marketing/Public Relations Coordinator's Report:** Jill Pruett reported that she was working on 2008/09 Marketing & PR strategy and invited others to email her any ideas they may have for next year.

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XIII. Mustang Music Bowl Coordinators' Report:

- A. 8 bands confirmed, as follows: Glenbrook North; Lincoln-Way Central; Alan B. Shepard; Richmond-Burton; Glenbard West; Lake Park; Fremd; Plainfield North. 5 are AA, 2 are AAA, 1 not sure (Plainfield - AAA in the past but #'s may slip to AA for Fall). An inquiry from Fox Lake High School has also been received – indications are they'd like to participate.
- B. A draft of the next letter inviting bands to participate is ready. Clarification that bands can still email applications to Lynn while mailing checks to Craig at school. was made.
- C. Dependent upon all materials being printed by Friday, the plan is to have an envelope stuffing party after school – either right after school or around 4.
- D. 11 of the necessary 12 judges are on-board. Craig Roseleib will supply Lynn with a the names of a couple of candidates for the remaining judge position.
- E. Lynn had a meeting with school administration on 4/25. It went very well and we got information that will help with planning for the Bowl. Key things concerned using police officers to direct traffic, need to close Norfolk either periodically or for the duration of the Bowl. Also discussed was the extent of school supervision as well as procedures to safeguard cash receipts during the Bowl. The Music Bowl Committee will re-examine its procedures to make sure proper controls are in place to safeguard cash. Mike Hutton and Mike Klimczak on the Bowl Committee will work to incorporate appropriate controls. A new Finance Chair is being sought.
- F. Next Music Bowl meeting will be at the end of May or beginning of June.

XIV. Volunteer Coordinator's Report:

- A. Thanks to all the volunteers for chaperoning the ISU Concert Band Trip on April 26th.
- B. FOURTH OF JULY PARADE
Darien 9am
 - 6 volunteers to walk parade route to spritz kids as they march and play
 - 2-3 volunteers to hand out water at the end of the parade**Downers Grove 1pm**
 - 6 volunteers to walk parade route to spritz kids as they march and play
 - 3-4 volunteers to collect band shirts at the end of the parade
 - As many volunteers as we can get to take a load of shirts home to wash
- C. Web pages have been fully updated for the upcoming volunteer season.

XV. Social Activities Coordinators' Report:

- A. Catering: Treats will be served at the Chamber Music Recital on May 12. There is money left in the Social budget, so treats will be purchased instead of asking for donations. The band concerts for the end of the year are May 20 & 22. Donations for treats will be needed for these evenings.

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- B. **Mini Camp:** Camp is June 3 & 5. Dinners will be provided at 5:30 on each evening.
- C. **Spring Banquet:** The Spring Band Awards Banquet, held at the Downers Grove South High School cafeteria and auditorium on April 24, 2008, was a success. There were many positive comments offered about the location (using the cafeteria for dinner and the auditorium for the awards presentations), the quality and tastiness of the food, as well as the spirit and atmosphere of the celebration. 286 people attended the banquet and a few more were present at the awards ceremony. After expenses, there was a profit of \$248.84. \$75.00 will be directed towards the gratuity for the three Buona Beef staff members who assisted with buffet set up, serving, and most of all clean up. This leaves the final proceeds at \$173.84. Thanks were extended to Mike Hutton, Lita Proksa, Jennifer Dust, and Kathy Kopytko for their help in converting the cafeteria into a Banquet Hall.

XVI. **Uniform Coordinators' Report:** Freshmen fittings are scheduled for May 6; gloves will not be needed for the Memorial Day parades; plumes will only be used for Home games and possibly parades; uniform hemming/removal will begin soon.

XVII. **Parent Coordinators**

- A. **Color Guard:** No report.
- B. **Jazz:** Jeff Horvath presented a summary of this year's jazz events including the Jazz Combo's participation in the South Athletic Fund Raiser; Jazz Café; Build-A-Band; the Purdue competition and excellent placing of the Jazz Lab and Ensemble; the Spring concert which was well appreciated but perhaps under-publicized; and the upcoming Jazz Festival at Fischel Park.
- C. **Youth in Music:** No report.
- D. **Heritage Fest:** The Fest will take place on June 27-29 and student and adult volunteers will be needed for the vendor monitoring assigned to the band.

XVIII. **Miscellaneous, Unfinished Business & New Business:** Thanks were given to outgoing Board Members.

XIX. **Announcements:** The next Booster meeting will be held on Monday, June 2, 2008 at 7:00pm in Room D180 at DGS.

XX. **Adjournment:** The meeting was adjourned at 8:44pm.