

Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes

- I. **Call to Order:** The meeting was called to order by President Cathy Jama at 7:13 p.m. Board Members in attendance were Cathy Jama, Kathy Gabric, Karen Rooney, Alene Ackerman, Paul Meek, Lynn Strantz, Jill Pruett, Debbie Stanger, Cheri Kirkpatrick, Terri Vanderjack, Mike Hutton, Diane Kowalski, Renata Allelujka, Lynn Filla-Clark, Craig Roselieb, Kristen Meek, Amy Masek, Larry Masek, Monika Cunningham, Jan Petrukovich, Maria Garza, Rita Bair, Jan Colip, Joe Strantz, Gurmeet Chalva, Lita Proksa and Tina Jones.

Executive Board Members not in attendance: Laura Sorce, Mike Klimczak, and Roy Linden. Guest: Student Band President, Jennifer Dust.

- II. **Student Band President Report:** Jennifer Dust reported on the student leadership workshops conducted by Peter Ferrito and that the mission statement created during this workshop was awaiting approval prior to inviting all Marching Band students to sign it. Upcoming events included: Mini Camp on June 3 & 5 for all band students and June 4 for incoming freshmen and section leaders; student sign-up for Heritage Fest would commence the week of June 2; band room clean-up by section leaders was in progress and locks with no recorded combination would be cut off; Drum Majors will be attending a camp at East Lansing Michigan. All students were looking forward to Band Camp in August.

- III. **Approval of Minutes:** The May 5, 2008 minutes were presented to the Board for approval. Karen Rooney made the motion to approve such minutes and Mike Hutton seconded the motion. The Board unanimously approved the minutes at 7:18 p.m.

- IV. **Audit Committee Report:** Mike Hutton reported the following:

The audit has been completed. The purpose of the audit was to determine the accuracy of the financial records. The official report is/will be available in the Fine Arts office for review.

Mike Hutton expressed special thanks to Mike Klimczak and Alice Luetger for their invaluable assistance in the Audit, which took over 100 hours to complete. The Board in turn expressed their thanks to the Audit Committee for their dedication and professionalism.

- V. **Treasurer's Report:**

Cathy Jama introduced Paul Meek who has volunteered to assume the position of Executive Board Treasurer for the 2008/2009 Booster year. Cathy asked for a motion to officially vote Paul into this position and Mike Hutton made the motion. Cheri Kirkpatrick seconded the motion and the Executive Board Members unanimously approved the appointment.

**Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes**

Paul Meek presented a summary of the income and expenditure for the month of May 2008.

Total cash outlays were \$6,000 greater than the total of cash receipts for the month. The primary sources of cash were as follows:

Germany Trip Payments	\$3,680
Deposits for the 2008 Music Bowl	450
Booster Dues and Shoe Payments – 2007-2008	82
Market Day & Max & Erma's Payments	830
Shoe Payments – 2008-2009	924
2008 Booster Dues	2,750
2008 Marching Band Payments	6,533

The major categories of payments during the May 2008 were:

Payments for the plants sold during the Plant Sale	\$17,193
Payments to FOFA and the Choir Department for their portion of Plant Sale Proceeds	820
<i>The receipts for the sales of these plants were recognized during the month of April.</i>	
Letters and numerals distributed during the Spring Awards Banquet	\$2,450
Banquet Supplies & Misc. Expenses submitted subsequent to the banquet	270
Payments to students from their Student Accounts	1,173
Shoes and Drum Majors Boots	778
<i>Some of these shoes may be returnable and were purchased for fitting purposes to allow students to try them on for the correct sizes.</i>	
1 Marching Band Refund Payment	50

An additional Germany payment due in early June for approximately \$4,500, is not included.

The current Checking Account Balance is \$58,000.

VI. Financial Secretary's Report: Lynn Strantz read the Financial Secretary's Report in Laura Sorce's absence.

Report of Student Accounts - May 31, 2008. The balance in Student Accounts, as of April 30, 2008, was \$13,209.91. Revenue in May came from April Market Day, and from the Plant Sale, totaling \$4338.85. Expenses in May were for Germany Trip payments, Marching Band Payments, and Music Lessons/Expenses. There was also a transfer of \$1557.02 to the Scholarship Fund, which represents the monies left in Student Accounts by graduating seniors after the May 15 refund request deadline. Total expenses for May came to \$3503.97. The balance in Student Accounts, as of May 31, 2008, is \$14,044.79.

Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes

VII. Band Directors' Report:

A summary of the 2008-2009 Jazz Auditions program was read by Lynn Strantz. Full details were published in the May 2008 edition of Fanfare.

Craig Roselieb reported on the following:

- A. Ron Hornish: Due to health issues, Ron Hornish will not be associated with the 2008-2009 Marching Mustangs Band program.
- B. Marching Band: The Marching Band music has been arranged.
- C. Band Camp: Dwayne Rawl will be full time during the season and another color guard instructor has been hired to cover for Patrick Refsneider & Beth Murray while they are on their honeymoon.
- D. Parent Social: Jenny Davis or Kristin Boorman will be present during the meeting following the parent social to cover the Marching Band and School Code of Conduct.
- E. Calendar: The 2008-2009 school calendar is almost finalized and will soon be online – the Booster website will be updated once this takes place. The Band Calendar currently goes through the end of November 2008. The Fine Arts final Calendar will also be posted.
- F. Scholarships: There is over \$1,500 in the scholarship fund. It was suggested that the May 15 deadline be extended for future scholarship applications and that the scholarship committee be re-formed to look into making some adjustments to the deadline dates and to make some other general Bylaw revisions.
- G. Student Leadership Camp: The NIU program has been cancelled but Dr. Tom Bough has indicated that he would be willing to conduct a leadership program at DGS with another staff member from NIU. The Board will discuss and approve this issue at the August Board meeting. For those students who applied for scholarships for the NIU Camp, Mr. Roselieb will discuss with them directly some alternative programs that the scholarships could be applied to.
- H. Evening Marching Band rehearsals: These rehearsals will begin the first week of August.
- I. Hawaii Trip: The trip has been finalized for February 26 through March 3, 2009. Information regarding this trip will be mailed to band parents requesting a \$100 deposit from interested students. The price will be approximately \$1800-\$1825 per student. The trip will include performances by the Concert and Jazz Bands with a performance by the Royal Hawaiian Band.

**Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes**

- J. Band Camp: Band Camp will not take place at Woodridge this year as originally planned. Lakeview Junior High in Downers Grove has invited the Marching Mustangs to use their indoor and outdoor facilities for this year's band camp. Their invitation has been gratefully accepted.
- K. Music Bowl: The Board was updated on new school policy where the school will no longer charge the Band Boosters for use of school facilities for Music Bowl. This means a savings in expenses for the Music Bowl program.

VIII. President's Report: Cathy Jama reported the following:

- A. Choir & FOFA: No report.
- B. Band Room Clean-Up: Over the summer, there would be a complete clean-up and reorganization of the band room. Section leaders began the project on June 2 and Cathy Jama will be seeking adult and student volunteers to complete this. Included will be a full inventory of items and where they are located to help students and directors to be able to better find the things they need.
- C. New Procedures & Processes: A Committee will be formed to formulate new checks and balances for all items of a financial nature. Cathy Jama invited Board members to think about how they would like finances to be handled in their sections and what procedures would help manage these and to advise her accordingly.
- D. Merchandise: Kristin Meek will inventory all merchandise over the summer.

IX. Vice President of Communications' Report:

- A. Fanfare: Kathy Gabric reported that the May edition of Fanfare was published on time. The Board congratulated Kathy Gabric on the new format. Submissions for the August edition are due August 1st. Kathy invited students to submit articles on how to survive marching band and proposes to highlight Band and Honor students in future editions of the newsletter.
- B. Website: The Board remarked on the easier navigation of the newly re-designed web site.

X. Vice President of Membership's Report: Alene Ackerman reported the following:

- A. Marching Mustangs: As of 6/2/08, 118 students have registered for the 2008 Marching Mustangs. A total of \$29,100.00 in payments has been collected. A total of \$23,600.00 remains to be collected. The third and fourth payments were due 5/1/08 and 6/1/08 respectively. All students must have all four payments and required forms submitted prior to band camp, otherwise they will not be allowed to participate. No refunds will be granted after June 6, 2008.

**Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes**

- B. General Band: As of 6/2/08, a total of \$2650.00 in Booster membership dues has been submitted for the 2008-09 school year. There are currently 53 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 the Booster Organization must pay the band membership fee for the membership year that said office is held.
- C. Germany Trip: As of 6/2/08, 33 students and 6 adults from DGS will be traveling to Germany. A total of \$98,207.70 in payments has been collected thus far. The \$130 surcharge payment was due by May 30, 2008. All passport photocopies and District 99 travel documents have been given to Brayer Teague at DGN.
- D. Marching Band Directory: Alene proposed that the Boosters maintain and distribute a Marching Band directory. This directory would only include those families who consent to be placed in the directory. Once completed, it can be easily placed on an excel spreadsheet and e-mailed to parents. It also could be included with next year's registration materials. At the Parent Social, its use and distribution can be explained to parents.

XI. Vice President of Ways & Means Report:

- A. Market Day: No report for May. June-August are Band months.
- B. Store Fundraisers: No report.
- C. Restaurant Fundraisers: Buona Beef (Cass Ave. & 75th St., Darien) have agreed to host a fundraiser on August 7th or 8th. Anticipated proceeds to the band program will be between 15-25% dependent upon the amount spent. It was suggested that Cozzie Corner be approached to host a fund-raiser.
- D. Plant Sale: Karen reported the following: Orders were as follows – Choir – 13 students – total of 20 orders; Orchestra – 9 students – total of 23 orders; Band – 71 students – total of 217 orders. Total students=93, total orders=260.

Monies Received:	\$25,707.00		
Total Plant Costs:	\$16,367.00		
Profit \$9,340.00	per	Karen's	calculations
Profit \$9426.46	per	Mike's	calculations

This discrepancy will be resolved before the August meeting. Possible reasons include: rounding money vs. percentages; selling a plant not originally intended for sale (profit margin was not correctly calculated and needs to be adjusted – the correct prices were recently received from the greenhouse); or computer error.

Profit to band booster account is almost \$4,500, with \$4,101.21 going into band student accounts.

- E. Band Merchandise: Kristin Meek showed the Board some samples of possible new merchandise from Holy Cow. Prices will be distributed to the Board and a survey on

**Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes**

possible new merchandise – from track jackets to polo shirts for Board members – will also be sent out.

- XII. Equipment Coordinator's Report:** No report.
- XIII. History/Tradition Secretary's Report:** No report.
- XIV. Marketing/Public Relations Coordinator's Report:** No report.
- XV. Videography:** No report.
- XVI. Mustang Music Bowl Coordinators' Report:** Lynn Filla-Clark reported the following:
1. She has confirmed that she has secured all fifteen (15) bands as follows:
Class A: Grant High School; Waukesha South High School (on border – A or AA)
Class AA: Glenbrook North; Alan B. Shepard; Richmond-Burton; Glenbard West; Fremd; Plainfield North (could be AAA – depending on their numbers); Oak Park and River Forest; Naperville Central (could be AAA)
Class AAA: Lincoln-Way Central; Lake Park; Plainfield Central; Plainfield South; Lincoln-Way East
 2. A 12th judge is still being sought. Lynn Filla-Clark has been following up one lead from Ron Hornish, and if that doesn't pan out he will follow up with someone in Pittsburgh.
 3. Plans for the Parent Social were finalized at the May 27 meeting. The date for the Social is scheduled for June 24 at 7:00 pm. One of the main purposes of the Social is to recruit volunteers for the Music Bowl. Committee members will be available to talk to parents and tell them about the Bowl as well as to describe the various areas where help will be needed. Band Boosters members who are not on the Music Bowl committee should also attend the Social to help talk with parents to answer any questions.
 4. DGS has passed a new policy with regard to fees charged to school organizations for use of the school's facilities which will result in a savings of expenses for the Music bow. Last year the Boosters paid about \$3100 to the school. The Boosters will still need to pay for law enforcement that is in addition to the 2 officers assigned to the school.
 5. Changes to how spectators will enter the Bowl have been made. Patrons will purchase tickets before getting to ticket booth and then walk behind the visitor's stands and enter at northwest corner of stadium. This is to avoid back-ups/spectators trying to slip in with bands and pit crews.
 6. Sponsors – Gurmeet Chalva has put together a list of past sponsors, contacts, and assistance in contacting them is needed. If anyone wants to take a look at the list to see if they might have a connection, their assistance would be welcome.

**Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes**

Sponsorship levels are \$500, \$1000, \$1500, and \$2500. Similar to program ads, 10 percent goes to students' accounts. Contact either Gurmeet or Lynn for sponsor packets. Also, if anyone works for a company or has a contact at a business or organization that might be willing to sponsor the Music Bowl, let Lynn or Gurmeet know so they can mail out get sponsor packets to them.

XVII. Social Activities Coordinator's Report: Debbie Stanger reported the following:

- A. Spring Concerts: The concerts went very well and a generous amount of refreshment donations were received.
- B. Marching Mustangs Mini-Camps: Refreshments will include food from Cozzie Corner, PBJ sandwiches, fruit and treats. Volunteers to help serve dinner from 4:45-5:00 p.m. are needed.

XVIII. Uniform Coordinators' Report: Cheri Kirkpatrick reported the following:

Uniforms will be prepared for cleaning on Tuesday, June 3 and hem ripping will be from 6:00-9:00 p.m. Uniforms will be picked up by Marberry Cleaners on Thursday, June 5.

Uniform fittings for the Fall Marching season are scheduled for August 5, 6 and 7 from 4:00-10:00 p.m.

XIX. Volunteer Coordinator's Report: Mike Hutton reported the following:

- A. Memorial Day Parade: All went well with both the Woodridge and Downers Grove parades. Jill Pruett and Mike Hutton loaded two coolers with water and ice early Monday morning for the kids and distributed the water at the parade with the generous help of many Marching Mustang parents. In the future we should provide small bags of ice to the kids to help them cool down on hot days when in full uniform. Thank you to Cathy Jama for bringing extra ice and plastic bags for this purpose.
- B. Fourth of July Parades:
 - Darien 9am**
 - 6 volunteers are needed to walk parade route to spritz kids as they march and play.
 - 2-3 volunteers are needed to hand out water at the end of the parade.
 - Downers Grove 1pm**
 - 6 volunteers are needed to walk parade route to spritz kids as they march and play.
 - 3-4 volunteers are needed to collect band shirts at the end of the parade.
 - The more volunteers we get to take a load of shirts home and wash, the easier it will be.
 - Mike Hutton will be sending an e-mail notice for volunteers at the end of

**Community High School District 99 – South Campus
Mustang Band Boosters
June 2, 2008 – Minutes**

this week.

XX. Parent Coordinators

- A. Color Guard: Jan Petrukovich reported that approval has been received for a Color Guard fund-raiser at Delta-Sonic to be held in August. Another promotion available for consideration from Delta-Sonic is for any SuperKiss car wash the price will be \$16 and color guard will receive \$5. There is also an opportunity to earn 2 points for every ticket sold and rewards from these points – 1000 points provides a trip to Universal Studio for two, including round-trip air fare and hotel, with no expiration date - can be raffled off by the Boosters. Karen Rooney will forward the application forms for this promotion to Jan Petrukovich & Maria Garza.
- B. Jazz: No report.
Mentoring: Renata Allelujka & Alice Luetger met and discussed how to communicate with the new band parents. They determined that the best way would be by email. They sent such e-mail informing new parents to save the date of June 24 for the Parent Social where any and all questions could be answered about Marching Band, concert bands, etc., however, if the parents had questions that were of an urgent nature, they would be available to answer those questions immediately. In addition to the e-mail blast, the next contact with the parents will be personal at the Parent Social to which alumni parents have also been invited to assist with new parents.

XXI. Heritage Fest: Jan Colip reported the following:

The Boosters are set to assist with Heritage Fest being held June 27 through 29, 2008. Jan and Craig Roselieb will meet with students on June 5 at 3:30 p.m. to discuss details and give instructions to the students for this event. Jan Colip will attend band practices to encourage students to sign-up for shifts. Parent volunteers are needed to assist in checking students in and out of their shifts.

XXII. Miscellaneous, Unfinished Business & New Business:

- A. New Procedures & Processes: Were covered in the President's Report above.
- B. Band Room Clean-Up – July/August: Was covered in the President's Report above.

XXIII. Announcements: The next Booster meeting will be held on Monday, August 4, 2008 at 7:00pm in Room D180 at DGS.

XXIV. Adjournment: The meeting was adjourned at 8:53pm.