

**Community High School District 99 – South Campus
Mustang Band Boosters
September 8, 2008 – Minutes**

- I. **Call to Order:** The meeting was called to order by President Cathy Jama at 7:52 p.m. Board Members in attendance were Cathy Jama, Kathy Gabric, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Lynn Strantz, Jill Pruett, Debbie Stanger, Cheri Kirkpatrick, Terri Vanderjack, Mike Hutton, Mike Klimczak, Lynn Filla-Clark, Gary Kral, Diane Kowalski, Craig Roselieb, Ron Hornish, Alice Luetger, Kristen Meek, Amy Masek, Larry Masek, Monika Cunningham, Jan Petrukovich, Glen Williams, Rita Bair, Joe Strantz, Marilyn Bottorff, William Glenn Clark, Matt Luetger & Sue Linden.

Guests: Student Band President, Jennifer Dust; Entourage Travel, Lean Mulcahy and Mark Samel, Founder of the Spirit of Music Foundation.

- II. **Student Band President Report:** Jennifer Dust reported on the following:

- A. Student Marching Band section leaders who attended summer camps in a leadership role have been identified and these names have been forwarded to Cathy Jama for scholarship purposes.
- B. Excitement is growing in the Marching Band in anticipation of their first contest of the season at Morton IL.

Jen undertook the following:

- a. Send to Alene Ackerman the names of Band students who assisted in the Band Room clean-up over the summer so that they would receive appropriate service points.
- b. Inform Band students of the service point opportunity if they volunteer to assist in the Kiwani's Peanut Day fundraiser by positioning themselves outside of the Jewel on 63rd & Main Street.
- c. Organize a student sign-up for the distribution of Music Bowl flyers in the school's surrounding neighborhood.
- d. Ask for student volunteers to seek permission from local businesses for the posting of Music Bowl posters in their store fronts.

- III. **Approval of Minutes:** The August 4, 2008 minutes were presented to the Board for approval. Mike Klimczak made a motion to approve such minutes and Mike Hutton seconded the motion. The Board unanimously approved the minutes at 8:01 p.m.

- IV. **Treasurer's Report:** Paul Meek reported the following:

Total cash receipts during the month of August were \$8,600, while total cash disbursements were \$26,300. The primary sources of cash were: Music Bowl Ads & Band Payments \$2,630; Parade Participation Fee \$600; Booster Dues \$100; 2008 Marching Band Payments \$4,100; & Merchandise Sales \$1,120. The merchandise sales came from purchases at the Band Camp performance, and are not all profit – an invoice from Holy Cow will be received when the merchandise is delivered.

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The major categories of payments during the month were: Staff & Alumni Help \$10,400; Band Camp Meals & Supplies \$2,472; Percussion Supplies & Equipment \$4,111; Color Guard Uniforms & Equipment \$2,263; Student Show Shirts \$1,008; Uniform Cleaning (charged to prior year) \$1,506; NIU Staff & Student Leadership Camp Reimbursements \$2,000; & Hawaii Trip Refunds \$300.

Total Cash on Hand at August 31 was \$58,435.

V. Financial Secretary's Report: Laura Sorce reported the following:

The balance in Student Accounts, as of July 31, 2008 was \$13,308.13. Revenue in August came from July & August Market Days, totaling \$242.71. Expenses in August were for Marching Band payments, Music Lessons and Expenses, Booster Fees, Fundraising Expectation, and one transfer to Scholarship for a graduated senior. Total expenses for the month were \$290.46.

The balance in Student Accounts, as of August 31, 2008, is **\$13,260.38**.

VI. Band Directors' Report: Craig Roselieb reported on the following:

- A. Hawaii Trip: A Hawaii Trip meeting was held earlier in the evening, where contracts, payment forms and other detailed trip information were distributed to the attendees. Sponsorship and scholarship options available from the Bike & Hike for Mike and the Spirit of Music Foundation were also presented at the meeting. It is hoped that the number of students who intend to participate on the trip will be enough to qualify for the currently quoted cost. All contracts are due by September 12th. Definite numbers will be available by the next Board meeting and at that time a decision will be made on whether or not the trip will go ahead as planned.
- B. Sam Hazo Day: Sam Hazo, the composer of the music for this year's Marching Band program and also for pieces performed by the school's bands, will be holding clinics for all 4 concert bands and the Marching Band on September 25th, 2008. Mr. Hazo's travel expenses will be paid by the school and his \$1,500 fee from the General Band Boosters budget.
- C. Student Leadership Camps: The cost for the August 6 NIU Leadership Camp was \$1,500. Due to the cancellation of the originally planned Student Leadership Camp at the NIU campus over the summer, the following student leaders were awarded \$100 each for their participation as student leaders at other camps over the summer: Kelly Lamorena, Bradley Jones, Danny Jama, Doug Masek, Steve Strantz, Callie Sorce & Kaitlyn Gabric. The Gabric family generously donated their \$100 back to the Boosters.
- D. Bike & Hike for Mike: Bike & Hike for Mike will take place on Saturday, September 13th, this year & students have a month following the event to complete any fundraising. The event will kick-off with the traditional drum cadence performed by the Marching Mustangs Drum Line at 8:30 am on the 13th. Marching Band students

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have been asked to either hike or bike from 9:00-10:00 am, prior to their rehearsal for the Morton competition at 10:45 am.

- E. Marching Band Update: This year's band camp was a huge success thanks in large part to the facilities provided by School District 66. District 99 has indicated to District 66 an interest in hosting next year's Band Camp and they will try their best to make this happen.
- F. Chaperone Needs: For the upcoming Marching Band season, Glenn Clark indicated that chaperone needs were all set. Other volunteer needs for events during the season would be solicited via email. Craig Roselieb agreed to send all 2008 Marching Band competition details to Glenn.
- G. Guest Conductors: Tom Bough, Director of the NIU Marching Band, will be a guest conductor with the Wind Ensemble at their November 13th concert. (The Wind Ensembles from Jefferson & O'Neill Junior High Schools will also perform at this concert.) Tom Polancich, Director of the Palatine Community Band, will be a guest conductor with the Concert Band at their February concert.
- H. O'Neill Student Parents: Parents of O'Neill Junior High students were encouraged to contact the Music Director at the school and encourage him to have his band perform the Star Spangled Banner at the Music Bowl.
- I. Jazz Ensemble & Jazz Lab Auditions: Jazz auditions were completed on Tuesday, September 3, 2008. There were enough saxophones and rhythm sections auditions for three bands, but only enough trumpets and trombones for two bands. As a compromise to be as inclusive as possible, Jazz Lab Band has a "double" sax section and rhythm section. During festivals and concerts the students will use a platoon system, rotating in and out for performance tunes.

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

- A. FOFA: Discussions on creating a joint fundraising calendar with FOFA, Orchestra & Choir have taken place. With the agreement of individual Fundraising Chairs the process will be as follows: individual Booster fundraising events will be open to other FOFA students. Students participating in fundraising will receive their full profit share credit to their Student Accounts, regardless of their Fine Arts affiliation. The organizing Booster organization will retain their full share of any fundraising profit. For Band Booster fundraisers, the following Chairs have agreed to open their events up to other FOFA students: Candy Bar Sale & Cheesecakes. The Orchestra Poinsettia Sale will be open for all band students in 2008 and the Wrapping Paper fundraiser, which has just ended, will be open to all band students in 2009.
- B. IMEA: Downers Grove South will be hosting the District 1 IMEA on November 22nd. Volunteers may be needed for concessions and other areas.
- C. Scholarships: Scholarship application for Private Lessons will be accepted from September 1st through October 1st, 2008. Scholarship information and applications

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forms are available on the Mustang Band Booster web site. Successful applicants are required to earn a minimum of 3 service points before the end of the current semester.

- D. Process/Procedures Update: The new policy for handling cash was used at the September 5th Football Game and was very successful. It involved double counting of cash received against goods sold and, once it was verified that all cash was correctly counted, it was given to the Treasurer.
- E. Meeting Pre-Reading Materials: Reports received prior to the evening's meeting were distributed to the Executive & General Board members before the meeting. It is expected that future pre-read materials will be distributed to Board members at least 2 days prior to a Booster meeting.
- F. Thanks: Cathy thanked Jan Colip for running a very successful Heritage Fest event. The Village of Downers Grove had sent the Boosters a letter complimenting the students on the high quality of their service. Cathy also thanked Deb Stanger for running a successful Band Camp this summer.

VIII. Volunteer Coordinator's Report:

- A. Football Games: Mike Hutton reported that the first home game went well and that the next game is on Friday, September 12th at Downers Grove North.
- B. Competitions: Mike Hutton reported that enough volunteers for chaperone and pit have been recruited for the Morton competition on September 13th.
- C. Kiwanis's Peanut Days: Mike Klimczak reported that the Mustang Band Boosters are again participating in the Annual Kiwanis Peanut Day Sale. Volunteers are being sought to fill the following 3 days: Thursday, September 25 (6:30-9:30am & 4:00-7:00pm); Friday, September 26 (6:30-9:30am & 4:00-7:00pm); & Saturday, September 27 (7:30-10:00am).

The following locations will be covered by Mustang Band Boosters: 75th & Lemont Road; 75th & Woodward Avenue; 63rd & Main Street; Jewel at 63rd & Main Street; and the Belmont Train Station (Thursday & Friday only).

This year, band students will be allowed to man the Jewel at 63rd & Main Street after school on the Thursday & Friday between 4:00pm to 7:00pm.

Per the agreement with the Kiwanians, they will contribute one half of the monies collected to the Band Boosters. The Band Boosters have in turn agreed to pay one-half of the cost of every box of peanuts sold through them.

Thanks were given to Gretchen Sauer of Kiwanis for providing the Mustang Band Boosters this opportunity to make a noticeable contribution to the community of Downers Grove.

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IX. Mustang Music Bowl Report: Lynn Filla-Clark reported the following:

- A. Rock Island has decided not to participate; so Neuqua Valley (AAA) will be the 20th band. The application from Maine West arrived at school in early June but got misrouted. As Maine West's application preceded the bands already added, they will be participating in the Music Bowl. As a result, there will be 20 bands participating this year. The event timing should still work out so that the competition can be completed by 10 pm.
- B. Information has been requested from participating bands regarding their final numbers and performance. Responses have been received from 15 of the 20 bands thus far. Based on the band size, a number of bands are coming in smaller numbers than originally expected, and it is likely going that this may result in at least 7 "A" bands. Other bands are also shifting between 5-6 each for "AA" and "AAA".
- C. Hotel reservations for the out of state judges have been made at the Marriott Suites hotel on Finley Rd.
- D. Additional volunteers were signed up during of Band Camp's Parent Night. Lynn Strantz and Kathy Gabric are working with Renata Allelujka on which sections to place the alumni/alumni parents who have volunteered.
- E. The Program Ads drive has begun and it is expected that the income goal should be met. The Band Noise program has been extended to September 12th.
- F. Four sponsors have been signed to date for a total of \$7,950. These include: the Village of Downers Grove - \$6,500 (grant); MB Financial -\$950; Village of Bolingbrook - \$500; & Sam Ash - \$500

Other potential sponsors include The Downers Grove Junior Women's Club, Entourage Travel who are handling the Hawaii trip, and the travel agency that handled the Germany trip.

Sponsors are being contacted and invited to hand out trophies at the Bowl.

- G. Cathy Olewinski has been appointed as Concessions Co-Chair to work with Brian Vanderjack on the day of the Music Bowl. Volunteers are still being sought for the Music Bowl Co-Chair position. Lynn Filla-Clark offered to stay on to Chair the 2009 Music Bowl but will not be able to continue as Music Bowl Chair beyond 2009.

X. Social Activities Coordinator Report: Deb Stanger reported the following:

- A. Band Camp Recap: Band Camp went well. The final night having the families bring dessert was a nice addition and everyone was very generous. Many volunteers

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came every night. Doggie Diner did a great job getting everything needed and Deb would like to continue the relationship with them. Costs for Band Camp totaled \$3,126.58. The 2008/2009 budget for Band Camp is \$5,500.00, and Deb recommended that this budget line item not be decreased for 2009/2010 due to rising costs of food. She also recommended that, if possible, the balance from this year's budget be placed in hold to cover planned meals for the band in the upcoming season.

- B. DGS vs. DGN Football Game - Dinner: It is planned to use Doggy Diner for Band meals in September. The meals are not finalized yet, so Deb suggested Tacos for Sept. 12th. Deb also suggested getting a cake with "Go Mustangs" to help promote school spirit for the North South Game. Dinner for the game on the 12th will be held at 5:15 pm.

The meal for September 19th has not yet been decided upon but Deb will talk with Doggie Diner on meal options. That dinner will be served at 4:15 pm.

- C. ISU & Youth in Music: Other than these competitions, Deb inquired if there are any other competitions on the schedule that will require meals to be provided. Craig Roselieb told the Board that Mark Samel has offered to pay for one band meal and do an "in between" meal between Prospect and Naperville competitions at Benedictine College.
- D. Homecoming Parade: The Parade begins at 3:15 pm on Friday, September 19th. Students will dress for the parade during 8th period.

XI. Youth in Music Report: Glen Williams reported the following:

- A. Hotel: Credit Card authorization is still needed - Paul Meek will complete and fax the authorization form to Embassy Suites along with the Credit Card information.

Fifty (50) rooms have been reserved: 14 for boys; 15 for girls; 2 for bus drivers; 6 for staff; one for Glen and his wife and 9 for chaperones. The 3 unassigned rooms must be filled by September 24 to hold the current hotel rate.

Rooming lists are needed in the next 2-3 weeks. Students need to indicate who they wish to room with. Alene Ackerman will send Glen the Marching Band roster. Monika Cunningham will check chaperones, and Craig Roselieb will check staff for rooming needs.

- B. Chaperones: Enough parents have volunteered as chaperones for the trip but volunteers for Pit are still being sought. Glen would also like to see more male chaperone volunteers in order to monitor the boy's rooms – currently there are only 3 male chaperone volunteers.

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- C. Transportation: The school will book 3 coach buses for the trip.
- D. Practice Site: Glen has been in contact with the University of Minnesota regarding the use of their facilities for practice before the competition. Although his contact has not been as responsive as last year and he still doesn't have a commitment, use of their facilities on Friday night looks good, though Saturday may be questionable.
- E. Meals: There will be a total of two student cost lunches during travel to and from the competition. Glen is looking into making reservations at the Spaghetti Factory for the Friday dinner; lunch on the Saturday at the University of Minnesota; food delivery to the parking lot on Saturday evening for dinner. Breakfast for both Saturday and Sunday is included in the hotel cost.

XII. Fall Banquet: Sue Linden reported the following:

The Banquet will take place in the Cafeteria on the evening of November 4th with the awards ceremony taking place in the Cafetorium – the Auditorium is not available. Catering quotes have been received from Zander's Café and from Burrito Fiesta. For refreshments, left over pop from the Football tent could be utilized.

Sue asked for a motion approving Zander's Café for the catering of the Fall Banquet. Glenn Clark made the motion and Karen Rooney seconded the Motion. The Board unanimously approved the motion at 9:05 pm.

XIII. Vice President of Ways & Means Report: Karen Rooney reported the following:

- A. Plant Sale Final Numbers (Karen Rooney): \$4351.25 Booster profit; \$4,100 distributed to student's accounts.
- B. Candy Bar Sales (Larry & Amy Masek & Marilyn Bottorff): The Candy Bar Sale will run from September 24th through October 15th. Checks will be required for purchase. The Candy selections are different this year from last but should be good sellers.
- C. Band Merchandise (Kristen Meek): Parent Show Shirts will be available on September 13th. Sales at the football tent on September 5th and approximately \$350 profit was made. Marching band shirt design will be sought from an outside source.
- D. Market Day (Laura Feste/Genelle Williams): The following amounts were deposited into the band account from summer Market Days: June - \$585.91; July \$924.60; and August - \$422.16. The next date for Market Day is Saturday September 13th with pick up from 9:30 - 10:30 am in the DGS Cafetorium. Orders can be placed online at marketday.com until noon on Wednesday, September 10th.
- E. Store Fundraisers (Ellen Casey): Jewel has agreed upon the following Shop & Share dates: September 29th, September 30th, October 1st, November 17th through November 19th; and December 15th through December 17th. Forms will be sent via

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email for each set of dates. The September forms were distributed at Band Camp on the Friday

- F. Restaurant Fundraisers (Debbie Spiewak/Marilyn Bottorff): A fundraiser was held at Buona Beef on Friday, August 8th. A check was mailed to DGS about August 22, payable to the Mustang Band Boosters, in the amount of \$144.74. Steak & Shake & Max & Erma's will be approached for fundraisers in the coming months.

XIV. Vice President of Communications' Report

- A. Fanfare (Kathy Gabric): Submissions for the next should be submitted to Kathy Gabric by Monday, September 15th. Publication will be on October 1st.
- B. District 66: The Boosters will present to District 66 at their Lakeview Concert on October 2nd a token of their appreciation for District 66 hosting this year's Band Camp.

Kathy Gabric asked for a motion from the Board to approve the purchase of an engraved 9x12 plaque to be presented to District 66. Mike Klimczak made the motion and Gary Kral seconded the motion. The Board unanimously approved the motion at 9:20 pm.

- C. Website (Mike Klimczak/Kathy Gabric): Cathy Jama will send Mike (and all Board members) information on the upcoming Marching Band competition for posting to the web site.

The most recent Student Accounts update was published this past weekend.

Mike will post updates & refresh site on weekly basis from now through end of Marching Season. If you have any information you need posted, please pass it along to Mike via email.

Mike will refresh the site tonight to include updated General Information for all Competitions. Each Event will include links to Performance Day Itineraries (when released), Schedule of Bands (if available), Competition Information (links to host's website), General Info, and Map & Driving Directions from DGS.

The "Late Breaking News" button will continue to be used for each competition to post updated ETAs for Band's return to DGS.

XV. Vice President of Membership Report: Alene Ackerman reported the following:

- A. Marching Mustangs: As of 09/08/2008, 119 students have registered for the 2008 Marching Mustangs. A total of \$41,900.96 in payments has been collected. A total of \$11,249.04 remains to be collected before October 1st. Two deposits totaling \$3,219.00 in Marching Band fees were submitted to the treasurer in August. All

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contracts, health forms, and insurance card copies have been submitted. Five students have dropped.

- B. General Band: As of 09/08/08, a total of \$3,350.00 in Booster membership dues has been submitted for the 2008-09 school year. Three deposits totaling \$350.00 in Membership fees were submitted to the treasurer in August. There are currently 67 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. Hawaii Trip: As of 08/04/08, a total of 46 students have signed up for the Hawaii trip. A total of \$5,100.00 has been collected and submitted to the treasurer. A total of \$77,025.00 remains to be collected. Three students have dropped.
- D. New Membership Business: Marching Band Directory – The Directory was emailed on August 23, 2008. All responses received have been positive.

Booster Fees – In the '07-'08 school year \$5,400 in booster fees was collected. So far this year \$3,350 has been collected from 67 students.

Since there are 312 students on the general band roster, that means dues are only being collected from approximately 21%. If fees could be collected from 50% of the band students, this would result in an additional \$4,450 in booster dues revenue.

Service Credits – need to bring up to date.

XVI. Equipment Coordinator's Report: Gary Kral reported the following:

The following equipment/items have been maintained and/or repaired:

Equipment

1. Two large gong stands and large pod were stripped and repainted. New hardware was purchased and installed and wheels were rebuilt.
2. Machined and rebuilt large base drum end pivot mount.
3. Purchased hardware to mount various drums and cymbals per Dwayne Rawl. (Kevin)
4. Purchased hardware and remounted wheels on timbano drum cart.
5. Cleaned and painted timbano drum cart and timbano drums.
6. Two instrument locker doors - hinges were re-welded and door edges repainted. Replaced hinge inserts in cabinet and remounted and adjusted doors.

Trailer

1. Purchased aluminum trim for exterior corners and fitted corners with rivets.

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2. One aluminum corner was subsequently damaged. Both corners removed and refitted – glued and screwed.
3. Refitted interior aluminum corner. (Secured wires behind corner.)
4. Wood trim pieces purchased to repair inside corners of trailer. Wood trim replaced as necessary and also secured trim throughout inside trailer.
5. Supplied and fitted 2 X 4's to remount interior shelf (remount per Mr. Roselieb's suggestion).
6. Cleaned and polished exterior paint/decals: Removed all stains (probably caused by runoff from unfinished aluminum roof). Cleaned exterior roof. Scrubbed, hand-waxed, and hand-glazed complete exterior of trailer.
7. Vacuumed interior of trailer.
8. Tested and tightened interior light housings.
9. Loosened and lubed all door latches/hinges.
10. Two copies of trailer key made. Gary Kral has one copy, extra copy to Mr. Roselieb.

The following equipment/items are still pending:

Equipment: Mount handles on timpani drum cart for ease of transport.

Trailer: Purchase five same-keyed padlocks (doors/trailer hitch).

Loft: Install per color guard instructor's suggestions rack for storage of flags. The Color Guard instructor has indicated that this needs to be completed prior to the end of the marching season.

XVII. History/Tradition Secretary's Report (Mike Klimczak)

No report.

XVIII. Marketing/Public Relations Report: Jill Pruett reported the following:

- A. Season kick off: The DG Reporter and the Downers Grove Sun both ran articles about band camp this year. Since the Reporter photographer didn't shoot footage at the Friday night exhibition, they are sending him to Tuesday (September 2nd) practice so they will have footage on their online site.
- B. Bike & Hike for Mike: A press release has been sent to all the local papers: Downers Grove Reporter, Woodridge edition of the Reporter, the Doings/Darien edition, the Village of DG and the DG Sun. Interest was expressed.
- C. The Music Bowl press release is being written and will be distributed around mid month.
- D. A release about the cross-town classic pre-game and half time shows promoting the singing of our national anthem has been sent out. This is part of a national project called the National Anthem project. Thursday's Chicago Tribune's local section ran

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an article on this. The Downers Grove Reporter is also planning publishing an article on this project.

XIX. Videography (Ed Kopytko & Matt Luetger): Matt Luetger reported the following:

The video from Band Camp has been posted on dgsbands.com. The Video from the September 5th should be posted the week beginning September 15th.

XX. Uniform Coordinators' Report (Terri Vanderjack & Cheri Kirkpatrick)

Terri & Cheri reported that uniform fittings are complete, drum major uniforms have yet to be delivered. They will schedule a mid-season cleaning prior to the ISU competition.

XXI. Parent Coordinators

A. Color Guard (Jan Petrukovich & Maria Garza): No report.

B. Picture Day (Monika Cunningham): The day went smoothly, pictures are back and emails have been sent out.

C. Cheesecakes (Lynn Strantz): Gourmet Delight will be contacted mid-September to get information for this year's cheesecake fundraiser.

D. Jazz (Joe Strantz):

Saturday evening, September 13, 2008, Mr. Williams will lead a small jazz combo comprised of student musicians from DGN and DGS to lend musical support to the Bike and Hike for Mike event. This annual event is essential to the Mustang Bands community, and we are pleased and proud to have the opportunity to perform this year.

The Jazz Ensemble has once again been invited to perform at the Drury Lane Theatre at 11:00 AM on Sunday, September 14, 2008. This event provides music support for the Regional Office of Education (ROE) luncheon. Attending this event are school superintendents from through the DuPage County ROE.

Both bands will be a part of the 2008 Homecoming Show: ROCKIN' DGS. Tickets are \$5 and are available through student activities or at the door the night of the show. Come out and support your student musicians and get into the spirit of Homecoming this year at DGS!!!!

The next scheduled jazz performance is December 2, 2008 at 7:00 PM in the auditorium. Featured will be both big bands and a student jazz combo.

E. Mentoring (Renata Allelujka/Alice Luetger): Tips on Marching Band Competitions have been prepared by Renata. Alice & Renata will be available at competitions and football games to talk with any band student.

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XXII. Miscellaneous, Unfinished Business & New Business

- A. Marilyn Bottorff explained the benefits of becoming a FOFA supporter and encouraged all band parents to consider joining the FOFA program.
- B. The chaperone guidelines on the web site needs to be refreshed. Craig Roselieb and Ron Hornish agreed to forward to Monika Cunningham the guidelines written for the San Francisco trip in 2007. Monika will edit as necessary and forward to Mike Klimczak to add to the web site.

XXIII. Announcements

The next Booster meeting will be held on Monday, October 6th, 2008 at 7:00pm in the Orchestra Room.

XXIV. Adjournment

The meeting adjourned at 9:46pm.