

Community High School District 99 – South Campus
Mustang Band Boosters
October 6, 2008 – Minutes

- I. The meeting was called to order by President Cathy Jama at 7:02 p.m. Board Members in attendance were Cathy Jama, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Lynn Strantz, Jill Pruett, Cheri Kirkpatrick, Mike Hutton, Mike Klimczak, Lynn Filla-Clark, Gary Kral, Craig Roselieb, Alice Luetger, Kristen Meek, Monika Cunningham, Jan Petrukovich, Glen Williams, Rita Bair, Joe Strantz, William Glenn Clark, Lita Proksa & Mary Jane Worek.

Guests: Student Band President, Jennifer Dust.

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

- A. Band students are all practicing for the IMEA Auditions on October 12 to be held at Carl Sandburg High School.

Jen undertook the following:

- a. Jennifer will follow-up with Marching Band students to volunteer for Music Bowl.
- b. Get student volunteers to assist with moving the cleaned uniforms to the Loft when they are returned on October 9, 2008.
- c. Provide a list, including dates, of Marching Band Juniors who are scheduled for PSAT.

- III. **Approval of Minutes:** The September 8, 2008 minutes were presented to the Board for approval. Karen Rooney made a motion to approve such minutes and Glenn Clark seconded the motion. The Board unanimously approved the minutes at 7:09 p.m.

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

Total cash receipts during the month of September were \$14,184, while total cash disbursements were \$11,757. The primary sources of cash were as follows: Music Bowl Receipts – Ads and Band Payments \$7,120; Football Tent Deposits – 2 Games \$1,467; Booster Dues \$350; 2008 Marching Band Payments \$600; Market Day - 3 Months \$1,965; Merchandise Sales \$672; & FOFA Donation \$500.

The major categories of payments during the month were: Staff and Alumni Help \$500; Football Tent Purchases \$819; Percussion Equipment \$2,382; Color Guard Uniforms & Equipment \$2,263; Payment to Sam Hazo \$1,500; Hawaii Trip Refunds \$300; & Band Camp Expenses \$766.

Total Cash On Hand at August 31 was \$60,093. The Boosters are on budget thus far in the year.

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

The balance in Student Accounts, as of August 31, 2008, was \$13,260.38. Revenue in September came from September Market Day, and a Plant Sale credit for one student. Total revenue for September was \$158.94. Expenses in September were for the Hawaii

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trip, Booster dues, the Fundraising Expectation, and Music Lessons/Expenses. Total expenses for September were \$1,749.50.

The balance in Student Accounts, as of September 30, 2008, is \$11,669.82.

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

- A. Hawaii Trip: As of the meeting date, 51 students have signed-up for the Hawaii trip, two-thirds of whom have made the second trip payment. Alene Ackerman will follow up with those students who have still to make the first payment. The cost of the trip will not change as long as the number does not exceed 55. All who have signed up for the Hawaii trip will be contacted confirming that it will not be cancelled and that the cost will remain firm.

Due to the low numbers of students signing up for Hawaii, a survey was sent to all band students and their parents asking for input on Band Trip costs, locations, timing, etc. The results of this survey indicated that the preferred length of time for a Band trip is 5-6 days with it taking place over either Spring Break or Summer Break; the preferred cost for most would be equal to or less than \$1,000; and favorite destinations were New York and California. On the actual Hawaii trip, the general consensus from returned surveys on the low registration for this trip was that it was cost-prohibitive for most families in the current economic situation.

- B. Washington DC Trip: Plans are being made to add another Band Trip to Washington DC for the week beginning June 18th, 2009, to coincide with the 200th anniversary of Abraham Lincoln. This trip will include a performance on the steps of the Lincoln Memorial, a combined concert and drum & bugle corps show, and the national IMEA National Anthem project. The trip will also include an excursion to Virginia Beach.

Families signed up for the Hawaii trip will be notified of the proposed Washington DC trip, emphasizing that both trips will take place.

- C. Marching Band: Due to a conflict with the Orchestra concert on October 16th, the Marching Band practice for that evening has been cancelled. Students not in Orchestra can hold sectionals on that evening. Plans are being made to reschedule the October 16th practice to immediately after school on Friday, October 17th.

The Marching Band's competitive status is very encouraging. Mike Medonia's efforts on the actual marching portion of this year's program are paying off and music and marching scores are even so far this year, and the general effects score is even higher than the marching scores. The Band is making a good impression on both audiences and judges and is in a position to see real growth throughout the rest of the season.

It should also be noted that Color Guard are performing extremely well and were only 1 point away from winning the Color Guard trophy at the competition on October 3rd.

- D. Sam Hazo: Sam Hazo's time spent with the bands was a very positive experience for all. His quotes have been distributed to all band students.

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- E. Percussion: Recent purchases for replacement for some percussion have exceeded the budget by roughly \$3,000. The Samels Foundation will subsidize part of this with a grant and discussions are continuing regarding supplementing this grant to meet the costs.
- F. Staff: New staff members are helping with various sections of the Marching Band. This has resulted in the Staff line item being over-budget.
- G. Concert Bands: The Wind Ensemble, with guest appearances from the Wind Ensemble bands from both Jefferson & O'Neill Junior High Schools, will perform on Thursday, November 13th. Erica Bough will be Guest Trumpet with the DGS Wind Ensemble, with her trumpet concerto performance being arranged by Tom Bough.

Wind Symphony, Symphonic Band and Concert Band will all perform on Thursday, November 20th.

Freshmen students will receive reminders from Mentoring regarding concert attire requirements prior to these performances taking place.

- H. Overnight Lock In: Requests have been made for an overnight lock-in for Marching Band students on Friday, October 31st at the school. Approval is required for this and is being sought from the school.
- I. IMEA: Downers Grove South will be hosting IMEA on November 22nd and parent volunteers are sought for set-up, coordinating with FOFA & Choir and concessions. More information will be shared on this at the next Booster meeting.

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

- A. FOFA: Cathy met with Glenn Williams, Gloria Salazer, President of FOFA and Margaret Buhtanic, President of Choir on October 3, 2008, and the following items were discussed:
 - i. **Candy Bar Sale**: Orchestra students have sold 39 boxes of candy bar to date and extra boxes not sold will be sold in the concession stands when DGS hosts IMEA in November. Since this was their first year doing this fundraiser, Gloria asked if we could have more communication between the groups so that we can make sure if there are extra boxes of candy, we can buy them from each other.
 - ii. **Cheesecakes**: Faye Anderson will be the point person from FOFA and Choir will send us the name of their point person as soon as they recruit a volunteer. These people will work closely with Lynn Strantz on the cheesecake fundraiser.
 - iii. **Poinsettia Sale**: At their September meeting, the FOFA Board officially approved opening up this fundraiser to both Band and Choir students. The profit the students will receive for the sale will be \$4.00 for each plant sold after the first plant sold. The first plant's profit will go to FOFA. Forms will be available at the Orchestra's concert being held on October 16th and at all

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band concerts. The official start of the sale is December 10th, and the plants may be picked up after the Holiday concert. Kelly Snyder is managing the sale this year. In the event of a very large order, other arrangements for pick will be made. A volunteer from Band is needed to assist Kelly with the tallying of the orders from Band.

- iv. **IMEA:** In November when DGS hosts IMEA, we will be seeking adult volunteers and student volunteers from Band, Choir and FOFA to assist with the two concessions areas (with an ARAMARK employee) and with the sale of roses. Students who volunteer will receive service credits. The immediate need for a Band volunteer is someone who will work with the point people from FOFA and Choir to manage each area and recruit volunteers to work the specific areas on the day of IMEA. Anyone interested in this position should contact Cathy. The revenue generated from this day will be allocated to all three groups.

- B. **Scholarships:** Five (5) scholarship applications for private lessons for a total of \$1,000 have been received. The students will be notified shortly of the award. However the scholarships will not be paid out until the Boosters receive proof of payment and lesson confirmation by the private teacher along with the completion of the necessary service credits, if applicable.

- C. **Pre-Reads:** Pre-read reports were not distributed this month due to time constraints. However, Cathy would like to know how many people read what was sent out last month or whether Board members just read the minutes after the fact? If anyone has any ideas on how to get this information out prior to the meetings, please contact Cathy with your suggestions.

- D. **Thanks:** Cathy thanked Mike Hutton & Mike Klimczak for coordinating the Kiwanis Peanut Day again this year and going above and beyond giving 110% of their time along with the many volunteers who spent their time helping this worthwhile organization which in turn helps our band students.

VIII. Volunteer Coordinator's Report:

- A. **Football Games:** Mike Hutton reported that volunteering to help out at the Football tent is going well.

- B. **Competitions:** Mike Hutton reported that enough volunteers for chaperone and pit have been recruited for the ISU competition on October 11th.

- C. **Fall Banquet:** Mike Hutton reported that he is working with Sue Linden and Mary Jane Worek to make sure there are enough volunteers for set-up and clean-up for the Fall Banquet.

- D. **Kiwanis's Peanut Days:** For the second year the Mustang Band Boosters participated in the Annual Kiwanis Peanut Day Sale September 25-27, 2008. The volunteers this year were recognized for their commitment, enthusiasm and dedication.

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Over a 3-day period the Mustang Band Boosters were able to collect \$4,630.00 and distribute 38 cases of peanuts. This is broken down as follows: Thursday \$1,394.41, Friday \$1,965.51 and Saturday \$1,270.08.

As per the agreement the Kiwanians, one-half of the monies collected will be contributed to the Mustang Band Boosters after the Mustangs Band Boosters pay the cost of \$7.50 per case of peanuts distributed. This agreement will result in an amount equal to \$2,000.00.

Thanks go to Gretchen Sauer of Kiwanis for providing the Mustang Band Boosters this opportunity to make a noticeable contribution to the communities of Downers Grove and Woodridge.

The Boosters have arranged with Kiwanis to work the same corners next year if the Kiwanians and Mustang Band Boosters agree.

The next Kiwanis Peanut Day will be the last week of September 2009.

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

- A. Everything is set for all of the bands, with final information being distributed this past weekend. The first band performing will be Lincoln-Way East as they need to leave early. Following them will be 6 AA bands, 8 A bands, 5 AAA bands, and the DGS Marching Mustangs finishing up at 9:45. The Award Ceremony is scheduled for 10 pm.
- B. The Volunteer meeting is scheduled for October 11th at 9a.m. A general email has been sent to all and Bowl Chairs who will, in turn, email their own volunteers introducing themselves and advising them to attend the October 11th meeting. Band show shirts will be available for purchase at this meeting.
- C. Craig Roselieb will be the event announcer - Jon Hansen, who has announced all of the prior Bowls, has a prior engagement on October 18th.
- D. Indoor and Outdoor work orders have been submitted.
- E. Controls have been set up for the number of complimentary wristbands that competing bands will receive. Bands have been asked to identify who can sign for their packets, which include wristbands. Only people with the appropriate color wristband will be allowed to enter with the bands.
- F. Menus were sent to the judges last week on choices for dinner and responses are due back on Wednesday, October 8th.
- G. There is still a need for volunteers, especially for the second shift. Students will help in certain areas, but the decision has been made to not have them working an entire shift wherever possible. However, any students in other bands who are not in Marching Band are welcome and will earn Service Credits. Junior High Schools

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have also been contacted for prospective Marching Band members to volunteer and earn service credits in advance of their starting at Downers Grove South.

- H. The program book is being printed and should be available on Tuesday. Approximately 1,300 books will be printed. Students sold ads totaling \$7,200 for these books.
- I. Sponsorships – There are five (5) sponsors for the bowl, which brings in a total sponsorship amount of \$8,950. These include: Village of Downers Grove - \$6500 (grant); Mb Financial -\$950; Village of Bolingbrook - \$500; Sam Ash - \$500; and Downers Grove Jr. Women's Club - \$500. Renata Allelujka has invited all sponsors, along with other school and Village officials, to hand-out Bowl trophies.
- J. The food permit application has been approved. Doggy Diner will cook hamburgers, hot dogs and bratwurst on site and pizza will be supplied by Roundheads Pizza. Starbuck's will again donate coffee to the Bowl this year.
- K. A Band Director from Oregon IL has contacted the Bowl Chair regarding attending this years Bowl with a large number of his students in order to expose them to the competitive environment of a large competition. This will be an educational trip for his students and the Bowl Ticket Sales Chair is working directly with him to accomplish his needs.

X. Social Activities Coordinator Report:

- A. September Meals: Both September meals went well and cost \$1027.00.
- B. ISU: The Band meal has been ordered from Avani's and drinks and chips will be purchased from Sam's Club.

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 4:15pm.
- C. Youth in Music: As a result of proper management of the Social Committee budget, there are funds available that will be reallocated to provide an additional meal for the students while in Minneapolis at the Youth In Music Festival.
- D. Check Request: A request was made for a check in the amount of \$389.75 to cover the costs for Avanti's and the ISU meal.

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

- A. Hotel: Credit Card authorization has been made. Fifty (50) rooms have been reserved. There is 1 unassigned room that must be filled by September 24 if the current hotel rate is to be applied. Rooming lists will be available soon and distributed to all chaperones and placed on the web site.

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- B. Itinerary: The tentative itinerary has been sent to the Directors and President.
- C. Practice Site: Practice has been confirmed for 8:00 a.m. on October 25th at the University of Minnesota.

XII. Fall Banquet: Sue Linden reported the following:

The Banquet will take place in the Café on the evening of November 4th with the food being catered by Zander's Café. Table decorations stored in the loft will be used to decorate the Café.

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

- A. Candy Bar Sales (Larry & Amy Masek & Marilyn Bottorff): One hundred forty-four (144) boxes have been sold to date, giving a total of \$7,200 in receipts, with a 50/50 split between student accounts and the Booster fund. The fundraiser will end on October 15th.
- B. Band Merchandise (Kristen Meek): Sales are going well with a total of approximately \$1,500 in sales to date.
- C. Market Day (Laura Feste/Genelle Williams): The latest order forms for Market Day and pie order forms are available in the band room.
- D. Store Fundraisers (Ellen Casey): No report.
- E. Restaurant Fundraisers (Debbie Spiewak/Marilyn Bottorff): No report.

XIV. Vice President of Communications' Report

- A. Fanfare (Kathy Gabric): No report.
- B. Website (Mike Klimczak/Kathy Gabric): Mike Klimczak reported the following:

Information for each Competition has been posted as it becomes available.

Some families were upset due to incorrect information originally posted for Lincoln-Way performance time. The schedule change was not brought to Mike's attention until Saturday afternoon, and was posted by 2:20pm (with bright red highlights to attract attention). Mike has been checking host competition sites since (Prospect, Naperville), and will continue to do so to ensure the most current information is posted.

A direct link to the Music Bowl page has been posted at the top of the Home Page to assist redirecting potential Bowl Visitors who come across the site via Google or other searches.

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Information for ISU Competition will be posted tonight, as well as updated Competition Results page.

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

- A. Marching Mustangs: As of 10/06/2008, 119 students are registered for the 2008 Marching Mustangs. A total of \$43,290.96 in payments has been collected. A total of \$9,859.04 remains to be collected before October 10th. One deposit totaling \$688.00 in Marching Band fees was submitted to the treasurer in September. All contracts, health forms, and insurance card copies have been submitted. Five students have dropped.
- B. General Band: As of 10/06/08, a total of \$3,700.00 in Booster membership dues has been submitted for the 2008-09 school year. One deposit totaling \$150.00 in Membership fees has been submitted to the treasurer in September. There are currently 74 students whose families have joined the Mustang Band Boosters. Alene reminded the Board 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 9/30/08, a total of 50 students have signed up the for Hawaii trip. Deposits totaling \$9,450.00 were collected in September. A total of \$76,600.00 remains to be collected. Six students have dropped.
- D. New Membership Business: General Band Roster – While preparing a complete general band roster, it was noticed that many families that have not completed the General Registration Form, nor submitted booster fees. This means that they have probably had no contact with our booster organization. Since many are freshman and may not be on the email subscription list, they may not even know the Booster Organization exists.
- E. Booster Fees – Booster Fees continue to be collected.
- F. Collection of Information – Our students submit forms for Marching Band and General Band every year. Alene invited Board members to suggest additional kinds of information that could be collected that would make our jobs easier, for example: shirt sizes, gender on marching band forms, etc.

XVI. Equipment Coordinator's Report: Gary Kral reported the following equipment/items have been maintained &/or repaired:

Equipment

- 1. Welded, painted and reinstalled the aluminum brace on timpani. Drum head tuned.
- 2. Modified handle on large ladder with thumb screws to allow for transport in trailer. Mr. Roselieb and drum majors notified for safety check.
- 3. Filed string peg on marimba (metal burr on peg kept cutting string).

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Trailer

1. The exterior aluminum trim corner was damaged. Purchased and reinstalled aluminum trim. Trailer *may* be scraping pavement on driveway/pavement dips, which would damage exterior aluminum trim. Filed down bottom of aluminum corner to allow for clearance.
2. Reflective strip installed on shelf (Larry Masek supplied reflective material.)
3. Lightly polished exterior paint/decals to remove reoccurring stains from aluminum roof. NOTE: Roof material is weather tolerant. Maintenance/removal of stains will be ongoing.

The following equipment/items pending:

Equipment: Mount handles on timpani drum cart for ease of transport – *before 10/24.*

Trailer: Purchase five same-keyed padlocks (doors/trailer hitch).- no timeframe

Loft: Install per color guard instructor's suggestions rack for storage of flags. Color guard instructor indicated that this needs to be completed prior to the end of the marching season. (Prior multiple commitments will allow project after Oct. 27th.)

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

No report.

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

1. National Anthem Project: 3 stories have run: one in each of the local Tribune section and its online version; DG Reporter and the DG Sun, who sent a reporter and photographer to Crosstown Classic game.
2. Bike & Hike for Mike: no papers placed stories
3. Marching Mustangs Competition: Triblocal ran a story about the Morton wins in the 9/18 edition.
4. European donation story about Honors band Germany trip: Slated for 10/2 Triblocal hard copy; online version has been placed 2 weeks ago.
5. Sam Hazo Day: Story was posted online at Triblocal.com with potential for hard copy in Tribune Thursday section.
6. Music Bowl: Below is a summary of the PR & Marketing initiatives for Music Bowl:

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- i. Print: Story was posted online at triblocal.com and reporter hopes to run the story in the hard copy version, depending on the space available. At least there will be a mention in the events section.
- ii. DG Reporter. They will run a story on 10/15. She will be setting up interviews.
- iii. Sun. Sent an initial release. No response yet
- iv. TV: DGTV Channel 6 will start running info on 10/1. Will not tape at event but would accept no more than 30 minute tape of the event afterwards. More details will be forthcoming.
- v. District 99 Cable will run CD and power point slides She created from press release.
- vi. Woodridge Cable channel 6 left voicemail. No response yet.
- vii. Junior High/Middle schools: District 68 declined to let us do this as they don't want to open up this "advertising opportunity" to everyone. District 58 was not asked.
- viii. DGS Marquee: left message for Glenn to handle.
- ix. Village of Downers Grove: Sent community events director the info to place online and put on Fire stations marquees. No response yet but she was very positive when they talked a month ago.
- x. Posters: hope to get student volunteers to help pass them out to local DG businesses and music stores next weekend.

XIX. Videography (Ed Kopytko & Matt Luetger): No report.

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

Uniforms were sent out for mid-season cleaning on October 5th and are due to be returned on October 9th.

XXI. Parent Coordinators

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

B. Chaperones (Glen Clark, Mike Klimczak, Monika Cunningham): For the ISU competition there are 15 volunteers for chaperones and 21 for pit. This number will need to be reduced.

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- C. Cheesecakes (Lynn Strantz): The brochures have been received and will be available in the Band Room the week beginning November 10. Cheesecake Samples will be available after the concerts on November 13 and November 20. The fundraiser will run through Tuesday, December 2. Order pick-up will be in the Student Café on Friday, December 12. Student volunteers can earn service credits for helping on November 13, 20 and December 12.

The price changes on the classic program are as follows: There were 3 cakes that sold last year for \$15.50, and this year will be sold for \$16.00. The Booster cost on those cakes stays the same at \$10.50. The rest of the cakes that sold last year for \$19.00 will now be sold for \$20.00. The Booster cost on these cakes will be \$14.50. This gives a profit of \$5.50 on every cake. Again, that was for the "Classic Program". For the 7" cakes/Pizza program, the only change was the price on the variety cake. It was sold last year for \$19.00, and this year will be sold for \$20.00.

- D. Jazz (Joe Strantz):

The Jazz Ensemble has had performances at Drury Lane and Bike & Hike for Mike, as well as participating in the Homecoming show. IMEA Jazz auditions are on November 4th. Upcoming jazz performances include: a performance in the Auditorium on December 2nd, the Jazz Café on January 20th; Purdue on January 16th & 17th; and at NIU on February 6th.

- E. Mentoring (Renata Allelujka/Alice Luetger): No report.

XXII. Miscellaneous, Unfinished Business & New Business

- A. The Bike & Hike for Mike sponsorship money is due by October 15th. Applications for scholarships for those who qualify through their fundraising efforts are also due by October 15th. The Samels will coordinate the scholarship awards.

XXIII. Announcements

The next Booster meeting will be held on Monday, November 3rd, 2008 at 7:00 pm in the Orchestra Room.

XXIV. Adjournment

The meeting adjourned at 9:01p.m.