

Community High School District 99 – South Campus
Mustang Band Boosters
November 3, 2008 – Minutes

- I. The meeting was called to order by President Cathy Jama at 7:03 p.m. Board Members in attendance were Cathy Jama, Kathy Gabric, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Lynn Strantz, Jill Pruett, Deb Stanger, Cheri Kirkpatrick, Terri Vanderjack, Mike Hutton, Lynn Filla-Clark, Gary Kral, Craig Roselieb, Alice Luetger, Kristen Meek, Amy Masek, Larry Masek, Monika Cunningham, Jan Petrukovich, Maria Garza, Rita Bair, Joe Strantz, Lita Proksa, Tina Jones, William Glenn Clark, Matt Luetger & Mary Jane Worek.

Guests: Brian Vanderjack, Diane Kowalski & Student Band President, Jennifer Dust.

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

- A. The Marching Band students took great pride in their performances and scores at Youth in Music; had a wonderful experience at the “Lock-In” on October 30th; and are looking forward to the Fall Banquet on November 4th.

Jen will undertake the following:

- a. Recruit a maximum of five (5) student volunteers to help set-up the cafeteria for the Fall Banquet on November 4th.
- b. Recruit a maximum of three (3) student volunteers to help with the cheesecake sampling after the band concerts on November 13th and November 20th.
- c. Advise students of the IMEA volunteer sign-up to be posted in the Band Room.

III. **Approval of Minutes:** The October 8, 2008 minutes were presented to the Board for approval. Glenn Clark made a motion to approve such minutes and Karen Rooney seconded the motion, subject to the inclusion of the correction under Section IX (G) to modify the last sentence to read “This will be an educational trip for his students and the Bowl Ticket Sales Chair is working directly with him to accomplish his needs.”. The Board unanimously approved the corrected minutes at 7:09 p.m.

IV. **Music Bowl Coordinators Report (Lynn Filla-Clark)**

1. Music Bowl went very well. Paid attendance was about 2,200; with bands, staff, and volunteers, it is estimated that probably 4,500 people were at the school throughout the day.
2. The financial information for the Music Bowl is still being processed. It is estimated that receipts in the amount of just under \$28,000 were achieved on the day of the Bowl. Receipts for reimbursement are still being received, and there are some outstanding deposit slips from the Bank.
3. The check from the Village will be forthcoming after an evaluation of the event is submitted – this is due 60 days after the event, but will be submitted prior to that deadline.

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4. Surveys were sent out to all of the judges and band directors and, to date, 6 – 7 responses have been received from participating bands and 7 from judges. On the whole, most comments were positive, but there were some suggestions that should be considered for next year. A few directors and judges have inquired about the date for next year's Music Bowl.
5. Lynn Filla-Clark and Glenn Williams will meet in the near future to discuss his thoughts for next year's event.
6. The Music Bowl Committee will be meeting this Friday evening to go over wrap-up notes, determine which positions need to be filled for next year, and identify potential candidates to approach for next year, including Music Bowl Chair.
7. Planning for next year has already commenced with the submission of the grant application in the amount of \$5,000 for Music Bowl 2009 this past Friday (October 31st). This grant application will be presented on November 20th at 5:25pm with the Village of Downers Grove.
8. Gift certificates left over from volunteer meeting will be raffled off at the Marching Band Fall Banquet on November 4th.

V. Treasurer's Report: Paul Meek reported the following:

The report was presented as of October 31st, and several accounts will change within the coming week as additional receipts come in or additional payments are made. Included among these are the Minnesota trip, this year's Music Bowl, and the results of this year's candy sale.

Total cash receipts during the month of October were \$62,120, while total cash disbursements were \$38,882. The primary sources of cash were as follows: Music Bowl Receipts \$30,440; Candy Bar Sales \$6,450; Deposits for Hawaii Trip \$14,838; 2008 Marching Band Payments \$2,920; Market Day \$439; Merchandise Sales \$1,390; Kiwanis Peanut Day \$2,000; and Football Tent Receipts \$628. Still outstanding is the payment due for the Darien July 4th Parade in the amount of \$550.

The major categories of payments during the month were: Music Bowl Expenses \$\$13,184; Minnesota Trip Expenses \$8,747; Purchase of Candy Bars for Sale \$4,375; Final Scheduled Marching Band Staff Payments \$1,950; Hawaii Trip Refunds \$2,300; and Group Meals, (Not including those in Minnesota) \$1,440.

Total Cash On Hand at October 31 was \$81,544

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

Thanks were given to Alene Ackerman, Vice President of Membership, for her assistance in following-up on outstanding Fundraising Expectation amounts with students prior to their Youth in Music trip on October 24th.

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The balance in Student Accounts, as of September 30, 2008, was \$11,669.82. Revenue in October was from Music Bowl Program Ads (\$1,028.50) and the Candy Sale (\$4075). Total revenue for October was \$5,103.50. Expenses in October were for the Hawaii Trip, Booster Fees, the Fundraising Expectation, the Fall Banquet, Music Lessons/Expenses, and one transfer of funds to an orchestra student account. Expenses in October totaled \$5,000.78.

The balance in Student Accounts, as of October 31, 2008, is \$11,772.54.

VII. Fall Banquet: Mary Jane Worek reported the following:

Check-in for the Fall Banquet will be at 6:00pm on November 4th with the buffet opening at 6:30pm. The food charge, catered by Zander's Café, was \$6 per head and, to date, 320 reservations have been made. The Booster Treasurer will provide a check to give to Zander's for the cost of the catering. A Senior video and mock-awards will be part of the post-dinner event.

VIII. Youth in Music Report: Cathy Jama reported the following:

Glen Williams was not able to attend the meeting but expressed to Cathy his appreciation and gratitude to the volunteers, staff and Directors for a wonderful experience at the Youth in Music event. Glen has proposed a donation to the University of Minnesota in the amount of \$250 as a Thank You for the use of their facilities for practices prior to the Youth in Music event.

Cathy Jama had received an email from Brent Turner, a Music Bowl and Youth in Music judge, which congratulated the Marching Mustangs on their Class AA championship and the YIMI for the Drum Majors.

The Band Boosters expressed their thanks to Glen & Linda Williams for their organization skills that helped ensure a wonderful event for all who participated.

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

- A. Hawaii Trip: Due to additional students withdrawing from the trip, the Band Program Directors made the decision to cancel the trip to Hawaii in 2009. Families who have posted payments will receive a 100% refund by mid-November.

Because this decision affects families who would like to have their student(s) involved in travel with the DGS band program in the near future, the Band Directors will be seeking permission for and announcing another trip for June, 2009 within the coming months that will be available to all band students.

- B. Marching Band: With the season now ended, Mr. Roselieb expressed his pleasure at the continuance of improvement throughout the season of the Marching Mustangs, which culminated in the highest score ever received in Marching Mustangs history of 83.1 at the Youth in Music finals in Minneapolis on October 25th. Bearing in mind the loss last year of 43 Seniors and the intake this year of 35 Freshmen, this was a credit to the Band's student leadership and staff. Mr. Roselieb expressed his appreciation

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of all the parent support and participation in the program which made this year's program much easier for him.

Looking towards the 2009 season, Mr. Roselieb mentioned that it appears they may be a conflict with the ISU and Youth in Music events both being scheduled for the same weekend, though there is a possibility that a second Youth in Music event may be scheduled for 2009. The Mustangs have already been invited to march in the 50th Anniversary of Woodridge Memorial Day Parade next year.

With the success enjoyed this season by the Color Guard, there is enthusiasm for forming a Winter Guard with more information forthcoming.

- C. 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 the Guest Trumpet Artist who will be performing her trumpet concerto arranged by her husband, Tom Bough, our Guest Conductor, with the DGS Wind Ensemble.

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

All bands will perform music composed by Sam Hazo.

A pre-concert letter will be sent to all Band student parents highlighting the evenings' performances and encouraging attendance for all parts of the evenings' program.

- D. Jazz: Letters are in the mail for the 2009 Purdue Jazz Festival. The guest artists this year for the Friday night performance is the Mingus Big Band.

Both the Lab Band and Ensemble will depart for Purdue University on Friday, January 16th around 1:30 p.m. They will watch the Friday night concert then stay in the Pursue Union (a hotel which is physically in the same building as the festival). On Saturday, the bands will compete against 75 other high school jazz bands from around the Midwest. Adjudicator comments will be sent to the Directors in written and audio formats. Two chaperones are needed for this trip and parents interested in doing this should contact Glenn Williams.

The Winter Jazz Concert is set for December 2nd, 2008. This year the concert will feature both the Jazz Lab Band and the Jazz Ensemble. Admission is free and the concert will begin at 7:00 p.m.

Congratulations were given to the 10 IMEA jazz musicians from Downers Grove South who will participate in the IMEA Jazz Festival on Saturday, November 15th, 2008 at Chicago State University. An informational letter will be sent to all participants and their families in the week beginning November 3rd, 2008.

- E. IMEA Results: Congratulations were given to the fifty-four (54) Downers Grove South students who were selected this year to the IMEA Regional level.

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F. Student Teacher: A new student teacher, Nick Brough, from the University of Illinois is assisting with the band program.

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

A. Thanks: Cathy personally recognized all Board members who have been, or will continue to be, instrumental in making the 2008 Marching Band season such a great success.

B. Music Bowl: Special recognition was given to Lynn Filla-Clark for single-handedly chairing the Music Bowl and making it such a successful event. Music Bowl DVD order forms are now available.

C. FOFA: Glenn Williams, Gloria Salazer, President of FOFA, Margaret Buhtanic, Choir Booster President and Cathy Jama met on October 31st, 2008, and the following items were discussed:

i. **Cheesecakes**: Gloria Salazar will be the point person from FOFA and the Choir point person will be helping Lynn Strantz. They will be reaching out to Lynn to get more information on the sale.

ii. **Poinsettia Sale**: The Band will be able to participate in the poinsettia sale this year and order forms are in the band room. Questions should be directed to Kelly Snyder, who is managing the sale this year. There is still a need for a volunteer from Band to assist Kelly with the tallying of the Band orders. Please let Cathy Jama or Kelly know if you are interested in helping.

iii. **IMEA**: Laura Sorce has graciously volunteered to be one of the volunteers in managing the concession areas for the IMEA event to be held on Saturday, November 22, 2008. Students who volunteer will receive service credits. Please look for e-mails with more information on this event and for seeking volunteers to help in one of the two concessions areas. The revenue generated from the concessions and rose sales will be allocated to all three FOFA groups

D. Processes & Procedures: Since there was not enough time to develop the checks and balances for handling money prior to the season starting, the checks and balances were developed through the season. Cathy Jama asked all who developed some type of process over the past few months to write them up, give comments on how they worked, suggestions on what could be changed to further improve them, and submit this to her by the December meeting.

E. Job Descriptions: In March, the Board will be forming the Nominating Committee to seek Booster Members for the 2009/2010 year. Cathy asked that Board Members take the time to develop a job description for their current position(s), whether or not they are planning on doing that same position. These job descriptions will be invaluable information for the Nominating Committee and provides them with clear,

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concise information on the particular positions that they can discuss with potential new recruits to these positions. Please provide this information to Cathy Jama by the January meeting.

- F. Band Room Cleanup: Within the next few weeks, Cathy Jama will be looking for volunteers come into the band room and go through all of its contents in order to inventory and organize it. Everything stored on the top of the lockers will need to be condensed and moved because it is a fire hazard. Once this project is completed, Section Leaders will be asked to and organize the remainder of the band room, clean out lockers, etc. Cathy will send an e-mail with a few dates to see what works best for everyone.

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

- A. Marching Mustangs: As of 11/03/2008, 119 students were registered for the 2008 Marching Mustangs. A total of \$53,151.85 in payments has been collected. A total of \$0 remains to be collected. Four (4) deposits totaling \$5,134.55 in Marching Band fees were submitted to the Treasurer for October. All contracts, health forms, and insurance card copies have been submitted. Five students have dropped.
- B. General Band: As of 11/3/08, a total of \$4,200.00 in Booster membership dues has been submitted for the 2008-09 school year. One (1) deposit totaling \$375.00 in Membership fees was submitted to the Treasurer in October. There are currently 84 students whose families have joined the Mustang Band Boosters. 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 10/29/08, a total of 41 students were signed up the for Hawaii trip. Deposits totaling \$5988.06 were collected in October. With the trip now cancelled, full refunds will be sent out during November 2008.

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

- A. Candy Bar Sales (Larry & Amy Masek, Marilyn Bottorff): A total of 163 boxes of candy were sold, resulting in \$4,075 being deposited into student accounts. The final deposit has been submitted to the Treasurer. New Candy Bar Sales people will need to be recruited for 2009.
- B. Market Day (Laura Feste/Genelle Williams): No report.
- C. Band Merchandise (Kristin Meek): Reconciliation is still in progress and will be reported on at the December 1st meeting. Kristin Meek did request that the Band Directors immediately let her know the theme for next year's Marching Band as soon as it is decided upon so that the Show Shirt design competition can be completed earlier in avoid any last-minute rushes.
- D. Football Tent (Rita & Chuck Bair): Profits from football tent sales for 2008 were just under \$1,100.

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- E. Store Fundraisers (Ellen Casey): Receipts from the October Jewel Shop & Share totaled \$157.01. The next Jewel Shop & Share will be November 17th through 19th. The Board suggested that Meijer and Ultra both be contacted to ascertain if they will participate in a Shop & Share fundraiser.
- F. Restaurant Fundraisers (Debbie Spiewak/Marilyn Bottorff): It is intended to plan another restaurant fundraiser before Christmas. Suggestions for restaurants to contact included Noodles, Panera Bread, Panda Express & Teddy's.

XIII. Vice President of Communications' Report: Kathy Gabric reported:

- A. Mustang Band Fanfare: Emails have been sent out requesting articles for the December edition of Fanfare. The deadline for receipt of articles is Saturday, November 15th, with publication scheduled for December 1st.
- B. Website: No Report.

XIV. Volunteer Coordinator's Report:

- A. Competitions: The season has now ended and thanks were given to all who volunteered throughout the season. Volunteers for remaining events will be sought, as needed.
- B. Fall Banquet: Mike Hutton is working with Sue Linden and Mary Jane Worek to provide volunteers for check-in and clean-up. As of November 3rd enough volunteers have been recruited.

XV. Parent Coordinators' Reports:

- A. Jazz (Joe Strantz): Upcoming Jazz events include: the Jazz Lab & Jazz Ensemble concerts on December 2nd; the Purdue Jazz Festival and the Jazz Café in January 2009; and a Jazz Festival at Mundelein in March 2009.
- B. Cheesecakes (Lynn Strantz): The Cheesecake Fundraiser will begin on Monday, November 10th with brochures being placed in the Band Room. Cheesecake sampling will be held after the Concerts on November 13th and November 20th and adult & student volunteers will be sought to assist. Orders will be due on Monday, December 1st and delivery & pick-up is scheduled for Friday, December 12th.
- C. Chaperones (Glenn Clark, Mike Klimczak, Monika Cunningham): The ISU competition went well. Following October's Board meeting, the Chaperone Coordinators were able to reduce the volunteer numbers to 12 for the competition, which was still more than enough to do the job. For the future, it would be helpful if the Directors could ask individual competition hosts to provide them with their chaperone & pit crew limit. Also, the provision of identification for admission should be made available for the Social Coordinators and Uniform Coordinators.

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Youth in Music went very well and praise was given to Glen & Linda Williams for arranging such a wonderful trip. Thanks was also given to Mike Klimczak for organizing the rooming lists and Cathy Jama for assisting in the folder compilation.

A Chaperone Coordinator replacement will be needed next year to shadow Glenn Clark to take over for the 2010 season.

D. Color Guard (Maria Garza/Jan Petrukovich): No report.

E. Water (Carrie & Steve Pieczynski): No report.

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

XVI. Social Activities Coordinator Report:

Preparation is under way for the November concerts.

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

Equipment

1. Mounted handles on timpani drum cart for ease of transport. NOTE: Caution must be used by students when closing cart so as to not break handle sleeves.
2. Repaired tire on bass marimba.

Trailer

1. Day of Music Bowl - Lightly polished exterior paint/decals to remove reoccurring stains caused by aluminum roof. NOTE: Roof material is weather tolerant. Maintenance/removal of stains will be ongoing.

The following equipment/items pending:

Equipment: Remove from list for '08 Season - Purchase five same-keyed padlocks (doors/trailer hitch).

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.) Materials for project have been acquired.

Gary Kral will provide the Booster President of a 2009/2010 Equipment budget proposal.

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

- A. Music Bowl Press: Press received this past month includes: four (4) articles in Triblocal (2 stories: one pre-event and one recap), Downers Grove Reporter and

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Downers Grove Sun; both Downers Grove and Woodridge cable stations ran Bowl information; Bowl posters were distributed to Downtown Downers Grove and 75th & Lemont businesses; Channel 99 ran a Bowl CD and power point presentation; and the Village of Downers Grove included Bowl information on their online calendar, and on fire station marquees.

- B. Upcoming Releases: IMEA winners - A story combining both North and South students will run in the Triblocal October 30th edition; and Marching Mustangs End Season on High Note (Minneapolis) articles in the Triblocal and Downers Grove Reporter.

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

The video for the Fall Banquet is complete.

XX. History/Traditions Secretary's Report (Mike Klimczak)

No report.

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

The next use for uniforms will be Memorial Day 2009. Uniforms will not be worn for the Washington DC trip in June 2009. The Uniform Coordinators were asked to check into different marching shoes for the band for next season.

XXII. Miscellaneous, Unfinished Business & New Business

- A. Cathy Jama mentioned that on behalf of the Booster Board, a Sympathy Card was sent to Marilyn Bottorff in sympathy on the passing of her mother.

XXIII. Announcements

The next Booster meeting will be held on Monday, December 1st, 2008 at 7:00 pm in the Orchestra Room.

XXIV. Adjournment

The meeting adjourned at 8:38 p.m.