

Community High School District 99 – South Campus
Mustang Band Boosters
December 1, 2008 – Minutes

- I. **Call to Order:** The meeting was called to order by President Cathy Jama at 7:11 p.m. Board Members in attendance were Cathy Jama, Kathy Gabric, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Jill Pruett, Deb Stanger, Cheri Kirkpatrick, Mike Hutton, Lynn Filla-Clark, Gary Kral, Craig Roselieb, Alice Luetger, Amy Masek, Jan Colip, Joe Strantz, Matt Luetger, Glenn Clark, & Ron Hornish.

Guests: Student teacher, Nick Brough, & Student Band President, Jennifer Dust.

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

This was the first year that the Marching Band marched in the Santa Parade in the snow. The Holiday concert is coming up soon and the band has been hard at work practicing. Unfortunately, the Wind Ensemble blogs were inadvertently deleted, so students will have to only post six more blogs.

Jen will undertake the following:

- a. Recruit students for the December 27th band room cleanup date from 9:00 am to - 1:00 pm for a total of two (2) service credits.
 - b. Recruit students for turning raincoats inside out on Wednesday.
- III. **Approval of Minutes:** The November 8, 2008 minutes were presented to the Board for approval. Cheri Kirkpatrick made a motion to approve such minutes and Mike Hutton seconded the motion. The Board unanimously approved the November minutes as presented.

- IV. **Music Bowl Coordinators Report** - Lynn Filla-Clark reported the following:

1. Music Bowl profit without the Downers Grove Village Grant is \$23,246.19, about \$15,000 more than the Music Bowl budget. This increase in profit can be attributed in large part to higher ticket sales, including better controls over admissions and higher program ad sales. The concession stand profit was comparable to last year. As soon as we receive the invoice for the Music Bowl patches and receive the grant check from the Village, the numbers will be finalized and distributed to the Music Bowl Committee.

2. Lynn plans on submitting the evaluation for the grant this week. As soon as the Village receives this evaluation, they will send the check which will be added to the revenues and the profit will increase by \$6,500.

3. Cathy Jama and Lynn met with Directors last week to recap the Music Bowl. The goal is to have the Jr. Highs/Middle Schools play the National Anthem at the Bowl on a regular basis. The schools will be alternated with the schools that play with the Wind Ensemble at the Fall concert. For the 2009 Bowl, Jefferson will be invited to play. Also, Glenn will be working with Todd Cassens to identify potential dates for next year's Music Bowl because the school's athletic schedule has been set.

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4. The Music Bowl Committee met on Friday, November 7th for the wrap-up meeting to discuss things that went well/ things to change, etc. and to identify positions to be filled for next year which are as follows:

- Web Site/Video
- Sponsorship
- 3rd chair to work with Linda Williams and Mike Klimczak for Stadium
- 2nd chair to work with Jerry Carpenter for Parking

Shadows are needed for the following positions:

- Unit Movement (to take over after next year for Karen Rooney)
- Music Bowl Chair (to take over for Lynn)

5. The Village Grant presentation for 2009 was held on Thursday, November 20th and it went very well. Decisions by the Grant Commission will be discussed at their meeting scheduled for Wednesday, December 3rd. Such decisions will be presented to the Village Council meeting in January. The competition for grants is very tight this year and the Grants Commission received applications for twice the funding they have available. The Grants Commission recognizes the value/importance of the Music Bowl, however, they have the authority to allocate the funds to other applicants who may have a greater need.

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

Total cash receipts during the month of November were \$12,604, while total cash disbursements were \$26,371. The primary sources of cash were as follows:

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| • Donation from the Samels | \$2,000 |
| • Candy Bar Sales | \$1,700 |
| • Partial Refund of Hawaii Trip Deposit | \$3,000 |
| • 2008 Marching Band Payments | \$2,902 |
| • Fall Banquet Payments | \$2,611 |

The major categories of payments during the month were:

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|--------------------------------|----------|
| • Music Bowl Expenses | \$ 3,912 |
| • Marching Band Staff Payments | \$ 2,060 |
| • Fall Banquet Expenses | \$ 2,592 |
| • Hawaii Trip Refunds | \$16,838 |

At least one major expenditure for the Marching Band season remains unpaid at his time, and therefore is not yet reflected in this statement. The hotel bill for the Minnesota

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trip will appear on the charge card statement due in December, and is expected to be just short of \$10,000.

Total cash on hand as of October 31, 2008 = \$67,954.

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

The balance in Student Accounts, as of October 31, 2008, was \$11,772.54. Revenue in November was for Hawaii Trip refunds, totaling \$561.94 and expenses in November were for Booster Fees, the Fall Banquet, Music Lessons and expenses, and one transfer back to Music Bowl for Bowl sponsorship. Total expenses for November, 2008 is \$540.

The balance in Student Accounts, as of November 30, 2008, is \$11,794.48.

VII. Fall Banquet:

Cathy congratulated Mary Jane and Sue for a job well done. The food was very good and the atmosphere was fun. However, in order to assist with the movement of the food lines, we need to look into hiring servers like we had with Buona Beef. One option would be to have other students from Choir or Orchestra assist and obtain service points.

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

A. Washington D.C. Trip: The proposed plans were submitted to the Board of Education for the trip for approval. June 18th -20th are the actual Festival dates. As soon as we receive the pending approval we will be able to move forward. One of the travel agent quotes for the trip was higher than expected at \$650. They are hoping to reduce that by reducing a day or activity. The issue that will need to be approved is involving incoming 8th graders traveling with band in June. Board members think that that may be a problem but Craig will look into it.

B. Marching Band: A Staff meeting was held on November 30th. All staff members will be returning for the 2009 Marching Band season. Craig will continue his role as primary Director. He may hire clinic specialists in the areas of dance and breathing to assist the Marching Band. The implementation of "Smart Music" software for testing may be a possibility and will only cost the school \$130 per year. Students can subscribe to it for only \$30 and it will be used to assess student achievement on their instruments. This could possibly become a line item budget for marching band. The staff will also review the attendance and discipline policies. Cell phones may also be banned from rehearsals. Leadership tryouts will be held in January and the rehearsal schedule is being developed now and will begin in February. The June performance in D.C. will be a part of Marching Band schedule. Craig will also be looking into other Youth in Music performance opportunities other than the October 24, 2009 competition which conflicts with the ISU competition. Budget development

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will in January which will include the 2008 Music Bowl profits. In addition, staff payments will begin earlier with the season beginning earlier. There are plans to do a similar project with another composer like they did with Sam Hazo.

- C. Concert Bands: The Holiday concert rehearsals will be held on Tuesday night December 9th and during the day on December 10th. The concert is scheduled for December 11th and will be performed again on Friday morning, December 12th at the school assemblies. There were two (2) successful concerts last month which included two (2) of the Jr. High schools – Jefferson and O’Neill. There is an interest in getting the chamber music groups up and running.
- D. Winter Guard: They have started looking at the process of getting a winter guard together and finding practice sites. However, it requires a \$500 fee to register and also requires a \$3000 floor mat.
- E. Memorial Day Parade. The Lakeview Marching Band has been invited to participate in the Woodridge Memorial Day Parade which means the incoming 8th graders will not be able to march with DGS. Both DGS and DGN have been invited to the Woodridge parade. There will be a Directors meeting to discuss both the Woodridge and Downers Grove Memorial Day parades to decide which Band will participate in which parade.

JAZZ REPORT: Glenn Williams submitted the following information regarding the Jazz Band activities:

A. WINTER JAZZ CONCERT SET FOR DECEMBER 2, 2008. The Winter Jazz Concert this year will feature the Jazz Lab Band and the Jazz Ensemble. Admission is free, and the performance will begin at 7:00 pm. Jazz Lab Band has two full saxophone sections this year. Rather than cut six (6) students, we are doubling up parts and creating some interesting sonic opportunities through saxophone ensembles being performed in class.

B. 2009 PURDUE JAZZ FESTIVAL. On Friday, January 16, 2009, both Jazz Lab Band and Jazz Ensemble will depart for Purdue University for the 20th Annual Purdue University Jazz Festival. On Friday evening, the students will hear a concert with the renowned Mingus Big Band. On Saturday, both bands will compete in separate rooms and receive adjudicator feedback. More the 70 schools from three states will participate in this regional event.

C. 2009 JAZZ CAFÉ SLATED FOR JANUARY 22, 2009. Starting at 6:00 pm on January 22, 2009, audience goers will be treated to the annual Jazz Café. In addition to our two DGS Jazz Ensembles, groups from Eisenhower, Jefferson, Lakeview, and O’Neill will perform in a semi-formal atmosphere in our Cafetorium. This event is a favorite of both performers and audience members.

D. NIU JAZZ CLINIC/CONCERT – FRIDAY, FEBRUARY 6, 2009. In addition to the renowned NIU band interacting with our DGS jazz musicians, internationally acclaimed trumpeter Lew Soloff will perform with the NIU Jazz Ensemble. Each year, the NIU Jazz Band tours the Midwest with acclaimed jazz luminares. We are fortunate to be an annual

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part of this tour – working “elbow to elbow” with inspirational musicians works to ignite the jazz performance passion for many of our student musicians

IX. President’s Report: Cathy Jama reported the following:

- A. **FOFA:** Due to the Holiday, Glenn Williams, Gloria Salazer, President of FOFA, Margaret Buhtanic, Choir Booster President and Cathy did not have an opportunity to meet, however, on behalf of FOFA and Choir, she thanked everyone who participated in IMEA which was a great success. A special thanks goes to Laura Sorce, who was the Band Concession Chair who put together a great team to run both the lunch concessions and satellite concessions. Thank you! The collaboration between the groups was seamless and just confirms that fact that with everyone working together, it just takes all groups another step closer to being one cohesive Fine Arts Group. The poinsettia sale is still in progress and orders are still being taken. FOFA is still in need of a volunteer to assist Kelly Snyder in the tallying of the orders. If you’re interested, please let Cathy know.
- B. **Processes & Procedures:** Last month she asked for those of you who developed any type of process to bring it with you tonight. If you have it, please give it to Cathy and she will review it and discuss it at the January meeting.
- C. **Job Descriptions:** At last month’s meeting, Cathy mentioned that the Nominating Committee will be formed to seek Booster Members for the 2009/2010 school year. She had found some job descriptions that she will be distributing to the appropriate Booster Member(s) and would ask that you take the time to review what was developed previously and add to it if necessary. Please be as detailed as possible so that it is as comprehensive as possible. She would like to avoid any misconceptions about a particular position so that when we recruit volunteers, those volunteers know exactly what they are signing up for. Also, please let Cathy know if you will be continuing with the current position you are doing right now and think about possible shadow candidates. The position that is a top priority will be someone (ideally two people) to work with Lynn Filla-Clark for Music Bowl.
- D. **Re-scheduled Band Room Cleanup:** Since we were not able to clean the band room in November, she would like to re-schedule it to another day for over winter break. December 27th is the date chosen and an e-mail reminder will be sent by Cathy to all interested in participating.
- E. **National City Bank:** As you know, we have our accounts with National City and they have asked if they can promote their banking services at any of our functions. She brought information with her and she opened the floor for opinions and/or comments. In the event the Board decides to change banks, Cathy has names of such banks that may be good choices.
- F. **Freshman Open House:** Freshman Open House is scheduled for Monday, January 26, 2009 and Wednesday, January 28, 2009. She would appreciate it if everyone would start thinking about what they would like to contribute to the packet of information and/or “give-aways” that are distributed on those nights. We will also

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- need volunteers to work in the Field House in order to recruit new Marching Band Members. Please come prepared to talk about it at the January meeting.
- G. **Marching Band Recruitment Meeting:** February 3, 2009 will be the tentative kick-off date for the Marching Band recruitment meeting.
- H. **Carrabba's Restaurant Fundraiser:** Cathy was made aware of a Carrabba's fundraiser date that will not be utilized by the Choir. The Board is interested in pursuing this fundraiser and more information will be forthcoming.
- X. **Vice President of Membership's Report:** Alene Ackerman reported the following:
- A. **Marching Mustangs:** As of 12/01/2008, 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. All contracts, health forms, and insurance card copies have been submitted.
- B. **General Band:** As of 12/1/08, a total of \$4,350.00 in Booster membership dues has been submitted for the 2008-09 school year. Alene submitted one deposit totaling \$50.00 in Membership fees to the Treasurer in November. There are currently 87 students whose families have joined the Mustang Band Boosters. All Officers of this organization have paid the band membership fee for this year.
- C. **Hawaii Trip:** To be refunded by check \$17,738.06. \$561.94 will be returned to Student Accounts.
- XI. **Vice President of Ways & Means Report:** Karen Rooney reported the following:
- A. **Market Day** (Laura Feste/Genelle Williams): December Market Day is this Saturday, Dec. 6th and orders can be placed until noon on Wednesday, December 3rd. \$510 was contributed to Band from the last Market Day and the next Band date is scheduled for February, 2009.
- B. **Store Fundraisers** (Ellen Casey): The last Jewel Shop-n-Share days will be held on 12/15, 12/16 and 12/17.
- C. **Restaurant Fundraisers** (Debbie Spiewak/Marilyn Bottorff): The Steak 'n Shake fundraiser on November 26th was a success. Profit was \$368.22.
- XII. **Vice President of Communications' Report:** Kathy Gabric reported:
- A. Mustang Band Fanfare: The December Fanfare was published on November 25th.
- B. Website: Mike will update the website to include the Jewel Shop-N-Share information.
- XIII. **Volunteer Coordinator's Report:** Mike Hutton reported as follows:
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- A. Volunteers will be provided for the remaining events as needed.
- B. Mike expressed a “Thank You” to Santa’s Elves. Mike Klimczak, Wally Olewinski, Howard Kotlicky, Gary Kral and Tom Kowalski for braving the winter weather and volunteering to be bus and parade chaperones for the Downers Grove Santa Parade held on November 30, 2008.

XIV. Parent Coordinators’ Reports:

Jazz - Joe Strantz shared that the Jazz Bands will be performing on December 2nd at the Purdue Jazz Festival and the Jazz Café in January 2009; and a Jazz Festival at Mundelein in March 2009.

XV. Social Activities Coordinator Report:

Debbie Stanger will be requesting treats for the upcoming concerts.

XVI. Equipment Coordinator’s Report:

Gary Kral reported the following equipment/items have been maintained and/or repaired:

- Equipment: Large bass drum cart – 2 arms required replacement of mounting bolts, welded handle and painted.
- Equipment Pending: 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. Materials for the project have been acquired.

XVII. Marketing/Public Relations Report:

Jill Pruett had nothing to report.

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

There are three (3) videos: one (1) for the Fall Banquet, one (1) extra for the Marching Band, and one (1) of pictures. Matt will try to recruit more parents for videotaping, so that the videos can be more specific per group and then the videos can become more of a learning tool. Music Bowl DVDs will be available December 15th per Mike Legel.

XIX. History/Traditions Secretary’s Report:

Mike Klimczak had nothing to report.

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

Hems on the uniforms will be removed and sent out for cleaning soon. Craig mentioned that we should begin considering new uniforms for they are due to be replaced in 2011.

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The tops wear out more quickly. Generally, the school pays for them every 10 years and is paid for by the course fee charged for band classes.

XXI. Miscellaneous, Unfinished Business & New Business

Karen Rooney wanted to acknowledge that Matt Luetger did a great job on the banquet video.

XXII. Announcements

The next Booster meeting will be held on Monday, January 5th, 2008 at 7:00 pm in the Orchestra Room.

XXIII. Adjournment

The meeting adjourned at 8:31 p.m.