

**Community High School District 99 – South Campus**  
**Mustang Band Boosters**  
**June 1, 2009 – Minutes**

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- I. The meeting was called to order by President Cathy Jama at 7:05 p.m. Board Members in attendance were Cathy Jama, Kathy Gabric, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Lynn Strantz, Jill Pruett, Cheri Kirkpatrick, Wally Olewinski, Mike Klimczak, Lynn Filla-Clark, Cathy Olewinski, Gary Kral, Craig Roselieb, Rita Bair, Bob Schreck, Sonia Neumann & Matt Luetger.

Guests: Student Band President, Andrea Swick.

II. **Student Band President Report:** (Andy Swick)

- A. Andy invited the Board to let her know what their expectations of her as Band President were. In response, the following was mentioned: assistance in recruiting student volunteers for various events and fundraisers; act as a communication channel between the Boosters and students; and provide to the Boosters the student perspectives on events.

B. **Volunteer Needs**

- i. Heritage Fest: Student sign-up starts June 9<sup>th</sup>, and a training meeting for volunteers is scheduled for June 16<sup>th</sup>.
- ii. Band Camp – student volunteers will be needed for food service and water distribution for band camp.

Other discussions that the Board had separate from the discussion with Andy were as follows:

Freshmen Initiative – In order to encourage incoming Marching Band freshmen from dropping Marching Band, the following initiatives were discussed:

- iii. Have current Marching Band parents talk with freshmen parents.
- iv. Encourage the students to talk with the freshmen.
- v. Continue the “buddy” system for freshmen, similar to that done at the kick-off meeting.
- vi. Assign current Board parents to a few freshmen parents.
- vii. Address any issues at the Parent Social.

- III. **Approval of Minutes:** The May 4, 2009, meeting minutes were presented to the Board for their approval. Karen Rooney made the motion to approve, seconded by Cathy Olewinski, and the Board unanimously approved the minutes at 7:27 p.m.

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

Total cash receipts during the month of May were \$25,405, while total cash disbursements were \$13,718. The primary sources of cash were as follows: 2009-2010 Marching Band & Booster Fees - \$10,200; Orlando Trip Deposits - \$3,375; Plant Sale Payments - \$7,187; Spring Banquet Payments - \$3,082; Samel Donation - \$1,000.

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The major categories of payments during the month were: Orlando Trip Airfare Deposit - \$6,450; Scholarships - \$800; Plant Sale Payments - \$1,204; Chamber Ensemble Staff - \$1,245; Marching Band Fee Refunds - \$550; Marching Band Event Deposits - \$775.

Additional expenses outstanding that will still fall into the closing year period are cleaning of the Marching Band uniforms, some Chamber Ensemble Staff, and \$100 plant sale refunds.

Total Cash On Hand at May 31 = \$103,326.

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

The balance in Student Accounts, as of April 30, 2009, was \$13,852.85. Revenue in May was from April Market Day, totaling \$81.21. Expenses in May were for Music Lessons and Expenses, Marching Band Payments, and Transfers to Scholarship from graduating seniors. The amount transferred from graduating seniors was \$1,598.95.

One senior has asked permission to submit a receipt for Sensaphonics ear plugs to be purchased in the coming weeks. We will leave the money in his account until the receipt is received.

Total deductions for May were \$2,694.25.

The balance in Student Accounts, as of May 31, 2009, is **\$11,239.81**.

Laura reported that she is still awaiting the Bike & Hike funds from the Samels.

**V. Band Directors' Report:** Craig Roselieb & Ron Hornish reported on the following:

1. Florida Trip – Intent Form – Deposit & Payment Information:

- a. The trip deposit to Bob Rogers Travel has been submitted (\$50 x 129 paying participants). The trip itinerary and inclusions sheet are on the website. There are plans for another sales pitch in September.
- b. School Board approval for the trip will be requested in September and a parent/student meeting will be scheduled immediately following Board approval.

2. 2009 Marching Mustangs:

- a. Numbers are holding at 130.
- b. Plans for June Mini-Camps: four Youth In Music staff will be in attendance from June 16 through June 18 and hotel accommodations for the group are being finalized.
- c. A Band Camp Clinician – Sara Fruehe (graduated DGS in 2005 & from Indiana in 2009) - has been added.
- d. SmartMusic™ Software has been ordered and is being installed as it arrives – students will be trained on the program in June.

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- e. The Marching Mustangs will take part in two July 4<sup>th</sup> parades. There will be two rehearsals scheduled prior to the parades.
  - f. A new marching banner ordered and should be delivered this month (June).
  - g. A new sign for the Stadium press box needs to be ordered for Music Bowl. Craig Roselieb will discuss further with Lynn Filla-Clark.
3. Student Activities Office Update: Due to the school budget for activities being spent, the Boosters have paid in advance for the following 3 contests: ISU (\$500); Morton (\$175); and Irondale (\$100). A reimbursement check from the Student Activities office will be requested on July 1, 2009.
4. 2010 Winter Guard: Discussions have opened for school support for Winter Guard activity.
5. 2010 Basketball Pep Band: The new basketball coach, Jay Baum, has expressed his interest in a pep band for home games. A meeting has been scheduled with all parties and plans are underway for a volunteer group.
6. Jazz: The Jazz season concluded with a very well attended indoor Fishel Park concert. Audition information for the upcoming school year has been taken care of and auditions will be held once school starts in August.

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

- A. Parent Social: Band Source has supplied the bags that will contain information for incoming marching band parents for the Parent Social. Band Source also included a 25% off coupon for each bag as well as a supply of pens.
- B. Music Bowl: Cathy confirmed that Bob Rogers Travel will be a sponsor of the 2009 Music Bowl and will also take out a program advertisement.
- C. Concessions Stand: Regarding the use of the concessions stand, there has been no further movement on this since the last discussions with the Football Boosters.
- D. Shadows: Cathy will send out an email to everyone seeking shadows for all Board positions where the 2009/2010 season is the current member's last year.
- E. 2009/2010 Fundraisers: Over the summer, Cathy intends to meet with all Chairs involved in fundraising to discuss next year's plans and potential opportunities.

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

- A. Marching Mustangs: As of 06/01/2009, 132 students were either registered or expected to register for the 2009 Marching Mustangs. A total of \$38,109.06 in payments has been collected. A total of \$20,840.92 remains to be collected. 126 Intent forms, 111 contracts, and 119 health information forms have been submitted. Another 6 intent forms are expected to be submitted. Two students dropped in May; altogether eight students have dropped since February.

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- B. General Band: As of 06/01/09, a total of \$2,550.00 in Booster membership dues has been submitted for the 2009-10 school year. One deposit totaling \$800.00 in Membership fees was submitted to the treasurer for May. There are currently 35 students whose family has joined the Mustang Band Boosters.
- C. Orlando: To date, 78 students and 2 adults have turned in deposits and intent forms for the Orlando trip.

**IX. Vice President of Ways & Means Report:**

- A. Market Day (Tracy Danko): Market Day April profit was \$329.04. Dates for this summer are June 13th, July 11th & August 8th. These are BAND ONLY! Please volunteer to help and/or support us by ordering. A Market Day Co-Chair is still being sought.
- B. Plants: The total receipts for the Plant Sale totaled \$26,716.50 and, after deducting the cost of the plants, expenses and refunds, gave a net profit of \$9,686.03. This profit has been shared as follows: Student Accounts (Choir) - \$511.96; Student Accounts (Orchestra) - \$233.14; Student Accounts (Band) - \$4,085.70; Choir Boosters - \$295.05; FOFA/Orchestra Boosters - \$134.35; and Band Boosters - \$4,425.83. Final adjustments still need to be made to student accounts for Choir and Band and to the Band Boosters totals.
- C. Store Fundraisers (Ellen Casey): No report.
- D. Consideration will be given to future Color Guard fundraisers.

**X. Vice President of Communications Report:** (Kathy Gabric)

- A. Mustang Band Fanfare: The June fanfare has been sent out and posted to the web site.
- B. Website: The roll out of the new calendar was delayed but is expected to go live on the web site on June 3rd.

**XI. Heritage Fest:** (Mark & Jan Colip)

Heritage Fest will be from June 26<sup>th</sup> through June 28<sup>th</sup>. Representatives from Downers Grove will be visiting DGS on June 16<sup>th</sup> to meet with Marching Band students and discuss the Village's expectations relating to the jobs students will perform at Heritage Fest. In addition to a minimum of 110 student volunteers, 12-13 adult volunteers are also needed for Heritage Fest. Each shift will be 3 hours in length and students will receive a service credit for each shift they work.

**XII. Uniform Coordinators'/Color Guard Coordinator's Report**

- A. Uniforms (Terri Vanderjack/Cheri Kirkpatrick): A hem taking-down party is scheduled for June 9<sup>th</sup> at 6:00 p.m. and will conclude before the end of that

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evening's marching band practice. Uniforms will be sent out for cleaning on June 10th.

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

**XIII. Equipment Coordinators' Report (Gary Kral):**

The following equipment/items maintained/repaired:

Equipment: Final assembly of marimba cart rack; will deliver on 6/9 before practice.

Trailer: Washed & spray waxed prior to the Memorial Day parade.

The following equipment/items pending:

Equipment: Replace wood decking on scaffold. Plywood stored in trailer.

Trailer: (1) Install non-slip strips on trailer ramp; (2) Annual service before the beginning of the season.

**XIV. Volunteer Coordinators' Report: (Wally Olewinski)**

A. Woodridge Memorial Day Parade: Thanks were given to the following volunteers for assisting during the Woodridge parade on May 25, 2009: Mike Hutton; Mike Klimczak; Mike Gabric; Kelly Snyder; Terri Monsanto; Eddie Perez; Howard Kotlicky; & Gary Kral.

B. Upcoming Events:

i. July 4, 2009, Darien & Downers Grove Parades, This is the annual combined Downers Grove South/Downers Grove North parade. Eight adult volunteers will be needed for each parade as spritzers along the parade route. Water will be needed for the Darien parade and Wally will make arrangements with the Pieczinski's.

ii. Band Camp: Adult volunteers will be needed to set up the tower at Lakeview School on the Saturday morning prior to the start of Band Camp, and also for take down immediately following the close of Band Camp. Tents will also need to be secured for Band Camp and Karen Rooney undertook the responsibility to contact the Millers about the possibility of using their tents.

**XV. Social Activities Coordinators' Report: (Alice Luetger/Alicia Bild)**

Marching Band Mini-Camps: Plans have begun for menus. Alicia Bild is in the process of contacting many food vendors with questions and Alice Luetger has contacted Eileen Sejnost for tables and trash cans for the June mini-camps. Deb Stanger should be available at the first camp to get the new Social Activities Coordinators' up and running.

**XVI. Youth In Music: (Glen Williams)**

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The Comfort Suites hotel contract has been reviewed, and includes a total of 55 rooms at \$89 per room, per night. This breaks down to 42 rooms for students, staff and drivers, with the balance being distributed between chaperones and parents.

Wally Olewinski made the motion to approve the Comfort Suites hotel contract at a rate of \$89.00 per room, per night, and was seconded by Mike Klimczak. The Board unanimously approved the motion at 8:41 p.m.

**XVII. Music Bowl Coordinators' Report:** (Lynn Filla-Clark & Cathy Olewinski)

1. Bands
  - One new application was received since last month's meeting from United Township, giving us a total of 5 AAA bands, plus Reavis and Lockport, both of whom have indicated their intent but have yet to submit their applications. Application forms will be resent to Reavis and Lockport via emailed regarding their application which they said they had faxed but yet to be received.
  - Letters and applications for the last mass mailing were sent out on May 11 - 10 students helped stuff envelopes and each was awarded a service credit. Applications and letters were also emailed to band directors for whom we have email addresses.
2. Judges – All of the judges have signed commitment letters and sent them back.
3. Music Bowl Committee
  - Laura Saruch has volunteered as the Concessions Co-Chair. A shadow is still being sought for Jill Pruett for Publicity.
  - The Music Bowl Committee met on May 20<sup>th</sup> and planned the Parent Social. This is the first big opportunity to sign up volunteers for the Music Bowl. Also at the Parent Social tables will be set up for Membership, Mentoring, and Program Ads, and Merchandise will also be available. As in the past, any volunteers signing up for the Music Bowl will be entered for a raffle. On Tuesday, June 9 at 6 p.m., committee members will be stuffing bags with information, including the most recent version of the Code of Conduct which will be given to parents at the Parent Social.
  - On Thursday, May 28<sup>th</sup> Stadium, Parking, Unit Movement, and Tickets Chairs met to discuss logistics on warm-up fields, routing bands to the stadium, parking, and stadium. Decisions made include:
    - Keeping warm-up fields at Kingsley.
    - There was not a need to close Norfolk for the full day, but close it periodically throughout the evening.
    - The Main Ticket Booth will again be located where it was last year, but more lighting will be added.
    - Parking, Stadium, and Unit Movement will meet again once more bands are lined up and the sizes of the bands, trucks, buses, etc. are known in order to work out logistics.

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- After the Parent Social, the Music Bowl Committee will start meeting again in August.
- 4. One issue that's just developed concerns a need to develop a list of alumni to contact to volunteer for the Music Bowl. Renata Allelujka's list was unfortunately lost following her hard drive crash. Thought was given to developing a new Alumni list from various sources, including Alene Ackerman, Glenn Williams, Monika Cunningham and Craig Roselieb.
- 5. Band Source will be on hand for instrument repair during this year's Music Bowl.
- 6. Program Ads: Forms for program ads will be included in the information packets that will be distributed at the Parent Social, and also posted to the web site.
- 7. A proposal for a reunion or social for Alumni parents was discussed, that could be held several weeks before the October 17<sup>th</sup> Music Bowl. It was thought that this might best be organized by 2-3 Alumni parents and it was suggested that Monika Cunningham and Marla Hoffmeyer be contacted to see if they would be interested in organizing this reunion.

**XVIII. Videography Report** (Matt Luetger): No Report.

**XIX. Marketing/Public Relations Report** (Jill Pruett):

One article on the Plant Sale was published in the Bugle newspaper. Also, Jill Pruett posted an article in Fanfare about the Marketing/Public Relations Board position in the hopes of encouraging volunteers to shadow her this upcoming year.

**XX. Parent Coordinators' Report**

A. Jazz (Joe Strantz): No report.

B. Mentoring (Bob & Kathy Schreck): Bob outlined plans to reach out to freshmen parents via targeted emails and personal phone calls. A revised mentoring hand-out would also be available for the Parent Social.

C. Kiwanis Peanut Day (Mike Klimczak/Mike Hutton): No report.

**XXI. History/Traditions Secretary's Report** (Mike Klimczak): No report.

**XXII. Miscellaneous, Unfinished Business & New Business:**

A. Mb Financial Bank: Information on the banking services available to the Marching Band Boosters from Mb Financial was discussed. It was agreed that proposals from other banks be sought and be presented to the Board at their August meeting for consideration.

B. A Band Room cleaning has been scheduled for June 3<sup>rd</sup> from 11:15-3:00 p.m.

**XXIII. Announcements**

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The next Booster meeting will be held on Monday, August 3rd, 2009 at 7:00 pm in the Orchestra Room.

**XXIV. Adjournment**

The meeting adjourned at 9:17 p.m.