

**Community High School District 99 – South Campus  
Mustang Band Boosters  
August 3, 2009 – Minutes**

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- I. The meeting was called to order by President Cathy Jama at 7:04 p.m. Board Members in attendance were Cathy Jama, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Lynn Strantz, Jill Pruet, Alice Luetger, Wally Olewinski, Lynn Filla-Clark, Cathy Olewinski, Gary Kral, Kathy Perez, Barb Popelka, Glenn Clark, Jan Petrukovich, Craig Roselieb, Mary Ann Hays, Joe Strantz, Bob Schreck, & Glen Williams.

Guests: Bob Peterson, Bonnie Peterson & Student Band President, Andrea Swick and Donna and Rodney Germann.

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

- A. Andy reported that students were looking forward to band camp on August 16<sup>th</sup>. Following discussion regarding section duties during band camp, it was agreed that these would be detailed in the Camp schedule.
- B. Sections leaders held sectionals during July utilizing Smart Music. There were reports that this program worked sporadically for some students.
- C. Andy is working with the Drum Majors to set up a Spirit Leader position in Marching Band who would be responsible for encouraging crowd motivation during home football games.

- III. **Approval of Minutes:** The June 1, 2009, meeting minutes were presented to the Board for their approval. Karen Rooney made the motion to approve, seconded by Glenn Clark, and the Board unanimously approved the minutes at 7:11 p.m.

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

General Band activities ended with a surplus of \$4,419, and the Marching Band activities ended with a surplus of \$2,025. This means that combined, the Boosters organization had income in excess of expenses of \$6,444.

Some of the major components of this surplus in comparison to the budgeted amounts for the 2008/2009 Booster year were as follows:

**General Band**

- Plant Sale Profits \$1,900 greater than budgeted
- Kiwanis Peanut Sale proceeds \$800 greater than budgeted
- IMEA Hosting Payment not included in budget, \$477
- Samel Donation not included in budget, \$1,000
- Solo & College Scholarships had been budgeted for but were not given, resulting in a decrease in expenses of \$1,250
- Chamber & Ensemble Staff payments, \$675 under budget
- Concert microphones purchased for \$1,723, not included in the budget
- Forfeit of the Hawaii trip deposit, \$1,000

**Marching Band**

- Fee payments were \$3,800 greater than the amount budgeted

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- Restaurant Fundraisers were \$500 above budget
- Samel Donation not included in budget, \$2,000
- Market Day proceeds were \$1,300 higher than the amount budgeted
- Band Camp finished \$2,800 under budget, and a portion of this surplus was allocated to cover the Minnesota trip deficit of \$1,400, primarily coming from the addition of the Spaghetti Factory group meal
- Payments to Marching Band staff members were \$1,700 over budget
- Purchase of percussion equipment and supplies were \$3,400 over their budgeted amount
- Misc Equipment & Trailer repairs not budgeted for were \$750

At May 31, total cash for the organization was \$103,230, and the total of funds held for specific purposes was \$95,479, resulting in an excess of \$7,751

**JUNE/JULY**

Total cash receipts for the months of June & July combined were \$11,763, while total cash disbursements for the 2 months were \$24,584. The primary sources of cash were as follows:

- Marching Band Fees - \$6,700;
- Booster Fees - \$350;
- Music Bowl Entry Fees & Sponsorship - \$950;
- Heritage Fest Payment - \$1,000;
- Payments for Parade Participation - \$625;
- and Merchandise Sales - \$670.

The major categories of payments during the two months were:

- Youth In Music Staff Visit - \$7,400;
- Marching Band Staff Payments - \$6,300;
- Marching Band Custom Music Writing - \$2,000;
- Marching Band Fee Refunds - \$1,350;
- Scholarships - \$600;
- Marching Banners - \$1,181; and
- Group Meals - \$722.

Total Cash On Hand at July 31 = \$90,421

Although it is not required by the By-Laws due to there being no change in either the Mustang Band Boosters' President or Treasurer Positions, both Cathy and Paul suggested to the Board that the right thing to do is to conduct an audit for the 2008/2009 Booster year. The Board agreed to conduct such an audit in order to assess the new financial processes and procedures introduced during 2008/2009 Booster year. Cathy asked for volunteers to become this year's Audit Committee and the Committee formed comprised of Karen Rooney, Alene Ackerman & Bob Schreck. This Committee will have the months of August and September to perform the audit and report their findings to the Board at the October 2009 meeting.

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

The balance in Student Accounts, as of May 31, 2009, was \$11,239.81. Revenue in June and July came from Plant Sale additional sales, and June and July Market Days. There was also a \$200 credit back to a student's Student Accounts after he elected to drop from Marching Band.

The balance in Student Accounts, as of July 31, 2009, is **\$11,766.76**.

Bike & Hike for Mike monies for 2008/2009 have not been received.

In response to a question, Laura explained that student accounts are set up for freshmen only when they participate in fundraising.

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

A. Florida Trip – Intent Form – Deposit & Payment Info:

- Florida Meeting Scheduled for Wednesday, September 23, 2009 at 7 pm. Location TBA.

B. Fine Arts Department Calendar:

- Dates for all concerts and contests with Concert Bands and Jazz Bands will be posted on the website during the first week of school.
- Retired New Trier High School Director, John Thomson, will be a Guest Conductor with all the Concert Bands in February, 2010.

C. 2009 Marching Mustangs:

- July 4<sup>th</sup> parade – all checks have been received.
- Band Camp Schedule developed this week with section leaders and staff.
- Drill nearly complete, will begin learning on Monday, August 10th.
- Rosemont HS Band Camp in Minnesota – he received some tips to improve rehearsal efficiency.
- The Band Camp Schedule will need to be rearranged due to the arrangement made with District 66 for no outside practices to be held from 8-9 p.m.
- Registration on August 17, 2009 – All students need to be at camp and suggested that the parents go to pick up the information – Freshmen needing pictures can go on Monday, August 24 to the bookstore to have them taken.
- Brian Balmages is scheduled to visit on September 23, 2009 – His fee will cost \$1,000 plus travel expenses.
- Section Leaders will meet after each practice, but such meetings will not run longer than 30 minutes.

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D. Student Activities Office Updates:

- The Fine Arts Department budget has been decreased by 2%. There is the possibility of a fee change next year with Marching Band – Athletics currently charges each student \$105 for participation. Marching Band does not need to pay any fees.
- If fee change does not occur, possible financial responsibility may fall to the Marching Band budget to pay for entry fees and some transportation costs.

E. 2010 Winter Guard

There is a snag in acquiring rehearsal space for a winter guard as the Junior High School facilities are not available. Craig invited Board members to come up with other facility suggestions, bearing in mind that space needs call for a basketball court size room minimum and a need to have this available 2 nights a week for 3 hours each night.

F. 2010 Basketball Pep Band:

Plans include coordination between fillies, cheer leaders, and super-fans.

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

- A. FOFA:** Gloria Salazar and Cathy spoke via the phone to get caught up since they haven't met in a few months and will begin meeting again in September. The only request Gloria has right now is to be involved in the candy selection for the fundraiser and to coordinate efforts between Band, Choir and FOFA – similar to how we handle cheesecakes. Sue Utesch is the new Choir President and as soon as she gets acclimated to her new position, she will invite her to an upcoming Board meeting.
- B. Marching Band Rehearsals:** At the request of the Director's, all parents are welcome to come to any of the rehearsals this month. You may watch the sectionals or come at the end of rehearsal and listen to the entire band. A formal e-mail communication will be forthcoming.
- C. Booster Board "Coffee":** Cathy would like to try an initiative with all Board members during the month of August, whereby during some of the rehearsals, Board Members would come early and stay until the end of rehearsals in order to be available to answer questions or to just get to know other parents – similar to the School Board Coffees. When she sends the e-mail inviting everyone to come to the rehearsals, she will let them know that Board Members will be present so that they can get to know us and what we're all about. This also would be an opportunity to sell some of our merchandise, solicit volunteers, find shadows, etc. If you are interested in participating, please let Cathy know what nights you would be available and she will distribute the calendar to all involved. If she knows ahead of time who will be available, she would be able to inform the band families and they could also plan accordingly.
- D. Financial Assistance:** As the economy continues to struggle, so do many families. Cathy would like the Board to think about the possibility of starting a "Financial Assistance Fund" for Marching Band families to assist with the Marching Band fee. We

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could allocate some of the Marching Band fundraising money towards this fund, or have a separate fundraiser so that when a family cannot pay a portion of their Marching Band fee, we will have the money to assist. In the event we don't need to use this fund, the money could be transferred into the scholarship fund. We would need to think about a process of who would be eligible outside the school fee waiver process. This fund would not be initiated until the 2010/2011 school year and will be discussed during the budget process next March. Any other thoughts on how we can help struggling families is welcome. One of the suggestions was to allocate any Alumni money from fundraisers to this type of fund if the Alumni do not indicate which student they would like their money to be deposited.

- E. **Shadows:** She is still actively seeking volunteers to shadow our current members for this upcoming year. Her intent with the "coffees" and being accessible to all parents would help in getting some additional volunteers.
- F. **Thank You:** She thanked Mark & Jan Colip for handling Heritage Fest again this year. They did a great job of coordinating the students and the parents. She also thanked Wally Olewinski and his volunteers for their assistance for all of the parades we participated in thus far.

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

- A. Marching Mustangs: As of 08/03/2009, 125 students are registered for the 2009 Marching Mustangs. A total of \$43,459.06 in payments has been collected. A total of \$12,990.94 remains to be collected. 125 Intent forms, 119 contracts, and 124 health information forms have been submitted. Eleven students have dropped.
- B. General Band: As of 08/03/09, a total of \$2,900.00 in Booster membership dues has been submitted for the 2009-10 school year. Two deposits totaling \$350.00 in Membership fees were submitted to the treasurer for May. There are currently 58 students whose family has joined the Mustang Band Boosters.
- C. Orlando: We currently have 83 students and 2 adults who have turned in intent forms for the Orlando trip. All but one has made their initial deposit.
- D. Parent Directory: This is in progress and close to completion.

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

- A. Band Merchandise (Kristen Meek): A quote has been received from Holy Cow for this season's merchandise. A new logo has been created for color guard. The finalists for the Show shirt have been selected. Merchandise information, including images, will be posted to the Booster web site.
- B. Candy Bars (Kathy Perez & Barb Popelka): Kathy and Barb will meet with Cathy Jama to discuss the candy selection for this year's candy bar fundraiser.
- C. Market Day (Tracy Danko): The next Market Day is August 8<sup>th</sup>, with orders being due by August 5<sup>th</sup>.

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D. Restaurant Fundraisers: (Debbie Spiewak and Sue Seelander): The next fundraiser will be on August 14<sup>th</sup> at Steak & Shake. This fundraiser will also cover any gift card purchases.

E. Store Fundraisers (Ellen Casey): No report.

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

A. Mustang Band Fanfare: The next edition of Fanfare is together but has not yet been circulated or approved.

B. Website: Mike Klimczak reported the following via e-mail:

- He compared email lists against Band Roster and added errant email addresses to Everyone and Marching lists and then sent a "Welcome/Test" email to both lists, complete with instructions for maintaining list preferences and other help. Email generated over 40 responses to update lists (34 Unsubscribes, 6 new Subscribes).
- Email list message also included an announcement about roll-out of web-based calendar, published in July.
- He went through all web-pages to verify/repair links and refresh stale information from last year (volunteer page, etc.)
- He updated menu buttons for all Booster and Music Bowl pages to include roll-over hints for each selection. This will also make it easier if we ever need to add/remove/update any of the menu options.
- He continues to work with Mike Legel to provide password-restricted section of website for 2009 videos. (Yes, it can be done, just working out details on which way to present it.)
- He changed Music Bowl video to show DGS' Music Bowl performance (replacing our performance at Lincoln-Way last year).
- As mentioned last meeting, ILMarching.com had contacted Craig and asked for permission to add our videos to their new video collection. (ILMarching.com is a web-based forum mainly concentrating on topics related to Illinois marching bands in competition.) This past weekend they uploaded a total of 53 high school videos, including those from the 2008 & 2007 Music Bowls. As of Sunday night, there are 53 high school videos posted (including the 35 videos from our last 2 Music Bowls). The most frequent viewers this weekend were LWC, followed by LWE, and Lemont & Shepard ('07 Bowl).

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

Cathy Jama reported earlier that Heritage Fest was very successful and the Band Boosters were listed in the Downers Grove Reporter as providing support for the event.

**XII. Uniform Coordinators'/Color Guard Coordinator's Report** – (Cheri Kirkpatrick and Terri Vanderjack) Reported via e-mail:

All Uniforms are back from the summer dry-cleaning and are organized and ready for fittings. They will begin pulling band members out of practice for fittings beginning Wednesday, August 5th. They have met with the Drum Majors and ordered the uniform accessories that they'll be wearing this season which consist of white bibs, gauntlets, capes and white MTX shoes.

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**XIII. Color Guard** (Jan Petrukovich, Mary Ann Hays & Maria Garza):

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

No report

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

A. Darien & Downers Grove 4<sup>th</sup> of July Parades: Thanks were given to the following volunteers for assisting during the parades: Mike Hutton; Mike Klimczak; Mike Gabric; Howard Kotlicky, Terri Monsanto, Glen Fuller, Barb Fuller & Gary Kral. Thanks were also given to Steve and Carrie Pieczynski for supplying water following the Darien parade.

B. Upcoming Events:

- i. August 14: Band Camp tent set-up at Lakeview Junior High – 4 adult volunteers needed.
- ii. August 15: Band Camp Tower set-up at Lakeview Junior High – 3 adult volunteers needed.
- iii. August 22: Tent and tower take-down and setting up tower at DGS – adult volunteers needed.
- iv. August 28: Pit crew volunteers needed for performance at 1<sup>st</sup> football game.
- v. Competition Volunteer needs: With the addition of props for this year's show, it was recommended that 15 adult volunteers be recruited for each performance.

Wally will send out an email regarding Band Camp volunteer needs within the next week or so.

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

A. Mini-Camp Meals

Everything went exceptionally well at the 2 mini-camps in June. They thanked the volunteers - Carol Ann Fatora, Diane Kowalski, Deb and Katie Stanger, along with Steve Bild and Dave Luetger for their help. It was great fun and the kids were very polite and patient.

B. Band Camp

Plans are underway for 6 meals for band camp (Sunday through Friday). Menu items will include pizza, sloppy joes, hot dogs, chicken nuggets. Hamburgers, hot dogs, etc. will be served for the parent picnic on Friday. Sub sandwiches might be substituted for the sloppy joes. Peanut butter and jelly will also be available for the vegetarians with

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possibility of another choice. Fresh fruit, vegetables and dessert will also be served. Alice and Alicia welcome any other meal suggestions. Dinner will be served at 5:00 except on Friday which will be at 5:30.

Alicia is in the process of talking with the food vendors and will be organizing supplies and a few volunteers.

An ice cream truck will be available in the Lakeview Junior High School's parking lot on Senior night on Thursday.

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

This year, the Youth in Music trip to Minnesota will take place 3 weeks earlier than in previous years. The Band will be staying at same hotel (Comfort Suites) with accommodations of 2 room suites with 2 double beds. The contract calls for 55 rooms for 2 nights at a rate of \$89 per night (\$119/night previously) – this rate includes a full cook to order breakfast. The room block will be held up to 30 days prior to event and Glen will need rooming list, the number of staff & chaperones at least 30 days prior to event, so adjustments to room block can be made.

Mike Klimczak & Glenn Clark will organize chaperones, recruiting a minimum of 16 adult volunteers to a maximum of 18 for the trip. Rooming list should be available to all staff this year. The costs for staff and drivers will be covered by the Boosters.

Rehearsal site: The University of Minnesota has been contacted and have given a tentative indication that their facilities will be available. Practices will be held at their indoor football practice stadium, at the cost is \$50 per hour, with 4 hours of use envisioned.

Food: Glen needs to be provided with timelines for the Youth in Music competition and for the Irondale competition before dining reservations can be made. There may be a joint meal with Rosemont. Students will be responsible for the cost of 2 lunches – all dinners and 1 lunch will be covered by the Boosters.

Bus schedule: This will be arranged by the Directors, probably using Bob Rogers Travel.

Departure time from school: Needs to be confirmed.

Shadow: As this is Glen's last year on the Board, a shadow for Youth in Music will need to be recruited.

**XVIII. Music Bowl Coordinators' Report: (Lynn Filla-Clark & Cathy Olewinski) [Lynn was going to send an updated report as she did not have enough time to thoroughly prepare for the meeting – I have not received any further emails from her.]**

1. Bands: As of 7/21/09, we had 11 bands confirmed, plus Lincoln Way East, which both indicated via email that they plan to attend and would be submitting applications shortly.

Bands confirmed to date include:

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- AAA: Lake Park; Lincoln Way Central; Lemont; Maine West; & United Township
- AA: Reavis; Eureka; Lockport; McHenry; & Glenbard West
- A: Calumet

We've gained at least 2 bands that were wait-listed for U of I – Eureka and Glenbard West – so we may be able to pick up other bands in the same circumstances.

2. The Music Bowl Committee will begin meeting again mid-August – probably the week of Band Camp. After that, we'll begin meeting every other week and then weekly as the Music Bowl approaches.
3. The Parent Social was a success, though not as well attended as it has been traditionally because of the weather that day. Volunteer sign-ups for the Music Bowl were good considering the lower than normal turn-out.
4. Program Ad sales have begun and Cheri Kirkpatrick will start up “Tuesday Treats” again as an incentive for band members to sell program ads. Three ads have been received to date and Cheri will email everyone again this week regarding the selling of ads for the Music Bowl program.
6. Cathy Jama has been working to obtain sponsors. To date she has secured two sponsors: the Village of Bolingbrook and Bob Roberts Travel. Cathy is in contact with Mb Financial Bank & Band Source who should respond soon with their decision to sponsor. Cathy has or will also follow up with Downtown Downers Grove Management; Downers Grove Economic Development Corporation; Sam Ash; the Village of Woodridge; Downers Grove Junior Women's League District 58 Education Foundation and the UPS Store regarding sponsorship opportunities.
7. Alumni Social: Monika Cunningham agreed to help plan the Alumni Social that Renata Allelujka proposed in June.
8. Video – For outsourcing videography for Music Bowl, Matt Luetger made 3 proposals - one from an individual who'd be doing this type of event for the first time, and the other 2 were from Quick Draw Films, which does videography for the Lincoln-Way competitions. The option from the first individual would have required us to do the videography but he would produce the DVDs for sale. It would have involved both volunteer resources as well as cost outlays. QDF's proposals both involved QDF doing the videography and producing the DVDs, but one required considerably more cash outlay on our part. Based on Matt's analysis and recommendation, we selected the 3rd option, which required minimal cash outlay on our part, and no volunteer resources.

**XIX. Videography Report (Matt Luetger):**

Last season's videos will be available for purchase at Band Camp. Last year's seniors will also be contacted to see if they are interested in purchasing a copy of the performances DVD.

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

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Jill has created summary story ideas for pitching to the media. These include stories on band camp, music bowl, and upcoming jazz events. A shadow still needs to be recruited for the Marketing/Public Relations Board position.

**XXI. Parent Coordinators' Report**

Jazz (Joe Strantz): A new guitar teacher has been hired by DGS for the jazz bands. Jazz Audition information and an audition tip sheet will be published in the next edition of Fanfare.

Mentoring (Bob & Kathy Schreck): Bob is taking a more affirmative approach in an effort to reach out to new parents at practices and at the Band Camp parent night – a mentoring table will be set up at the latter. Bob also intends to arrange visits to the Junior High Schools to advertize and promote the DGS band program.

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

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

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

A. Community Bank of Downers Grove. Cathy Jama and Paul Meek met with the Bank to discuss their services as they would relate to the Mustang Band Boosters account. The bank offers good services, but the lack of a bank credit can and the fact that there would be additional fees incurred for online banking access placed them at a disadvantage when compared of Mb Financial Bank's services. Taking this and other considerations into account, the Boosters agreed to switch the account to Mb Financial Bank.

Cathy asked for a motion to approve the change. Wally Olewinski made the motion to move the Mustang Band Boosters' bank account from National City Bank to Mb Financial Bank, seconded by Gary Kral, and the Board unanimously approved the motion at 9:04 p.m.

**XXIV. Announcements**

The next Booster meeting will be held on Monday, August 31st, 2009 at 7:00 pm in the Orchestra Room.

**XXV. Adjournment**

The meeting adjourned at 9:06 p.m.