

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

- I. The meeting was called to order by President Cathy Jama at 7:04 p.m. Board Members in attendance were Cathy Jama, Kathy Gabric, Alene Ackerman, Paul Meek, Laura Sorce, Lynn Strantz, Jill Pruett, Alice Luetger, Terri Vanderjack, Wally Olewinski, Mike Klimczak, Lynn Filla-Clark, Cathy Olewinski, Gary Kral, Craig Roselieb, Kristen Meek, Kathy Perez, Barb Popelka, Mary Ann Hays, Joe Strantz, Bob Schreck, Sonia Neumann & Glen Williams.

Guests: Michael Williams, Chuck Bair, Brian Vanderjack and Jeanette Burton.

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

Lynn Filla-Clark mentioned that there would be a need, probably in September, for student volunteers to distribute flyers through the school neighborhood regarding this year's Music Bowl.

- III. **Approval of Minutes:** The August 3, 2009, meeting minutes were presented to the Board for their approval. Lynn Filla-Clark made the motion to approve, seconded by Kristen Meek, and the Board unanimously approved the minutes at 7:06 p.m.

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

Total cash receipts during the month of August were \$5,062, while total cash disbursements were \$22,044. The primary sources of cash were as follows:

- Marching Band Fees - \$1,561
- Music Bowl Receipts - \$850
- Merchandise Sales - \$1,970

The major categories of payments during the month were:

- Marching Band Staff & Drill Writing - \$7,600
- Band Camp Meals & Supplies - \$3,980
- Scholarships - \$400
- Color Guard Uniforms - \$2,300
- Color Guard Equipment - \$1,138
- Color Guard Warm-Ups - \$688
- Percussion Supplies - \$1,357
- Merchandise Purchases - \$1,650
- Marching Band Show Shirts (Students) - \$1,315

Not expensed yet, but anticipated and will be processed prior to the end of September are the Entry Fees advanced at the end of last year with the assumption we would be reimbursed from School Funds once the new year began. The school has notified the boosters that they cannot reimburse booster funds, but only pay the fees directly to the competition hosts. Total Cash On Hand at August 31 = \$73,439.

During discussion, Craig Roselieb informed the Board that Sara Hengesh, a Color Guard Instructor, has had to resign her position due to a conflict with her studies. This will result in a

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

reduction of \$500 in the fees paid to her. Coupled with the reduced student fees earmarked for band camp, this will result in a savings of \$1,500 against the current year's budget.

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

The balance in Student Accounts, as of July 31, 2009, was \$11,766.76. Revenue in August came from August Market Day, totaling \$144.99. Expenses in August were for Marching Band Payments and Music Lessons & Expenses. Total expenses in August were \$364.63.

The balance in Student Accounts, as of August 31, 2009, is **\$11,547.12**.

During discussion, Laura Sorce indicated that she had contacted the graduated student who wanted to use his account funds towards the purchase of Sensophonic ear plugs, advising him that he had until September 4, 2009, to submit the cost for this purchase. Failing this, his funds would be transferred to the Scholarship account.

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

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

- Board approval to be requested in September and meeting has been scheduled for Wednesday, September 23rd, 7:00 pm in the Auditorium. Representative from Bob Roberts travel will be there, info and payment slips will be distributed at the meeting.

B. 2009 Marching Mustangs

- Final number equals 122.
- Youth in Music Standard Operating Procedures (SOP) have been a key to early successes and will be applied to regular classes.
- New Sign for press box needs to be ordered – Craig will take the measurements and email these to Lynn Filla-Clark.
- Brian Balmages Clinic: September 22nd for Marching Mustangs; and September 23rd for Concert Bands. Cathy Jama will assist in arranging flights and accommodation for Mr. Balmages. The total cost to the Boosters for these clinics will be \$1,000 plus air & hotel expenses.
- Dress Rehearsal for Parents: This will take place on September 8th (or September 10th, if it rains on the 8th). Marching Band students will stay after school for practice, with performances taking place at 8:00 p.m. and 8:30 p.m. Time for students to do homework will be scheduled and a pizza dinner provided.
- The first competition will be at Lake Park on September 12th. Buses will leave the school for the competition at around noon.

C. BandSource Updates

- Music Bowl – Cash Donation \$500 for a Bronze Sponsorship Level.
- Band Boosters - \$1,000 instrument repair labor donation for band instruments.

D. Student Activities Office Updates

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

- Fund Raising Policy – Football Game Clarification: The school policy states that no group may hold fundraisers at football games that conflict with football income, including selling food and concessions, drinks, holding split-the-pot, etc. Merchandise sales are permitted.
- 2010 Winter Guard: Location suggestions are still needed. During discussion, the following were mentioned as possible locations: St. Josephs on Main Street; Fairmount School next to the YMCA; Prairieview School; and Elizabeth Ide School.
- 2010 Basketball Pep Band: A meeting has been scheduled for later in September.

E. Jazz Auditions

- Auditions will be held during the week of August 31st, with the announcements of band assignment on September 4th.
- There will be 3 jazz bands this year and there is a possibility that all 3 will compete at the Purdue Jazz Festival.

F. Concert Bands

- New locks have been issued to all students who use a school-owned instrument. Students will be responsible for a \$5 replacement fee if a lock is misplaced.
- Concert Dates: November 10th & November 12th. Lakeview & Eisenhower Junior High Schools will participate in the November 10th concert this year with the Wind Ensemble.

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

- A. Band Camp:** Band Camp was a great success and thanks were given to Alice Luetger & Alicia Bild for organizing the meals and to all parent volunteers who helped during the Camp. Lakeview Junior High again went above and beyond in providing indoor and outdoor facilities for the Marching Band students and the Boosters presented the school with a gift in the form of a check towards the Lakeview Band program. Gifts were also given to the Lakeview and Downers Grove South custodians for all their help, and to the Millers for the use of their tents. If Band Camp is held at Lakeview next year, the Boosters will look into getting some overnight security checks for tents and other equipment on the field.
- B. FOFA:** Glenn Williams, Gloria Salazar and Cathy Jama met on August 28th. Items discussed included:

Fundraisers

- FOFA plans to sell roses at the concert performances this year to heighten their visibility; Choir is running a wrapping paper fundraiser;
- Choir & FOFA will also run a Candy Bar sale – this will be in addition to the Marching Band Candy Bar fundraiser but they asked that the Band order 100 additional boxes of candy for choir, who will take care of sales, receipts, etc.;
- There are plans to sell gourmet suckers in January at 50¢-\$1 each, with a portion of receipts being allocated to student accounts;

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

- Plant Sale: Choir, Orchestra & FOFA again plan to participate in this year's plant sale but rather than the Band distribute the Choir and Orchestra profit directly to these organization, instead the Band will distribute the funds directly to student accounts;
- Cheesecakes: Choir, Orchestra and FOFA again will participate in this year's cheesecake fundraiser.

- C. Kiwanis Peanut Days:** Unfortunately, the Choir will not be able to participate in this year's Kiwanis Peanut Days. During discussion, it was realized that the Band cannot guarantee enough volunteers to run this fundraising event and, rather than disappoint the Kiwanis with low sales, it was agreed that Mike Klimczak would contact Gretchen at the Kiwanis and let her know that the Band would be unable to participate this year. Mike will also stress to Gretchen that we would like to be considered again for next year's Peanut Days.
- D. Football Tent Revenue Replacement:** In order to try and recoup funds lost from the anticipated football tent sales, the Board formed a fundraising committee to consider and propose additional fundraising ventures for 2010/2011. The committee members are: Karen Rooney, Jill Pruet, Kathy Gabric, Chuck Bair, Barb Popelka and Kristen Meek. The Committee will meet following this year's Marching Band season.
- E. School Calendar:** Cathy pointed out that the following Mustangs Band Booster meeting dates are either missing or need to be corrected on the school calendar: October meeting is the 5th; November 30th needs to be added; December 7th needs to be removed; April 12th needs to be added.

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

- A. Marching Mustangs: As of 08/31/2009, 122 students are registered for the 2009 Marching Mustangs. A total of \$45,059.69 in payments has been collected. A total of \$11,290.31 remains to be collected. 122 Intent forms, 122 contracts, and 122 health information forms have been submitted.
- B. General Band: As of 08/31/09, a total of \$2,900.00 in Booster membership dues has been submitted for the 2009-10 school year. No deposits for Membership fees were submitted to the Treasurer for August. There are currently 58 students whose family has joined the Mustang Band Boosters.
- C. Orlando: Currently have 83 students and 2 adults have turned in intent forms for the Orlando trip. All but one has made their initial deposit.

IX. Vice President of Ways & Means Report:

- A. **Band Merchandise** (Kristen Meek): Merchandise sales are going reasonably well, especially when taking the current economy into account. However, Kristen suggested it might be worth rethinking merchandise offering for the future with fewer choices, more stock on-hand (her experience is that most people want to purchase and walk away with their purchase rather than ordering), and less clothing options. Along these lines, Kristen will be

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

ordering 250 small, semi-permanent vehicle windshield decals with the intention of selling these at around \$5 each. It was agreed that these would sell well.

- B. **Candy Bars** (Kathy Perez & Barb Popelka): The school still needs to approve the following tentative dates for the Candy Bar sale – September 15th, 17th, 24th, 29th, October 6th and 8th. Candy bar selection has been decided upon with a 50/50 split between chocolate and candy choices. It was suggested that Candy Bar boxes be brought to the September 23rd Orlando meeting in order to encourage non-Marching Band students to participate in this fundraiser.
- C. **Market Day** (Tracy Danko): The next Band Market Days are September 12th, November 7th and December 5th.
- D. **Restaurant Fundraisers** (Debbie Spiewak and Sue Seelander): The August 14th Steak & Shake fundraiser raised \$97.17.
- E. **Store Fundraisers** (Ellen Casey): No report.
- X. **Vice President of Communications Report:** (Kathy Gabric)
- A. **Mustang Band Fanfare:** The August Fanfare was sent out the 1st week of August. The next edition is scheduled to be published the 1st week of October.
- B. **Website:** No report.
- XI. **Uniform Coordinators' Report** – (Cheri Kirkpatrick and Terri Vanderjack)
- All instrument playing members have been fitted with their marching band uniforms.
 - Hat boxes that were ruined from last year's rain have been replaced.
 - Raincoats were assigned and sent home last Thursday to be washed and returned by Tuesday, Sept. 8.
 - The Drum Major uniforms are complete – pants have been altered; shoes, capes & gauntlets have arrived.
 - There is an urgent need for one or two people to start shadowing this year so that they can take over next year (both Cheri & Terri would be available to help them).
 - New Marching Band uniforms will be needed for 2011, with the order process beginning in 2010.
- XII. **Color Guard** (Jan Petrukovich, Mary Ann Hays & Maria Garza):
- Costumes are finished and should be delivered on September 1st.
 - Dancin' 1 came to practice last week and fitted the girls for performance shoes. They are trying to hunt down 3 pairs of size 9, as the manufacturer is out of this size until the end of the month.
 - All flags are done, in the loft, and on their poles. They are being used to practice with as long as the weather complies.
 - The girls have designed this year's T-shirt and it is being made.
 - Uniform check will be done by Color Guard captains.

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

XIII. Youth In Music: (Glen Williams)

Glen Williams outlined the tentative itinerary for Youth in Music and the competition at Irondale MN.

- **Friday, September 25th**
 - Bus leaves DGS around 7:30 a.m.
 - Lunch on the road (student cost)
 - Arrive at the Comfort Suites hotel around 3:00 p.m.
Glen lowered the guarantee room count from 55 to 51 in order to avoid having to pay for any unused rooms. The rooms have been allocated as follows: 17 girls rooms; 15 boys rooms; 5 staff rooms; 2 bus driver rooms; and 12 chaperone rooms. Glen requested that he be provided student rooming lists by September 4th.
 - Dinner at 5:00 p.m. at the University of Minnesota
 - Rehearsal from 6:00 p.m. to 8:00 p.m. at the indoor football field at the University of Minnesota
- **Saturday, September 26th**
 - Early am – Breakfast at Comfort Suites hotel
 - Following breakfast, travel to the University of Minnesota for rehearsal at the indoor football field
 - Lunch – Old Spaghetti Factory
 - Depart for Irondale for the evening competition
 - Joint dinner with Rosemont School
Times for the above to be determined upon competition times at both Youth in Music and Irondale
- **Sunday, September 27th**
 - Depart Minnesota following breakfast at the Comfort Suites Hotel
 - Lunch on the road (student cost)
 - Arrive back at DGS around 5:00 p.m.
- **Volunteers/Chaperones**
 - A minimum of 16 and maximum of 22 chaperones/volunteers are needed for this trip.

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

1. **Bands:** As of 8/31/09, 14 bands have confirmed, as follows:
 - AAA: Lake Park; Lincoln Way Central; Lemont; Maine West; United Township; Lincoln Way East; & Lockport
 - AA: Reavis; Eureka; Lockport; McHenry; & Glenbard West
 - A: Calumet; Notre Dame/Resurrection; & Brother Rice/St. Laurence
2. Requests for information were sent to participating bands last week. This information will provide details on the size of the bands, number/types of buses, trucks, etc. Responses are due back on September 8th.
3. There are 3 bands competing in both the Music Bowl and the Naperville Central competition on the same day: Lincoln-Way Central, United Township, and Lockport. The

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

Music Bowl Chairs will coordinate with Naperville Central on the scheduling for these bands.

4. Accommodations at the Marriot Suites hotel have been arranged for the 3 out-of-town judges.
5. The next Music Bowl Committee meeting is this Wednesday, September 2 at 7:30 at DGS.
6. Twenty-two additional parent volunteers signed up at the Band Camp Parents' Picnic. There is still the need for an additional 74 adult volunteers.
7. Program Ad Sales currently stand at 13, compared to 28 this time last year. The goal is to at least reach last year's total of 98 ads and there are 11 days until the deadline for these to be turned in. Band Noise ads are also down compared to last year.
8. Current sponsors: Village of Downers Grove (\$5,000); Village of Bolingbrook (\$500); Bob Rogers Travel (\$500); Mb Financial (\$950-975); & Band Source (\$500).
9. The same vendors as last year will be used for Concessions – Doggie Diner for hot dogs, burgers, and bratwurst; and Roundheads for pizza. The Music Bowl Committee is currently checking with the school to clarify what is needed in relation to the Food Permit in the event rain forces the Music Bowl indoors.
10. Bernie Ruesz is talking with various restaurants in the area to cater the Judge's hospitality. Unfortunately, Stillwaters has changed hands and the new owners have not shown interest in continuing to provide the hospitality catering.

XIV. Equipment Coordinators' Report (Gary Kral):

The following equipment/items maintained/repaired:

Equipment:

- Final assembly of marimba cart rack, adjusted per Dwayne.
- Refresh two gong stands (replaced hardware and repainted).
- Various maintenance items during the week of Band Camp per Dwayne, including: djun-djun mounts; djimbe plate (drill); drum mount repair, etc.; restrung keyboards; painted scaffold signs (first coat).

Miscellaneous:

- Replaced wood decking on scaffold. Painted new plywood and installed anti-slip strips on painted deck.
- Repaired portable field lights (cleaned and greased all pulleys and support jacks).
- Repaired shut-off cable on field lights generator.
- Repainted (second coat) scaffold signs (black).

The following equipment/items pending:

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

Equipment:

- Paint performance platforms for Color Guard as requested. To be completed over Labor Day weekend.

Trailer:

- Install non-slip strips on trailer ramp.
- Perform trailer “annual service”.

Miscellaneous:

- Install wall mailbox and shelves in the Band area.
- Install fabric onto pit carts and percussion pod.

XV. Volunteer Coordinators’ Report: (Wally Olewinski)

A. **Band Camp:** Special thanks were to all who assisted on setting up and taking down the tents for the band camp, and to all who assisted in putting up, taking down and putting up the tower at band camp and back at school.

B. Upcoming Events:

- September 12th: Lake Park Lancer Joust - all day event and volunteers for pit and color guard needed.
- September 18th: home football game pit and color guard volunteers needed.
- September 19th: Morton Invite –all day pit and color guard volunteers needed.
- September 25th, 26th & 27th: Minnesota trip – Chaperones and pit and color guard volunteers needed.

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

Band Camp Re-Cap and Football Games Meals/ISU

Alicia and Alice thanked all the wonderful volunteers. They couldn’t have done it without them. Also, the students were unbelievably patient and polite. A great time was enjoyed by all!

Alice and Alicia did their best to get variety and nutrition in. They realize some delivery timing could have been better and they have yet to figure out a way to keep hot dogs warm. But, all in all, the food seemed to work out just fine.

As far as the parent picnic goes, though, consideration should be given to some sort of RSVP, either through email or a note sent home, or both. It is hard to determine how many guests will attend, as there is no knowledge of the sibling or grandparent count.

The budget total so far is looking good. As a preliminary number it looks like the total band camp budget for food and supplies was \$5,100.00 and of that \$3,369.83 was spent. This leaves about \$1,730.17.

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

The group meal budget is \$2,700 and so far \$722.17 has been spent. It is anticipated that approximately \$1,180 for the next 3 meals will be spent, for a total amount of approximately \$1,902. This should leave another \$800 left over.

Consideration is being given to chicken tenders and pizza for the next 2 meals as they seemed to be the hit at band camp. ISU will be subs from Avanti's. Alicia and Alice will be working on that in the next few weeks, and will need some direction, though, on gaining entry to the bus parking in order to deliver the sandwiches.

Carol Ann Fatora, along with help from Alicia Bild, will be working on Social next year. It is assumed that one more person will be recruited also.

XIX. Videography Report (Matt Luetger):

- Band Camp videos have been prepared and provided to Craig Roselieb on DVD. Matt is expecting instructions from Mike Klimczak on how to post these to the web site.
- Matt has a commitment on September 12th, which is the Lake Park competition, and needs three people to video the event (50 yard line left, 50 yard line right, and roaming).
- Music Bowl – There is a contract that Craig and Lynn are reviewing and Matt hopes to have it completed this week.
- 15 orders for last year's season DVDs.

XVIII. Marketing/Public Relations Report (Jill Pruet):

Jill has contacted 3 newspapers – the Downers Grove Reporter, the Downers Grove Sun and the Bugle—with story ideas for future articles. She has received no response back to date. Jill also placed an online story with the Triblocal regarding band camp.

XIX. Parent Coordinators' Report

- A. **Jazz** (Joe Strantz): The first jazz concert of the year will take place on November 17th.
- B. **Mentoring** (Bob & Kathy Schreck): No report.

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

XXI. Miscellaneous, Unfinished Business & New Business:

- A. **Shadows:** Lynn Strantz raised the need for a shadow for Cheesecake Coordinator as this year's fundraisers pre-planning will begin following Labor Day. Cathy Jama indicated that she would be sending an email out to everyone on the mailing list regarding the need for Shadows for various positions, including cheesecakes.
- B. **Football Tent:** Disappointment was expressed regarding the fact that the Boosters may no longer sell water, soda or candy at the football games. Craig Roselieb explained that the school made the decision to enforce school policy that no organization, other than the football boosters, may sell concessions or drinks at football games. It is permitted for the Band Boosters to continue to sell merchandise, however. Craig Roselieb announced his plans to attend the next meeting of the Football Boosters in order to clear the air.

**Community High School District 99 – South Campus
Mustang Band Boosters
August 31, 2009 –Minutes**

XXII. Announcements

The next Booster meeting will be held on Monday, October 5th, 2009 at 7:00 pm in the Orchestra Room.

XXIII. Adjournment

The meeting adjourned at 10:08 p.m.