

**Community High School District 99 – South Campus
Mustang Band Boosters
November 2, 2009**

- I. **Call to Order:** The meeting was called to order by President Cathy Jama at 7:04 p.m. Board members in attendance were Cathy Jama, Kathy Gabric, Karen Rooney, Alene Ackerman, Paul Meek, Laura Sorce, Jill Pruett, Alice Luetger, Cheri Kirkpatrick, Wally Olewinski, Lynn Filla-Clark, Cathy Olewinski, Gary Kral, Craig Roselieb, Ron Hornish, Kristen Meek, Maria Garza, Mary Ann Hays, Mary Jane Worek, Lora Behnke, Joe Strantz, Bob Schreck, Matt Luetger, and Glen Williams.

Guests: Andrea Swick, Student Band President; and Brian Vanderjack.

- II. **Student Band President Report:** Andy Swick updated the Board on the Band's activities which included now that the Marching Band season has come to an end, preparations for the pep band; the fun the Marching Band students who performed at the Football play-off game on October 31st had; and preparations for the upcoming band concerts on November 10th at Downers Grove North and November 12th at North Central College. Andy was asked to recruit student volunteers to assist with the following: set-up and clean-up at the Fall Banquet on November 3rd; and cheesecake preparation for the band concerts on November 10th and 12th.

- III. **Approval of Minutes:** The August 31st, 2009, and October 5th, 2009, meeting minutes were presented to the Board for their approval. Jill Pruett made the motion to approve, seconded by Cheri Kirkpatrick, and the Board unanimously approved the minutes at 7:05 p.m.

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

Total cash receipts during the month of October were \$50,272, while total cash disbursements were \$35,030.

The primary sources of cash were as follows: Orlando Trip Deposits - \$19,225; Music Bowl Receipts - \$12,811; Marching Mustang Fees - \$7,408; Candy Sale Payments - \$5,396; Kiwanis Peanuts - \$1,304; Band Booster Fees - \$800; and Payments for Marching Shoes - \$420.

The major categories of payments during the month were: Music Bowl Expenses - \$17,888; Minnesota Trip Expenses, Primarily Hotel - \$8,428; Candy Sales Account Transfers to Choir & Orchestra - \$2,796; Staff Payments - \$1,600; Merchandise Purchases - \$550; Orlando Trip Refunds - \$325; and Expenses of B. Balmages Visit - \$309.

What appear to be late-arriving expenses (Minnesota, B. Balmages) were processed on the Booster Charge Card and paid mid-month.

Total Cash On Hand at October 31 = \$83,240

The final accounting for the Marching Band should be close to that budgeted for 2009-2010. As of November 2nd, income is slightly in excess of expenses.

Alice Luetger questioned the amount against the DVD sales line item and Paul Meek agreed to review this.

- V. **Secretary of Student Accounts:** Laura Sorce reported the following:

The balance in Student Accounts, as of September 30, 2009, was \$11,249.45. Revenue in October was from Candy Sales, totaling \$4675. Expenses in October were for the Fundraising Expectation, Band Trip Payments, and Music Lessons & Expenses. Total expenses were \$4405.83.

The balance in Student Accounts, as of October 31, 2009, is **\$11,518.62**.

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

A. November Concert Venue Changes – Letter from Steve Bild

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- November 10th Concert – Wind Ensemble with Lakeview and Eisenhower has been moved to Downers Grove North Auditorium.
- November 12th Concert – Concert Band, Symphonic Band, Wind Symphony has been moved to North Central College's new Auditorium.
- Pictures rescheduled for Wind Ensemble/Wind Symphony will take place before the Holiday Concert on December 10th
- Pictures for Concert Band & Symphonic Band will be taken at North Central during warm-up.
- Bus will be provided for students that need transportation to North Central, parents must bring them home or arrange carpools (school Bus #1 with trailer available afterwards).
- Trailer needed to haul percussion to North Central.
- Hospitality and cheesecake samples – space provided at Downers Grove North and North Central College.

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

- **Updates – Luggage Issue:** Since United is the airline booked for the trip, it was recently learned that every item checked at the airport will be an additional charge of \$25 per bag or instrument for each direction. The Directors are working to try and eliminate these additional charges by looking into transporting instruments, luggage and uniforms to Florida using the Marching Band trailer.
- **Rehearsal Dates** – Tuesday January 19th, All 6-9 pm; Tuesday February 9th, Concert Band 7-9 pm; Tuesday, March 2nd and Tuesday, March 9th, Marching Mustangs 6-7 pm; Tuesday March 16th, Concert Band 7-9 pm; Tuesday, March 23rd, Marching Mustangs 6-7 pm, Concert Band 7-9pm; and Wednesday, March 24th, All 6-9 pm.
- Uniform re-fittings and new fittings for non-marching band students will be scheduled on one or two rehearsal nights. Alene Ackerman will send Cheri Kirkpatrick the list of all students signed-up for the trip.
- 78 Students and 2 adults have signed up for the trip.

C. 2009 Marching Mustangs

- 2010 Kick-off date is Tuesday, Feb 2nd, 2010.
- Football Playoffs continue. The Directors will announce that all Marching Band students are required to attend play-off games, by contract.
- Congratulations to the Marching Mustangs on an historic season. Next year's motto – Sustaining and Building on Excellence (plus .05% more effort).

D. Band Source Updates

- There is a need developing to use Music Bowl money for marching band instrument maintenance, i.e. mellophones, sousaphones and baritones. The minimum cost would be \$2,000 for cleaning and flushing of the 23 horns plus any repairs needed.

E. Student Activities Office Updates

- **2010 Winter Guard**
 - Location: Lace School - \$25 per night (insurance covered), 2 nights per week from December through March.
 - Fees pending approval from Student Activities office
 - Staff Stipend approved
 - Mini – bus approved for competitions
 - Tarp Purchase through color guard fund
 - 2 Girls Basketball games set for performances - January 23rd and February 6th
 - Awaiting other calendar decisions about school availability
 - **2010 Basketball Pep Band**
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- Calendar set – Games with full group on Friday, December 4th; Friday, January 15th; Saturday, February 6th; and Friday, February 26th.
- Special Game at United Center on Saturday, December 19th. Ticket payments can be submitted by Wednesday morning, November 4th. A school bus will be provided for students to the United Center.
- Practices will be held during period 5A and at warm up before games.
- Other dates with smaller group: December 5th; January 30th; February 12th; and February 19th.
- Shirts for pep-band – the school will set aside money to purchase shirts. However, if students want to keep the shirt, it will be at their own cost.

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

- **FOFA:** Cathy, Gloria Salazar, Sue Utesch and Glenn Williams met on October 9th to discuss current activities and future plans that will involve all three organizations. FOFA and Choir will again be participating in the cheesecake fundraiser. Lynn Strantz will provide Eileen Sejnost with hard copies of the brochures and order forms for onward transmission to both Gloria and Sue. The FOFA poinsettia sale begins the first week of November and the band will be able to participate again this year with the first plant sale profit of \$4.00 going to FOFA and every plant sold after that going to the student account. Delivery is at the Holiday concert on December 10th. The Fine Arts Department will be producing note cards featuring work from the art students. These note cards will be sold for either \$10/\$15 a box and would make great stocking stuffers. Cathy was asked to find out if samples may be available for the November band concerts. FOFA is in the process of updating its website and will be having a logo contest open to any Fine Arts student. Cathy will have more information regarding this contest after the Holidays. Gloria made a suggestion when recruiting for Marching Band, Color Guard in particular, that the Boosters advertise FOFA more to everyone – not just band students. Her thought was that there may be some students who try-out for different activities, don't make it and then don't have something to participate in. This year, FOFA would like to see if selling roses at band concerts would be beneficial for them and will have a trial sale at the November 10th concert.
- **Banquet:** Tomorrow is the fall banquet. Thanks were given to thank Mary Jane and Lora for putting this event together this year. The Drum Majors have been working hard on the mock awards and all are looking forward to Kaity Gabric's Class of 2010 presentation.
- **Fundraisers:** The Boosters are down in fundraising activities this year and unfortunately, Music Bowl took a hit this year. Cathy Jama will be asking Karen Rooney to work with her team to find a date for another restaurant fundraiser, if this is deemed appropriate, or to have the recently formed Fundraising Committee look into a different fundraiser the Boosters could do within the next 6 to 8 weeks. Ideas still keep coming in, so please let Karen Rooney or Cathy Jama know if you have one that you think would be beneficial for the Boosters.
- **Shadows:** Now that the Marching Band season is over, the Boosters need to actively seek volunteers to shadow current members and to look for members to permanently join the board. As mentioned before, the 2010/2011 school year will be a transition year for the Boosters. There are many senior parents graduating that will need to be replaced. If you know of someone you have been working with these past few months, please speak with them or give Cathy Jama their names and she will follow up to see if they have any interest in making the commitment.
- **Student Credits:** If you have had student help these past few months, please give Alene Ackerman their names so that the student records can be updated appropriately.
- **Custodians:** Cathy Jama reached out to Al Bitterman to make arrangements to buy lunch/dinner for his crew. The custodians have been a tremendous help and support to the band program without complaint.

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- **Thank You:** Cathy thanked Lynn Filla-Clark and Cathy Olewinski for handling a smooth indoor Music Bowl competition. At the Fall Banquet, Cathy will make her formal “thank yous” to everyone involved in supporting our students.
- **Looking Forward:** The concert/jazz band season will be starting with the concerts on November 10th and 12th for Concert and November 17th for Jazz. Volunteer assistance to help social with the refreshments is needed and Cathy encouraged all who can help to do so.
- **Music Bowl feedback from Sponsors:** The following sponsors have all expressed their appreciation and excitement for the wonderful time they had at this year’s Music Bowl: Bob Rodgers Travel; Mb Financial and the Village of Downers Grove.

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

- A. Marching Mustangs: As of 10/31/2009, 122 students were registered for the 2009 Marching Mustangs. A total of \$56,316.58 in payments has been collected. A total of \$32.50 remains to be collected. 122 Intent forms, 122 contracts, and 122 health information forms have been submitted. Alene anticipated collecting the remaining funds within one week.
- B. General Band: As of 10/31/09, a total of \$3,800.00 in Booster membership dues has been submitted for the 2009-10 school year. \$400 for Membership fees has been submitted to the Treasurer. There are currently 73 students whose families have joined the Mustang Band Boosters.
- C. Orlando: Currently 78 students and 2 adults have turned in intent forms for the Orlando trip. All but one has made their initial deposit.
- D. Other: District Code of Conduct forms and Waivers for the Purdue Jazz Festival will be sent out before Christmas.
- E. Service Credits: The question was raised on the amount of credits a Board member can award a student, dependent upon the effort and time that student exerted while volunteering. It was explained that this is at the discretion of the Board member and if, say, they felt that one student deserved an additional credit for going above and beyond that they be encouraged to communicate this to Alene when submitting Service Credit details to her.

IX. Vice President of Ways & Means Report:

- A. **Band Merchandise** (Kristen Meek): A merchandise order spreadsheet is in the process of being created which should help greatly with ordering and order processing. Suggestions for next year’s merchandise are being reviewed including: offering merchandise on a “cash & carry” rather than an order then pay for when received basis; selling show shirts at both the Parent Social and Parent’s night at Band Camp; re-establishing the Merchandise tent at home Football games; Music Bowl specific merchandise including patches, pins and outside vendors who can sell their merchandise at the Bowl, pay rent for the space they set up in and/or donate a share of any profits made at Music Bowl; and window clings.
- B. **Candy Bars** (Kathy Perez & Barb Popelka): A total of 250 boxes were sold: band student sales accounted for 188 boxes, earning \$4,700; and orchestra students sold a total of 62 boxes, earning \$1,550. This was an improvement over last year’s candy bar sales.
- C. **Cheesecakes** (Lynn Strantz): With the November concerts being moved off-campus, Lynn will contact Eileen Sejnost for information regarding the two locations as it related to facilities for preparation, storage and setting out the cheesecake samples for the concerts.

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- D. **Market Day** (Tracy Danko): The next Band Market Day is November 7th, with orders due online by November 4th at 10 pm. December 5th is also a band Market Day.
- E. **Restaurant Fundraisers** (Debbie Spiewak and Sue Seelander): None are currently scheduled though there are plans to add a December fundraiser.
- F. **Store Fundraisers** (Ellen Casey): Jewel Shop & Share Days for band are: November 30th through December 2nd, and December 28th through December 30th.
- G. **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 Pruett, Kathy Gabric, Chuck Bair, Barb Popelka and Kristen Meek. The Committee will meet following this year's Marching Band season, sometime in mid to late November.

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

- A. **Mustang Band Fanfare**: Articles for the December 1st edition of Fanfare are due by November 20th.
- B. **Website**: Please send any information regarding additions or changes to the Event Calendar (date, time, location, etc.) to Mike Klimczak so he can update the Calendar and Website as needed.

XI. Fall Banquet – (Mary Jane Worek & Lora Behnke)

The Banquet is set for Tuesday, November 4th and just under 300 reservations have been made. Zander's Restaurant will be catering the event. During dinner, a slide show and video will be run. Eight Marching Band staff will attend plus, hopefully, the Samels.

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

1. Indoor Music Bowl went very well. The Committee implemented the plan that had been set up previously, with some adjustments. It was truly a team effort, with everyone working Friday night to finalize the plans so that they were ready to implement it on Saturday. The Bowl Committee will document the adjustments to carry forward for the future in the event things need to be moved indoors again.
2. The decision to move indoors was made based on the condition of the field, and was made by Craig Roselieb, Glenn Williams, Jenny Davis, Al Bitterman, and Lynn Filla-Clark.
3. Once the competition started, everything operated on time, and with minimal glitches.
4. Feedback from judges and band directors has been extremely positive. No negative comments have been directly received from either of these groups. There were quite a few new bands, and many of them indicated they would like to come back. Because of the overwhelmingly positive feedback, Lynn Filla-Clark is in the process of putting together a 1-page summary of the comments to pass out at the Fall Band Banquet to share with everyone.
5. There are a number of gift certificates received through the program ad drive to raffle off to students who sold program ads – this will be one at the band banquet. A number of these were previously raffled off at the volunteer meetings.
6. There will be a wrap-up meeting for this year's Bowl to go over what went well and lessons learned for next year. Lynn has already received input from a few chairs but still needs input from others. Lynn & Cathy Olewinski have been waiting to see what the football team did this past weekend before scheduling the meeting – a tentative date may be set, with the option to reschedule.

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7. Work is still being completed on the financials for the year; some invoices have yet to be submitted, and Alice Luetger and Paul Meek are still reconciling their records. Ticket and concessions revenues were definitely down because of the move to indoors (ticket prices were cut in half, and also far fewer people came). It looks like the Music Bowl will make a profit, but it will be considerably smaller than last year because of the move to indoors. There are still profits left over from last year that were not spent, so there will be some funding to work with for this year.
8. Cathy Olewinski is already starting on next year, submitting a grant application for 2010 last week to the Village of Downers Grove for \$5,000, same amount as this year. The Village has considered eliminating the grant, but that decision has not been made yet. The application process is still in place and presentations will be later in November.
9. During the volunteer meetings, Bowl Chairs made pitches for people to volunteer for next year (for positions that will be open). The key position that does need to be filled is a shadow for Cathy Olewinski to take over as Chair in 2011.
10. Cathy Jama had received gift certificates from the Marriott and Hertz Car Rental, which will be raffled off at the Fall Banquet on November 3rd.

XIII. Marketing/Public Relations Report: (Jill Pruett)

Six (6) stories were placed on Triblocal, Bugle and Sun newspapers or their online counterparts on Music Bowl, Marching Band winning streak and IMEA. Four (4) community calendars ran our Music Bowl event information, including WDRV, the Drive radio stations. Three (3) Cable TV stations ran news of the Music Bowl. The Village of DG placed the Music Bowl info on their marquee at Fire Station 5. Posters were distributed throughout the downtown DG businesses.

Post Music Bowl event stories were sent to all the papers and posted on Triblocal.com. The Reporter and Bugle responded to Jill's email, but no story commitment from either yet.

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

1. **Shadows:** Mary Coley, a freshman parent, has committed to be a shadow and is already working with Terri & Cheri. There is still a need for a second shadow.
2. **Raincoats:** Some students still need to return their raincoats. Cathy Jama will mention this at the Fall Banquet.
3. **Upcoming Uniform needs:** The Mustangs will not be marching in the Christmas parade this year, so the next need for uniforms will be the Memorial Day parade in 2010.
4. **Uniform Cleaning:** The next uniform cleaning should be scheduled for after Memorial Day next year.
5. **Orlando Trip:** A chaperone will need to check uniforms for the Orlando trip.

XV. Color Guard Coordinators' Report: (Jan Petrukovich, Maria Garza, & Mary Ann Hays)

1. **Winter Guard:**
 - Practice is scheduled for November 5th, at Lace School from 6:30-9:30 pm.
 - Auditions will take place on November 9th in groups of 3.
 - The Guard roster may be announced by November 10th.
 - Rehearsal and performance schedules will be provided by Beth Refsneider and sent to the Color Guard email group.
 - Open rehearsals will take place on Tuesday evenings and anyone may participate.

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- Winter Guard will be fee based and the fee will be published when determined.
- A tarp will need to be purchased, at a possible cost of around \$1,800 – the money for the purchase will come from the Color Guard Fund. Paul Meek confirmed that the \$1,000 raised by the Color Guard jewelry sale fundraiser was transferred into the Color Guard fund and not the Band or Marching Band funds.

XVI. Youth in Music Report: (Glen Williams). No report.

XVII. Equipment Coordinator's Report: Gary Kral reported:

Color Guard: Rebuilt fronts cart. Roman Jama donated utility wheels. Gary Kral & Howard Kotlicky rebuilt frame structure, mounted new wheels, repainted sides, and refurbished cart.

Shadows: There are two possible shadows for Equipment Coordinator: Al Bittner & Howard Kotlicky.

Trailer: Gary will investigate the feasibility of a longer hitch for the trailer.

XVIII. Volunteer Coordinator's Report: (Wally Olewinski)

Wally thanked all the volunteers who assisted the Marching Mustangs in all events that took place from band camp to the playoff game on Halloween. The band and color guard parents helped with the pit, color guard fronts, ladders, tents, towers, bus chaperones, Minnesota chaperones, water, and helping the coordinator keep his sanity with the famous words of "don't worry, people will volunteer", and volunteer they did standing in rain, shivering in cold and wind, and early wake ups with long bus rides and late nights. The unofficial total as of the end of October is 75 band and color guard parents volunteered to make this marching band season a success.

Future Volunteer Needs: Take down the tower that still stands on practice field. A date will be coordinated with Craig Roselieb but will not be before November 12th,

XIV. Social Activities Coordinators' Report: (Alice Luetger & Alicia Bild) Alice reported that the ISU meals worked very well and that Social is now gearing up for the November concerts.

XIX. Videography: (Matt Luetger)

1. Banquet video is complete.
2. End of Year DVDs will be available in a few weeks.

XX. Parent Coordinators' Report

A. Jazz: Joe Strantz reported the following:

Tuesday, November 17, 2009: DGS Jazz & Percussion Ensemble: The Jazz Bands and percussion ensemble will perform a concert in the DGS Auditorium. The concert is open to the general public and admission is free. In addition to the Jazz Ensemble and Jazz Lab Band, the new third jazz band, Jazz Workshop, will perform.

Jazz Calendar Date Changes: Please record these two date changes for jazz events: Purdue University Jazz Festival – from January 15-16, 2010 to January 22-23, 2010; NIU Jazz Festival (hosted at DGS) – from Friday, February 5 to Thursday, February 4, 2010.

NIU Jazz Festival Guest Artist Announced: The DGS Jazz students will have the opportunity to work with legendary jazz trombonist John Fedchock during the February 4, 2010 NIU Jazz Festival. Mr. Fedchock was the long-time music director for the Woody Herman Big Band and has been nominated for a Grammy for his arranging and performances with his own New York Big Band. Since

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DGS is hosting this event, assistance in getting a meal for the NIU Band and staff, and, in ticket sales and distribution will be needed.

IMEA Jazz Audition Results: Eleven jazz musicians from DGS Jazz Ensembles were selected, by competitive audition, to participate in the 2009 IMEA District 1 Jazz Festival on Saturday, November 14, 2009 at East Leyden High School

Jazz Café 2010 slated for January 21 - Jazz Café 2010 is just around the corner. This annual event, which features the DGS Jazz Workshop, Jazz Lab Band and Jazz Ensemble, will also feature student performers from our 4 sender schools: Eisenhower, Jefferson, Lakeview and O'Neill. The event will begin at 6:00 PM, and there will be plenty of opportunity for parent involvement in hospitality, set up and tear down.

Purdue Jazz Fest 2010: Letters announcing information about the 2010 Purdue University Jazz Festival will be in the U.S. Mail on Tuesday, November 2nd. The out of pocket cost for this overnight trip is \$70 per student. Specific information about itinerary, etc will be included in the mailing.

New Dates: March 19th, 2010, ISU Jazz Festival – Jazz Ensemble; February 6th, New Trier - Jazz Lab

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

XXII. Miscellaneous, Unfinished Business & New Business:

A. Audit Committee Results: (Alene Ackerman, Karen Rooney, Bob Schreck)

An audit of the organization's books has been performed and a written report will be presented at the next meeting. Bob Schreck gave a preliminary summary stating that the conclusions should reflect that the books and records do accurately reflect the financial records of the organization. Possible recommendations may include: conducting an annual audit; and working with Chairs of various activities on organization of financial aspects of their responsibilities.

B. By-Laws: The recommendations of the Audit Committee may warrant a complete review of the organization's By-Laws and it is probable that a By-Law Review Committee will be formed and charged with bringing the current By-Laws current to include any Audit Committee recommendations and other issues. More discussion on this will take place at a later meeting.

C. Marching Band recruiting for the 2010/2011 Season: Tentative plans are being made to visit the district's Junior High Schools at their Holiday/Winter Concerts, along with some of their Marching Band Alumni, in order to promote the Marching Mustangs to 8th grade students.

XXIII. Announcements: The next Booster meeting will be held on Monday, November 30th, 2009 at 7:00 pm in the Orchestra Room.

XXIV. Adjournment: The meeting adjourned at 9:24 p.m.