

Dow High School Music Boosters Board Meeting Tuesday, May 9, 2017, 7:00 p.m.

BOARD MEMBERS

President, Regina Curtis; Vice President, Linda Wall; Second Vice President, Jeanne Ridley; Treasurer, Barbara Ostergaard; Secretary, Natalie Tucker; Band Representative, Karen Rhee; Band Representative, Rose Martin; Choir Representative, Dan Segura; Choir Representative, Doug Wright; Choir Representative, Emmeline Poon; Orchestra Representative, Claudie Moore; Orchestra Representative, Masako Nishida.

Present at the meeting were: Regina Curtis, Linda Wall, Jeanne Ridley, Amanda Thoms, Megan Farison, Steve DeRees, Julie Hales, Michael Hales, Doug Wright, Lori Collick, Rose Martin, Jen Pisarczyk, Cindy Stemple, Bob Stemple, Jen Trevillian, Masako Nishida, Lily Kalantar, Emmeline Poon, John Nosal, Cindy Cummings, Karen Rhee, Natalie Tucker.

1) Call to Order - Curtis

2) Review and Approval of March 14 Minutes – Tucker/All

Barb Ostergaard moved to accept the Booster Band Meeting Minutes. Doug Wright seconded the motion. All Approved.

3) Treasurer's Report – Ostergaard/All

- Jazz and More had a net income of 10,922.53, with another \$65 from auction anticipated.
- Three scholarships were awarded last month for private lessons. Two were from band, and one from orchestra.
- There were some instrument repairs for band, as well as a bus ride for Jazz Band to Ann Arbor.

Motion: Masako Nishida moved to accept the minutes, and Rose Martin seconded the motion. All approved.

4) Old Business

a) Jazz and More Update/Debrief – Ridley/Committee

- We sold 219 tickets for this event compared with 259 tickets in 2016. The event competed with several other Dow High extracurricular activities the same day. We did not have the number of tickets trading hands the final week that we had seen in 2016. We spent a lot of time

on ticketing and would like to improve this process to simplify it for everybody.

- 63 attendees completed our surveys and 26 of those attendees scored the event at a “5” in every category. Of the 63, 92% scored the meal at a 4 or 5, 98% scored the value at a 4 or 5, and 100% scored the venue at a 4 or 5. Given that, we have scheduled the Midland County Country Club for April 14, 2018 for next year. The survey comments were overwhelmingly positive. Lori Fisher scored the event an A+!
- This was our first year of having a silent auction, and we sold gift baskets, gift certificates, and handcrafted quilts, wall hangings, and pillows. 22% of the silent auction revenue came from gift baskets, 14% came from gift certificates, and 64% came from the upcycled marching band uniform products. These numbers include the sealed bid items sold at DHS the week of the event.
- Continuing members for the 2018 event will likely be Michael and Julie Hales, Jen Pisarczyk, and Amy Burr. The chairperson position is open, and we may again need a photographer and possibly a videographer if that is feasible.
- Michael Hales will provide the financial results of this event. We will start by mentioning that we had a late sponsor after our cutoff, and that was Midland Eye Care at \$150.

b) Uniform Collection – Wall

- Irmgard Redman will be in charge of uniform collection during the next school year. Linda Wall will help her learn how to facilitate the process.
- The order for the smaller size tuxedos is scheduled for October delivery.
- Megan Farison is looking into different items for boys’ choir (such as vests, shirts, and ties).
- Choir leadership will check-in and inspect their uniforms this month. Tuxedos will be left hanging on Z-racks until band volunteers sort for cleaning.
- Seniors for orchestra and band will bring in their uniforms on Friday, May 26. These will also be hanging on the z-racks. Volunteers are scheduled to process the uniforms by end of day. Problems will be reported to the directors.

- All other band and orchestra members will bring in their uniforms on the Tuesday and Wednesday after Memorial Day.
- Steve DeRees was asked to let Linda Wall know about whether or not the dry cleaning quote is approved.
- Uniforms will be inspected and repaired prior to dry cleaning near the end of June.
- Washing and pressing the white shirts are included in the quote. If this request is rejected, then volunteers will be asked to wash and press the shirts at home.
- Uniforms may be brought in at any time and hung on z-racks at the director's discretion.

c) Bylaws Treasurer Exception Proposal – Wall

- There is a typo that resulted in conflict between the Bylaws and Financial Policy. The Bylaws state that a treasurer or president must have signature authorization for spending, whereas the Financial Policy states that the president and vice president must not sign because they can approve \$250 spending without an executive board vote. Wall proposed to align the Bylaws and Financial Policy by removing authorized signatories of the president to “at least one other Booster officer other than the president and first vice president.”
- The Financial Policy dictates the treasurer must use Quickbooks software, but it no longer meets our needs. Wall proposed to delete the reference to Quickbooks from the Booster Financial Policy.

Motion: Jeane Ridley moved to accept the motion to revise the Bilaws and Financial Policy. Doug Wright seconded the motion. All approved.

- Bylaws currently limit board officers to four consecutive terms. In the absence of a replacement, our treasurer, Barb Ostergaard, has agreed to stay on as treasurer to one last year. Wall proposed to allow a one-time only exception for Barbara to serve as treasurer for a fifth year with the understanding that a financial committee will conduct the annual audit in accordance with our Financial Policy.

Motion: Doug Wright moved to accept the motion, and Natalie Tucker seconded the motion. All approved.

d) 2017-2018 Music Booster Board Elections – Curtis

President – Michael Hales

1st Vice President – Todd Ostergaard

2nd Vice President – Jen Pisarczyk

*Following established pattern, Jen Pisarczyk, as 2nd vice president, will need to go to Members First Credit Union with Barbara to get a Music Boosters Credit Card in her name and to put her signature on the checking account. Jeanne Ridley's name will be removed from the credit card as well as the checking account at that time.

Treasurer – Barbara Ostergaard

Secretary – Natalie Tucker

Representatives – (at least 2 per music group) – Liaison between directors and board. Unwritten expectation that each representative on at least one fundraising committee, Band Showcase, Fruit Sale and/or Jazz and More.

Band Representative (2 needed)

1. Karen Rhee
2. Kirsten Joy-Cochran
3. Cindy and Bob Stemple
4. Jill Strouse

Orchestra Representative (2 needed)

1. Jen Trivillian
2. Lily Kalantar

Choir Representative (2 needed)

1. Dan Segura
2. Doug Wright

Other Key Chair Positions – No vote required:

Media Coordinator – (website updating, Mail Chimp email distribution, and SignUpGenius) – Open

Uniforms (distribution and collection)

Chair – Linda Wall

Co-Chair – Irmgard Redman

Decals, Spirit Wear and Yard Signs – Open

Dessert Party (end of band camp)

Chair – Hope Pirie

Co-Chairs – Lori Collick/Karen Rhee/Terri Trotter

Marching Band Showcase (Fundraiser for Band)

Chair – Kim Walden

Co-Chair – Open

Fruit Sale (largest music fundraiser – all three groups)

Chair – Jen Pisarczyk

Co-Chair – Open

Data Entry – Kirsten Joy-Cochran/Linda Wall

Sponsors – Open

Public Relations – Open

Prizes – Open

Volunteers – Cindy Cummings/Karen Kozerski

Printing – Julie Hales

Logistics – Gary Kozerski

Food – Liane Merrington

Jazz & More (fundraiser – all three groups)

Chair – Open

Pizza Party – (year-end party – Band)

Chair – Open

Memorial Day Parade (water/ice for DHS, MHS, both middle school Bands)

Coordinator – Jill Strouse

Motion: Everyone who signed in for the meeting voted to approve.

5) Director Reports – Farison/Thoms/DeRees

a) Ms. Farison/Choir

- Choir will include multiple levels next year, and there will be more students involved in after school choirs. There will be auditions for students who wish to enter these groups.
- There will be a choir parent meeting on Monday, May 22, at 6:30 PM. In addition to communicating general needs, it will be announced that the spring concert will be scheduled for May 31 instead of June 1.
- September fundraisers are being discussed. There will be no more rummage sales or leaf raking because the students work too hard for profit, and only some pitch in. There will be a catalog fundraiser September 7 that will last until September 18.
- At the choral state festival, DHS Choir had the highest score.

b) Ms. Thoms/Orchestra

- May 30 will be Symphony Orchestra auditions.
- The New York Philharmonic will be in Ann Arbor on Friday, November 17, to showcase Bernstein. . Orchestra plans to rent a 56-seat bus. The cost per student to see the concert is \$12, but each tickets will be sold for \$20 to help pay for bus expense. Tickets go on sale July 10 at 8:00 AM. Approval is needed to forward \$500 from next year's budget.

Motion: Barb Ostergaard moved to forward \$500 from next year's budget, and Karen Rhee seconded it. All approved.

c) Mr. DeRees/Band

- Jazz 1 field trip to Ann Arbor was a success.
- Students will audition for the District Festival next January after exam week. A recording is sent for a blind audition, and then the groups who are chosen are invited to participate.
- Bullock Creek Spring Concert is May 24.
- Symphony auditions are after Memorial Day.
- Mrs. Bruski and Mr. DeRees are going to try to organize Gold and Green Band groups at Band Camp by outsourcing the task to chosen band staff people.

d) **Concern was expressed regarding whether or not graduation will be before the Memorial Day Parade next year.** If so, seniors might be asked to volunteer to march for parade.

6) New Business

a) Looking Sharp Fund Update (Encore) – Curtis/Wall

- Steering Committee met April 25 (Shannon Kruger, Nicki Bruski, Scott Cochran and Regina Curtis).
- All agreed that the middle school programs need funding. Ideas include using Looking Sharp fund for middle school uniforms and instruments (especially large percussion instruments).
- What percentage of fund should be allocated for middle school use, and how much should be in the fund before middle school use is considered? Or should there be a separate middle school fund?
- Shannon Kruger, who has been involved in Boosters for 18 years and is highly respected, was positive that a separate middle school fund would not be successful because the energy and enthusiasm tends to be for the high school music programs due to committee involvement.
- Scott Cochran was to meet with the Midland foundation on possible fund types that might be bet to roll Looking Sharp into.
- We currently have over \$12,000, not including the \$5,000 seed money that each high school put in. The seed money is for each high school to use.
- Asked Scott Cochran, and still waiting to hear whether or not these funds will be used if they are not spent, and how they will be accessed in the new fund. They were raised for uniform purchase, and am wondering if they must be used for that purpose.

b) Music Communications Committee – Curtis

- Committee met May 3. Staff and parents from elementary, middle, and high schools were present. The purpose of meeting was to improve the flow of information from administration to the auxiliary education area (which includes music). This is a place where concerns may be communicated to administration.
- Last year's budget was \$83,000 for all Midland Public music programs, and the proposed amount this year is just under \$100,000. A rough breakdown of the budget includes \$60,000 for instrument repair, \$5,000 for piano tuning, \$5,000 for

accompanists used before performances, \$8,000 for each middle school, and \$10,000 for each high school. In addition, they provide \$60,000 in stipends for teachers to use for classroom expenses.

- Scott Cochran asked about the needs for all music programs in the following areas: large percussion, large school instruments, middle school supplied instruments, NE band room improvements, and accompanists for daily choral practices.
- Mark Marinon, incoming MHS booster President, suggested (and Scott agreed) to send a communication to the directors asking for a list of needs.
- Scholarships are not just for high school music and college, but for camps and various activities for both middle and high school. They are not widely used, and there is a lack of knowledge about their existence. Scott will send a list of scholarships for directors to review. Putting a link on the MPS website about these music scholarships was suggested.
- Regarding fifth grade music program participation, many charts for band, orchestra, and choir were reviewed to study the percentage of the overall student body that was participating. Not surprisingly, the percentage increases when music is offered during the school day (as opposed to “shoulder” times such as after or before school). Another key to success is principal scheduling. For those of you currently involved at the high school and elementary schools, I’d suggest meeting the principals and expressing the importance of offering fifth grade music during the school day.

c) Freshman Orientation – Curtis

Orientation is May 17 at 6:00 PM. Curtis will be there to speak, but would like a new Board officer, representative, or committee chair to join her as the new face and voice of Charger spirit.

d) Meeting Day and Time for 2017-2018 Booster Meetings – Curtis/All

Band Booster will meetings will be held at 7:00 PM in the Orchestra room, and will take place on the following dates: September 12, October 10, November 14, (no December meeting), January 9, February 13, March 13, April 10, and May 8.

7) Meeting adjourned by Regina Curtis. Next meeting scheduled for September 12th at 7:00 PM.