

Dow High School Music Boosters Board Meeting

Tuesday, October 21, 2014, 7:00 p.m.

Dow High Orchestra Room

President, Kevin Bouck; Vice President, Paul Fisher; Second Vice President, Regina Curtis;
Treasurer, Barbara Ostergaard; Secretary, Elizabeth Scott

Present at meeting were:

Kevin Bouck, Amy Avery, Barbara Ostergaard, Masako Nishida, Sandy Reed, Deb Stark, Steve DeRees, Amanda Thoms, Paul Fisher, Lori Fisher, Julie Nosal, Linda Wall, Elizabeth Scott, Tracey Kempself, Regina Curtis, Cindy Wong.

- 1) Call to Order – Kevin Bouck
- 2) Review and Approval of September Meeting Minutes – Scott/All
It was agreed that the Secretary will email the Minutes to the Board every month for approval before the next Booster meeting.
MOTION: Barbara Ostergaard moved to accept the Minutes. Regina Curtis seconded it. All approved the motion.
- 3) Review of Treasurer's Report – Barbara Ostergaard
 - a. Mr. DeRees will be checking with Sophie Horney, about instruction with the Looking Sharp funds.
 - b. Mr. DeRees is to check with Sophie Horney regarding the Disney trip refund check that was provided to her.
 - c. The first payment for the Memorial trip was made using the funds collected from Choir fundraisers as well as student chaperon payments. There are several more payments to the travel company that will be due in the coming months. Mrs. Kempself feels confident that the ongoing fundraisers will be sufficient to cover those payments as they come due.
 - d. Barbara was instructed to make payments to the Looking Sharp Fund through the Midland Community Foundation whenever she receives Kroger contributions. Music boosters will donate money from Kroger contributions to Looking Sharp until Looking Sharp has reached its goals.
 - e. A monthly budget vs. spending report has been requested and Barbara has agreed to have that prepared for the next meeting.

MOTION: Sandy Reed moved to accept Treasures Report. Deb Stark seconded it. All approved the motion.

- 4) Old Business
 - a. Review and Approval of Budget – Bouck/All
 - i. Finance committee met for Booster Budget and has some questions and changes:
 1. Kevin asked Mrs. Kempself if \$3,500 was a reasonable projected income for the Madrigal Dinner; she believes it is.
 2. Mrs. Kempself wrote a proposal for a Gerstacker Grant to offset the expenses. She'll let us know if she receives it.
 3. Kevin says income from the sponsorships, displayed on the trailer, will be divided between the three music groups according to the proportional student head count, Ms. Thoms, Mrs. Kempself and Mr. DeRees agreed to this.
 4. Kevin said he increased Mr. DeRees' transportation budget to \$1,000 in the even the band travels to an away football playoff game.
 5. Kevin and Budget Committee felt comfortable with a \$50,000 projection for the Fruit sale's purchasing budget
 6. For the Booster budget:
 - a. "Accounting services" is to pay the CPA to prepare and file the Booster's tax returns.
 - b. The "miscellaneous" account is to cover expenses such as Sign-Up Genius, postage, etc.
 7. Kevin stated (to the music directors) that the budget was money for them to spend as they saw fit and they didn't need to report their expenditures to the Board. If they required more money, they could discuss this with the Board.

8. After some discussion of the fruit expense for this year, \$28,000 seemed to be the right amount to budget.

MOTION: Paul Fisher moved to approve the budget; Regina Curtis seconded it. All approved the motion.

- 5) Looking Sharp Grant and Uniform Procurement Update – Bouck/Stark/DeRees/Thoms
 - a. Deb Stark
 - i. She's nearing the end of gathering the rest of the money for the uniforms.
 1. The Townsley money should be in soon
 2. We are within \$15,000 of the goal
 3. The H. & G. Dow Foundation has \$75,000 sitting there.
 - b. Mr. DeRees
 - i. He has 70 uniforms on order; they should be in sometime in December.
 1. The cost of the uniforms is \$30,000
 2. He will follow up with Kathy about ordering more uniforms.
 - c. Mrs. Thoms
 - i. She needs more skirts and tux's ordered for the orchestra.
 1. Kevin said to contact Kathy about this
 - 2.
 - 6) Equipment Trailer Update – Sloggett/Wisler/Ostergaard
 - a. Kevin says the Board officially donated the trailer to the school.
 - i. Lisa Ungerleider stepped in to work with all the sponsors. She's coordinated a sponsors list and the art work to go with it. Kevin said the idea is to get the donors names listed on the back of the trailer as one piece. Hopefully, more sponsors names can be added in the future; like businesses where the kids go: Pizza Sam's, BWW, etc.
 - b. Todd wrote an email to the Booster Committee about his progress which is included here:
I am awaiting the sponsor names/logo listing for forwarding to Higher Image design for layout on back of trailer. Both Bob Wisler and myself have our trailer driver forms submitted to the DHS office. We are looking for other potential drivers to also submit their driver registration forms/documentation. I would ask Steve DeRees if he has also submitted appropriate forms to cover potential if he has to pull it or move it around as well.
 - b. Sandy is the webmaster for the Music Boosters; she'll post the form on the website.
 - c. Greystone Homes will provide the labor to customize the interior of the trailer. The trailer will be customized once it is determined how the interior should be modified. Material costs are expected to be around \$1000.
- 8) Community Rewards – Stark
 - a. Rewards and forms should indicate that the Dow High Music Booster Club receive the credit and the money that goes with it.
 - b. Deb will get the Bennigan's info. Get as many fliers out as possible. She will organize an after game party for possibly Thursday, November 13. She will check that date and an alternative date for availability.
 - c. Deb's checked Target and said that the Boosters would 1% of sales credit. She will set that up.
- 9) Director Reports – DeRees/Kempsell/Thoms
 - a. Mrs. Kempsell received a \$2,000 grant from SC Johnson Corp to support the Choir trip to Washington DC.
 - b. The students made \$250 by raking leaves.
 - c. Next concert is at St. John's Episcopal Church at 7:00 p.m. and it will last for 30 minutes
 - d. They have started Madrigal Dinner rehearsals.
 - i. Dec. 10th rehearsal play for anyone to come and see; Dec 12 & 13 will be performances
 - ii. A volunteer mom will publicize the dinner. At this point Chart Wells has the business until the end of this week if the new manager seems to be able to handle the job. Otherwise, Mrs. Kempsell will look for a different caterer.
 - e. For the Washington trip, there are 38 kids and 18 chaperons that have signed up.
 - f. They made \$1,700 at the garage sale.
 - g. They are also collecting bottles and cans.
 - h. Some people writing for grants to service groups.
 - i. Kids will take care of ticket sales.

j. Chamber singers sang at the Homebuilders Association Group and received \$250 for their efforts.

10) Mrs. Thoms

- a. All State Honors Orchestra auditions are coming up with about 8 kids trying
- b. Memorial Presbyterian concert coming up, all orchestras are playing
- c. String Faculty coming Thursday from Grand Valley to play 20 min then do sectional for class
- d. Doing Love Light Trees
- e. Honor Orchestra with Midland Center for the Arts for Christmas shows
- f. Anticipated Needs/Wish list she says doing pretty good on that
- g. Jeff Hayes has gotten a new job so trying to use Central is getting increasingly difficult. She's checking out other schools. She's trying to check on someone to do concerts and other events.

11) Mr. DeRees

- a. Solo and Ensemble Festival music being handed out
- b. He has some new YouTube videos up the Charger Band
- c. Wish list would be to look for some new raingear for next year. He thinks that the way the weather is going we better get prepared. Linda Wall will help in the process of getting the new raingear.
- d. He is using 5th grade retired instruments to substitute for rainy weather instruments
- e. He says Mrs. Kastl will look for money for the band to drive to a playoff game if the Football team plays away. He says there is a lot of scrambling to know which team will have their band there.
- f. Upcoming Performances/Events
 - i. Santa Parade in November

12) New Business

- a. Fruit Sale – Kevin Bouck
 - i. Fruit sale kickoff will be on Wednesday November 26th and delivery weekend will be the weekend of January 31st.
 - ii. Other comments:
 - b. Regina said it would be good to freshen up the sponsorship lists. She asked the board if it would be okay to have Lisa Ungerleider, the Publicity Chair draft an email asking parents of music students if they (or someone they may know who owns a business) would like to be a fruit sale sponsor. The Board thought it was a good idea.
 - c. Internal Financial Audit – Bouck
He checked the policy. Linda supposed to get someone to help with audit.
 - d. Other?
 - i. none

13) Adjourn

- a. Meeting adjourned by Kevin, all agreed.