

Dow High School Music Boosters Board Meeting

Tuesday, November 8, 2016 7:00 p.m.

Dow High Orchestra Room

BOARD MEMBERS

President, Regina Curtis; Vice President, Linda Wall; Second Vice President, Jeanne Ridley; Treasurer, Barbara Ostergaard; Secretary, Elizabeth Scott; 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, Barbara Ostergaard, Steve DeRees, Amanda Thoms, John Nosal Emmeline Poon, Doug Wright, Cindy Cummings, Daniel Segura, Claudie Moore, Masako Nishida, Michael Hales, Yolima Barbosa, Kim Walden and Jeanne Ridley.

1) Call to Order – Curtis

Jeanne Ridley is filling in for Elizabeth Scott as secretary this month. The process that we will follow is allowing the speaker to give his/her report uninterrupted with questions and discussion following. It will streamline note taking if we keep side conversations to a minimum to help the secretary.

2) Review and Approval of October 2016 Meeting Minutes – Ridley/All

MOTION: Regina Curtis moved to accept the Booster Board Meeting Minutes, Daniel Segura seconded it. All approved.

3) Review and Approval of Treasurer's Report – Ostergaard/All

- a) Barbara reviewed the cash flow for this past month, showing proceeds from Marching Band Showcase totaling \$9,973. This was down from last year by a couple of hundred dollars. Once all of the receipts from Band Showcase come in, we will cut a check to Midland High Music Parents for one half of the net income, with our half likely to be about \$4,000.
- b) Income from fundraisers was a net of \$2,092 from the tumbler sales. This fundraiser was conceived and wholly run by Bailey Syring, a student, to assist with the spring band trip to Disney World. She even handled the accounting, providing Barb with a list of who sold how much, so that the students can deduct their earned profits from the overall trip cost.
- c) Large amounts in income and expenses for trips income included Disney deposits from band students and payments for the Berlin Philharmonic trip for Orchestra students. Payments for these trips have been made, but not equal to the income yet. More payments and income are expected with both trips.
- d) Professional services include a master class for Orchestra students and the set-up for their concert, as well as the previously reported services of band help. The overhead column for professional services will include the monthly Sign-Up Genius™ payments as well as accounting fees, which will be paid shortly.
- e) There is a difference of \$218.23 in the amount of current cash from reports and current cash in the bank which Barb is working to resolve. She believes there was an accounting error over the summer. She will continue to work on this.

MOTION: Regina Curtis moved to accept the Treasurer's Report, Cindy Cummings seconded it. All approved.

4) Old Business

a) Uniforms – Wall / Thoms

- i) The parent of a Dow High graduate has offered to donate about \$450 to buy hangers for marching pants. These new hangers will allow students to get fitted more quickly and accurately, and will reduce volunteer time to hem. Most importantly, this will extend the life of our 210 new Looking Sharp pants.

b) Communications Coordinator – Curtis

- i) Yolima Barbosa (freshman orchestra parent and fruit sale volunteer) has agreed to shadow Claudie Moore (senior orchestra parent) for the Dow High Music Booster website. Yolima is also going to be touching on some of the communications responsibilities that Cindy Cummings has done this fall since Lori Fisher retired from the board in June.
- ii) Daniel Segura volunteered to assist with communications and social media needs.

c) Looking Sharp Representative – Curtis

- i) Thanks to Deb Stark and Emmeline Poon who have offered to represent Dow High at the November 11 Looking Sharp meeting at Dow High with Shannon Kruger, MHS Music Booster President, and two other MHS representatives. Mrs. Bruski, MPS Lead Music Teacher, will also be in attendance.

d) Fruit Sale Update – Curtis

- i) Fruit sale is on track.
- ii) Online ordering for fruit sale was approved via an email vote after the October meeting.
- iii) Cindy Cummings is spearheading an effort to develop a short-term online ordering option, with a recommendation that a long-term solution be looked at in February. The best short-term option is Sign-Up Genius, which is a familiar system to all music parents and students for volunteering, and which can be linked to PayPal. Pros and cons of Sign-Up Genius were discussed. The long-term goal is to have one computerized system for fruit sale order processing and to have any online ordering for fundraisers through the same system.

5) Director Reports – Mr. DeRees, Ms. Thoms, Ms. Farison

a) Mr. DeRees Upcoming Performances/Events: Band

- i) Green and Gold band auditions are going on and will probably be completed this week. Jazz bands are being formed.
- ii) Santa parade is Nov. 19 and we will rely on the music performed for playoff games for this event.
- iii) The holiday band concert is at Bullock Creek High School on December 6 at 7:30pm. The jazz band concert will be the same evening and location instead of its traditional Bay City location.
- iv) Solo and ensemble signups are underway.
- v) November 15 is the next Disney installment collection date. Regina Curtis and Barbara Ostergaard will be at Dow High to collect payments from students.

b) Ms. Thoms Upcoming Performances/Events: Orchestra

- i) Fall concert went well on October 20 at Memorial Presbyterian.
- ii) Grove Music Festival including Gabriel Bolkosky master class on October 28 was a great success.
- iii) All-State auditions were at Bay City Handy on October 29 and 30. We expect results in a couple of weeks. All-State and Solo & Ensemble Festival signups are before the next Booster meeting.

- iv) Field trip to Ann Arbor via bus to see the Berlin Philharmonic Orchestra this Saturday, Nov. 12.
They have added a 10:00am – noon free master class on Sunday for all musicians from this event.
Students must transport themselves to/from the master class.
- v) Holiday concert for the full orchestra is at Bullock Creek High School on December 7 at 8pm, and this is different from the original schedule of 7:30pm due to athletic schedules.
- vi) December 21 is the holiday school assembly performance at Dow High.

c) Ms. Farison – Upcoming Performances/Events: Choir and Chamber Singers

- i) No report for this month.

6) New Business

a) Audit – Nosal

- i) John Nosal, Clark Cummings & Barb Ostergaard met on October 17 and performed the annual audit and we passed. Reviewed deposits, checks, Visa statements. Looked at 21 transactions and tried to look at things from all three music groups. Reviewed three monthly Visa statements and charges. Reviewed 15 checks. All had supporting documents.

b) Tax Returns – Ostergaard / Curtis

- i) Tax returns were filed and Regina Curtis signed them.

c) Marching Showcase Results – Ostergaard / Walden

- i) Event went smoothly with no issues after being rescheduled by a week due to inclement weather. Ten of the twelve original bands were able to participate. Income comments are in Treasurer's Report above, section 3-a.

d) Football Playoff Buses – Wall

- i) Both playoff games were at home so there was no need for travel buses this year.

7) Adjourn

Meeting adjourned by Regina Curtis

DRAFT MINUTES SUBJECT TO APPROVAL 11/18/2016