

Dow High School Music Boosters Board Meeting
Tuesday, September 29, 2015 7:30 p.m.
Dow High Orchestra Room

BOARD MEMBERS

President, Kevin Bouck; Vice President, Paul Fisher; Second Vice President, Regina Curtis;
Treasurer, Barbara Ostergaard; Secretary, Elizabeth Scott; Band Representative, Linda Wall; Band
Representative, Todd Sloggett; Choir Representative, Jolene Short; Orchestra Representative, Claudie Moore;
Orchestra Representative, Masako Nishida.

Present at the meeting were:

Kevin Bouck, Paul Fisher, Regina Curtis, Barbara Ostergaard, Elizabeth Scott, Linda Wall, Todd Sloggett, Lori Fisher, Jolene Short, Claudie Moore, Masako Nishida, Tracey Kempzell, Steve DeRees, Amanda Thoms, Chris Curtis, John Nosal, Ayumi Kihata, Rose Martin, Jeanne Ridley.

1) Call to Order- Kevin Bouck

2) Review and Approval of March Meeting Minutes – Elizabeth Scott/All

MOTION: Regina Curtis moved to accept the Minutes, Barbara Ostergaard seconded it. All approved.

3) Review of Treasurer's Report – Barbara Ostergaard

- a) Submitted year-end report which showed a positive balance in every account. Treasurer took a percentage from each of the groups to zero out the overhead expenses of the organization.
- b) A finance committee meeting in the next few weeks will decide how to account for organizational needs in the future, as well as set up the budget for the current year.
- c) Mrs. Kempzell received \$1,000 check to help reimburse the Choir Club account from a grateful mom.

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

4) Old Business

a) Looking Sharp Grant, Uniform Procurement Update, Bouck/DeRees/Kempzell

- i) Mrs. Kempzell needs 10 more dresses & 5 more tuxedo shirts for Choir.
- ii) Ms. Thoms needs about 10 more skirts, additional symphonic shirts, cumber buns, ties, and tuxedos ordered. Funds will come from Looking Sharp rather than Choir & Symphony budgets

5) Director Reports – Mr. DeRees, Ms. Thoms, Mrs. Kempzell

a) Mr. DeRees Upcoming Performances/Events:

- i) Invited to perform Western Michigan Band Conference April 14, 2016, Miller Auditorium. Might have to stay overnight.
- ii) Minicamp with experts to help students before Western Michigan Band Conference perhaps after the holidays
- iii) New Band Music Lockers needed, must be fireproof, cost will be around \$6,500.
(1) How can we get money for this? What type of fundraiser?
- iv) 173 kids in first hour class
- v) Marching Showcase prep
- vi) Five kids doing All State
- vii) 61 Seniors this year

b) Ms. Thoms Upcoming Performances/Events:

- i) Orchestra budget upped the amount of scholarships for this year by \$1,000 total \$3,000
- ii) A lot of students take advantage of the scholarships, \$4,300 last year
- iii) \$6,030 total budget
- iv) Fall Concert Oct 26, 7:30, Memorial ;Presbyterian Church
- v) Friday Oct 30, Hal Grossman will be coming to do a masters class for string players
- vi) Oct 31 & Nov 1 All State, nine students attending

c) Mrs. Kempsell Upcoming Performances/Events

- i) Huge chorus 56, chamber 23
- ii) Nov. 4, St. John's Episcopal Church
- iii) Need more small dresses ordered as mentioned
- iv) Working to replenish club account
- v) Chicago trip perhaps, see a show, perform a local service
- vi) Take chorus on a day trip perhaps Michigan Opera trip in the Spring
- vii) Want to pay accompanist from the club account
- viii) Madrigal Dinner Dec 11 & 12

d) Amy Avery has breast cancer and has resigned as Choir Representative. We will need someone to replace her

6) New Business

a) Band Instrument Lockers

- i) Tabled until next meeting

b) Fruit Sale – Regina Curtis

- i) First Meeting next week Thursday, October 8, at noon.
- ii) 396 students this year to sell fruit will help the fundraising efforts
- iii) Some Freshman parents have stepped-up to shadow Fruit Sale officers

c) Dow Music Pictures for Hallway – Barbara Ostergaard

- i) Full pictures for all music groups posted on hallways in light of the 50 year anniversary
 - (1) Perhaps scanned on a full length scanner & have Art Department Photoshop to make sure everything sized the same & looking good
 - (2) Framing could cost \$2,500
 - (3) Could bolt frames on the wall with capability of annual pictures sliding in
 - (4) Lori Fisher will check with Lee Shaffert to see if he could take group pictures in the autumn rather than in the spring.

d) 2015 Marching Band Showcase Coordinator – Chris Curtis

- i) Just one volunteer needed to fill volunteer positions
- ii) Marching Band Insert will run this Thursday in the Midland Daily News, *The Verge*
- iii) Delta will run ad's for the Showcase on its "Community Events Calendar"
- iv) 1,600 programs have been printed
- v) Chamber singers will be singing the National Anthem

e) Financial Audit Results – John Nosal

- i) Annual Spot Check Audit with Julie and Barb. All documentation was there, everything was in order.
- ii) Report is attached below to Minutes

f) Website and Communication Coordinator – Kevin Bouck

- i) Sandy Reed said she would train Cloudie Moore, who has agreed to take the job.

g) Trailer – Todd Sloggett

- i) Todd says one family has stepped-up to help with the trailer
- ii) Needs another family to volunteer

h) Schedule 2015-2016 Booster Meetings – All

- i) October 20, November 10, January 19, February 16, March 15, April 19, May 10

7) Meeting adjourned by Kevin Bouck, all agreed.

2014-2015 Dow High Music Boosters Audit

On September 22, 2015, Julie Nosal, member, and John Nosal, Finance Committee member and Reconciler, met to review the 2014-2015 fiscal year transactions for the annual Dow High Music Boosters audit. Barb Ostergaard, Treasurer, was present to assist in locating the detailed supporting documentation. The result of this audit was that all transactions reviewed appeared accurate, reasonable and valid.

In total, fourteen transactions were examined. Each of the two deposits reviewed contained evidence of the deposit in the form of a Members First Credit Union receipt. Ten checks were reviewed and each contained supporting documentation in the way of a check carbon, invoice and/or letter indicating payments were made for services rendered, or third-party invoices for items purchased on behalf of the Dow High Music Boosters. In addition two Visa transactions were verified by reviewing the charges against the monthly Visa statement.

Based on this review, we believe that all accounting for the fiscal year 2014-2015 is accurate and has the appropriate level of supporting documentation.

John Nosal & Julie Nosal

September 23, 2105

| Transaction Date | Transaction Type | Item Description | Amount |
|------------------|------------------|---|--------------|
| 10/23/14 | Deposit | Choir Trip to Washington, D.C. | \$ 2,918.91 |
| 12/10/14 | Deposit | Fruit Sale | \$ 10,958.00 |
| 10/10/14 | Debit | #1649 – Dow High Choir Club | \$ 1,600.00 |
| 11/25/14 | Debit | #1660 – Bob Wisler | \$ 171.67 |
| 12/19/14 | Debit | #1674 – Midland Area Community Foundation | \$ 63.74 |
| 2/23/15 | Debit | #1698 – Jeff Hall | \$ 500.00 |
| 3/3/15 | Debit | #1699 – Ruth Burlew | \$ 250.00 |
| 3/23/15 | Debit | #1709 – Music Celebration Intl., LLC | \$ 9,488.00 |
| 4/9/15 | Debit | #1713 – QRP | \$ 123.82 |
| 5/4/15 | Debit | #1721 – Sandy Reed | \$ 70.00 |
| 5/26/15 | Debit | #1733 – Indiana University | \$ 575.00 |
| 8/11/15 | Debit | #1744 – MitchArt, Inc. | \$ 877.50 |
| 9/28/14 | Visa | SignupGenius (monthly payment) | \$ 9.99 |
| 6/17/15 | Visa | Soundwaves | \$ 1,280.00 |

