

## Warrior Band Boosters General Meeting Minutes

Date: May 16, 2013  
Location: Room 10-104  
Meeting called to order: 7:05 pm  
Attendance: Approximately 30

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Booster President Kate Tierney called the meeting to order and welcomed everyone in attendance.

The minutes from the April 17, 2013, Booster meeting were distributed prior to the meeting via email. The minutes were approved on motion from Harvey White, seconded by Susan Taylor.

### **TREASURER'S REPORT** – Rose Lynch

#### Making Purchases

Rose reiterated the rules for making any purchases for the band program in which you expect to be reimbursed:

1. You must have approval from Mr. Larkin PRIOR to the purchase. (Please copy treasurer Rose Lynch on correspondence to keep her in the loop.)
2. We can only reimburse up to \$250 per transaction.
3. We cannot reimburse sales tax.

#### Budget Report

A finance report was distributed. We are looking really good; we finally have a POSITIVE balance! We have almost \$19,000 in our account, but that includes almost \$8,000 collected towards next year's fees. It is good that we have some of the fees for next year collected already because we need that money to start paying bills at the beginning of the season.

- We do have about \$7,000 owed by 16 students for last year's Spirit of Jupiter fees and about \$3,700 owed by 6 students for last year's Winter Guard fees. Money is still coming in to pay down that debt.
- We are hiring a percussion instructor and color guard instructor for the classes held during school.
- We also need to buy tubas, which are more than \$2,000 each, because we cannot borrow any tubas this year.
- Regarding concert ticket prices: We earned \$5,900 in concerts this year, which is an average of 155 parents at \$10 each and 83 tickets at \$5 each. In order to decrease the ticket price to \$5 for all tickets, we would need to increase our attendance by 155 people per concert.
- We do have final costs for Winter Guard Event custodians (\$700) and security (\$600). We should get half of that money back from SFWGA. We ended up clearing about \$2,700 with that event.

A question was asked why we might have a negative balance in the fall. The payment plan indicated in the Fair Share Agreement can be renegotiated on an individual basis with Mr. Larkin and Rose Lynch, as some people prefer to participate in the many fundraisers in the fall.

#### Alligood Donation

We did make a donation in Mrs. Alligood's late husband's name to Hopsice and designated it for music therapy. We also gave her a \$100 gift card.

## Fundraising

Last year, we did a 90%/10% profit split on all fundraisers, with 90% of the net profit going to the student's account and the remaining 10% going to the general band account. This year, we plan to put 100% of net profit into the student's account. Net profit is calculated after all expenses incurred for fundraising administrative fees (shipping and handling, etc.). The concert program advertising is the exception to this rule, as we have not defined how that will work yet.

We did make about \$6,000 on Roger Dean concessions.

We could consider doing pre-paid season concert tickets/passes.

Rose acknowledged the following families/students who raised above and beyond their Fair Share this year. These families of seniors will be leaving excess funds that will go to the general band account:

- Summers (\$2,200)
- Brothers (\$200)
- Cassulo (\$300)
- DeGuzman (\$500)
- Esposito (\$200)
- Aguilar
- Maihack
- Smith

In addition, these families of non-marching students raised funds in excess of the concert band fair share:

- Hmiel (\$300)
- Smykowski (\$1,300)

We have raised almost \$60,000 in fundraising alone this year; that is almost half of our budget. \$45,000 was paid out of pocket.

Thank you to everyone who has helped raise money for the band this year, including Tim Kellogg and Tommy Schulz! We have also received donations from JPAF (Jupiter Performing Arts Fund) and through DonorsChoose.org.

A question was asked if the donation of an instrument to the band program could cover a portion of the Fair Share. The parent was redirected to Mr. Larkin to address the question.

## Assistant Treasurer

Rose had three individuals approach her to help with treasurer duties. Connie Harding will be helping with concessions, and Tracy Mallette will be helping with deposits for fundraisers. Rose has also been looking for an Assistant Treasurer who can help with the student accounts and record keeping. Rose would like for new band parent Gina Phinney to fill this position. Since the position is privy to confidential information, the membership must elect Gina to the position.

Kate Tierney made a motion to nominate Gina Phinney to the board position of Assistant Treasurer. Bill Mallette seconded the motion.

Gina's daughter will be a freshman in the band next year. Gina is an accountant by trade, and she comes with a volunteer recommendation from the IMS band director. Gina is also a part of an ovarian cancer awareness group and has a current sophomore at JHS.

With a vote by voice, Gina was elected to be Assistant Treasurer by the membership.

## Fair Share - How to Pay

Rose explained to new band parents that Fair Share can be paid in a variety of ways:

- Check or money order deposited in the Fair Share box in the band room
- Cash directly to the school treasurer so you can get a receipt
- Credit card via SchoolCashOnline, but this cannot be set up until August, and it must be done on an individual basis and set up with Rose

## VOLUNTEERS

Thank you to those of you who have already signed up to help with our committees! We are still looking for help in the following areas:

- Photography: Band photographer Bonnie McCarthy would like some assistance to cover more ground and to cover any activities she cannot attend, especially Homecoming. *After the meeting, Kathy Maragos offered to help Bonnie.*
- Marketing/Publicity: We need help getting articles into the Jupiter Courier, the Palm Beach Post and other publications to announce upcoming events and accomplishments. We would also like to explore getting on the radio (WJTW) more often. *Bill Mallette offered to help with this. It was suggested that Bill get with David Summers to get his contacts.*
- Banquet Coordinator: *After the meeting, Michelle Kellogg and Victoria Pataca offered to help with the banquet.*
- Middle School Night Coordinator: On Middle School Night, we invite band students from the feeder middle schools to perform and sit with the JHS marching band at a football game. Next year, Middle School Night will be on Friday, November 1st.
- Homecoming Float/Carnival: It would be good if we could find someone to shadow Bonnie Welsh this year, as she has been in charge of these events the past couple of years, and she is the parent of a senior next year.
- Fundraising: We need some help promoting fundraisers during the school day in classes.
- Roger Dean Concessions: Adrienne Avallone agreed to chair this.
- Band Camp Coordinators for July and August band camps: Watch your emails for volunteer opportunities!

A question was asked whether the parent organization could collect volunteer strengths/occupations from parents and send volunteer requests based on those strengths. Volunteer requests go to all parents to give everyone an equal opportunity to volunteer. Occasionally, we do look for someone with specific skills (accounting, medical, etc.), and parents are welcome to update their Charms account with that information. For every adult, there is a field called "Occupation/Skills" that can be edited with information you think we would find helpful.

Regarding volunteering, it was suggested by current parents to volunteer wherever and whenever you feel comfortable. You don't have to volunteer for everything. Several suggested trying a little bit of everything to help you find your niche. You can also find your own "parent band buddy" by hanging out with an upperclassman parent and asking questions.

## FUNDRAISING

Mixed Bag Designs orders should be coming in soon! Watch your emails for details.

## Summer Fundraising

- Take advantage of Sponsorships and Concert Program Advertising. Once the ad form is complete, we will email it to everyone.
- July/August: Fun Pasta Fundraising
- August: Macy's Shop for a Cause passes
- Enjoy the City Coupon books - we are trying to get an August date approved by the school

## Fall Fundraising

- September: Cheesecakes and Mixed Bags
- October: Christmas Trees

Sponsorships are tax deductible. Those businesses that get banners need to discuss how much of their donation is deductible with their tax accountant. Sponsors can go towards individual students (i.e. towards Fair Share) or to the general band account. Try attaching a photo of your child in his/her band uniform with a Sponsorship form and dropping it off at local businesses.

Straight contributions towards the Spirit of Jupiter Fair Share are NOT tax deductible.

Straight contributions towards Concert Band Fair Share (only for those students not in marching band) are technically considered tax deductible.

## **UNIFORMS** – Harvey White

All marching band students will receive two white rehearsal t-shirts, two pairs of green athletic shorts, and one show shirt as part of their Fair Share fee.

Harvey will start fitting returning marching band students for uniforms during the June band camp. Cleaning instructions will be provided for all uniform pieces when the uniform is issued. It is the responsibility of the parent/student to have the uniform cleaned between performances.

## Bibbers (marching band uniform overalls)

- It is the responsibility of the parent/student to get these hemmed to a proper length. We will provide contact information for a seamstress who does this at a reasonable cost.
- Do NOT cut the bibbers or use iron-on tape to hem the bibbers.

## Concert Uniforms

- Wind Ensemble Concert Uniform: Tux shirt and pants (or skirt for girls); black jacket provided by the school
- Symphonic Band Concert Uniform: Tux shirt and pants (for boys) or skirt (for girls); girls can alternatively wear a long black dress
- Harvey will also check with Professional Images to try to get a discount on uniform pieces for those who need to purchase items for the coming year.
- Donation of Uniform Pieces: We will be asking for donations of gently used concert and marching band uniform pieces, including tux shirts, pants and skirts, green shorts, marching band gloves and Vipers.
- We will consider ordering extra rehearsal uniform pieces to exchange sizes or sell as extras.
- It was suggested that we consider selling "space" on the back of our show shirts to businesses to help defer the cost of the shirts.

## **NEW STUDENT LIAISON** - Cathy Borgman

Cathy has been meeting with students after rehearsals, and she will continue to do so throughout the marching season. She will discuss any issues or questions with the kids. She has already given the new students her name and cell phone number.

Her job is to help the kids feel as comfortable as possible with their transition to high school. The freshmen in particular will feel overwhelmed with band and school work. Success requires focus!

## **MEDICAL** - Susan Taylor

As a volunteer, you may be asked to provide medical assistance, but it is usually nothing more than you would provide as a parent to your own child - an ice pack, pain medication, etc.

We do make a note of those students who have specific medical conditions.

We do carry fully-equipped medical boxes with us to rehearsals and to all competitions and performances. If your child requires special medication, you can purchase extra and keep it in the medical box labeled with your child's name so they are sure to have it available. For example, we have a student who cannot take pills, so she provided liquid pain medication with her name on it that we keep in the kit.

We do carry the Health Information & Authorization forms with us to all competitions and performances.

We hope to provide volunteer medical training for parents during the June camp. Watch your emails for the date and time!

## **CONCESSIONS** - Tim Kellogg

Tim Kellogg and Tommy Schulz took over concessions last year and have learned a lot! They've also had quite a bit of equipment donated. They prepare food for football games, as well as the Winter Guard event held at JHS, spring football, and for our own kids at FMBC Finals.

We welcome help from dads to grill!

We do have a fryer this year, so we will be expanding the concessions menu to include French fries, chicken tenders, and fried Oreos. We also have nacho cheese available to put on the fries!

We are hoping to make a LOT of money for the band this year. We do not pre-cook the food, but it is cooked to order. We would like to encourage everyone to eat AT the football games instead of before or after.

Tim will have an email sent out when he needs help with Concessions. We're hoping to have enough volunteers that everyone can sign up for shifts throughout the season.

We will do concessions at the spring football game at the end of the month. Volunteer slots ARE open to the parents of incoming freshmen!

## **MONTHLY CONSTRUCTIVE CRITICISM**

### **Band Banquet**

The Band Banquet is held near the end of the school year and is open to all band students and their parents. It is held at the Abacoa Golf Club. At this year's banquet, we had 170 in attendance.

Comments about this year's banquet:

- The DJ was not a good choice.
- The photo booth MUST be supervised. The booth/computer sustained damage two years in a row.
- We liked having the food served outside, and we liked the choice of food!

- Harvey made a great cake! Abacoa needed to do a better job serving the cake - having it available on the serving table.

### Finale Concert

- The kids did a GREAT job - it was a great program, and they were well-prepared!
- We need to do something about concert etiquette. There was too much movement and talking by students during the performance.
- There were also too many people entering/exiting the auditorium during the performance, which detracts from the concert experience. It was suggested that we ask drama, chorus or color guard students to man the doors and act as ushers to prevent people from entering/exiting during a song.
- At Bak, they display concert etiquette "rules" via Powerpoint before the concert.
- We need to announce the end of intermission outside. There were several parents who were not aware that the intermission had ended until the start of the second song after the intermission.
- Would it be possible to hire someone to do a professional CD of the concerts? If people knew they could purchase a quality CD, they might not choose to make their own recordings on their phones, cameras, etc. Those are also a distraction.
- A parent asked a question as to why the band charges for tickets. The concerts are a fundraiser for the band. We can look into having family prices for tickets and/or discounted pre-sale concert tickets.

### Band Interest Meeting

- We need volunteers at the front of the school to direct people to the band room hallway. We can offer community service hours to students.

### **PARKING/DROP OFF FOR BAND ACTIVITIES**

It was noted that the best place to park and/or drop off band students and park for band activities is the Daniel's Way parking lot, located at the end of Daniel's Way behind the JHS stadium. Daniel's Way is located on Indiantown Road just west of Wendy's.

### **UPCOMING EVENTS**

- Graduation – May 21 – Students need to be at school in concert uniform by 5:20 AM so we have time to load the buses with equipment prior to our departure. We need to arrive at the South Florida Fairgrounds by 6:30 AM so we have time to unload, get settled, warm up and be ready to play when the doors open at 7:00 AM. After the ceremony, we will reload the truck and buses and go to Fun Depot for the afternoon. Students will return to school with enough time to unload the truck and take the school bus home.
- Spirit of Jupiter Forms - Due June 5
- Summer Band Technique Camp - June 10-13 from 1pm-9pm
- Summer Band Training Camp - July 15-18 from 8am-9pm
- Summer Band Training Camp - August 12-16 from 8am-9pm

### **ADJOURNMENT**

The meeting was adjourned.