

# Spartan Music Boosters 9/18/18 Meeting Minutes

**Attendees:** Karen McIntosh, Jenny Kilgroe, Mary Horsch, Gail Schumacher, Brigitte Maestas, ??? Schommer, Michelle North, Greg VanHare, Michele VanHare, Rick Grotzky, Bonnie Cushman, Dana Meadows, Anthony Jenkins, David Domenico, Wanda Berry, Ryan Berry, Suzy Bullett, Genia Babyak

**Call to Order** (Michele) – The meeting was called to order at 6:06 pm at BHS in the Choir Room

- 8/18/18 Minutes approval: 1st Michele V; 2nd Michelle N; all ayes

## Mixed Choir and Show Choir Old Business

- Show Choir Trip (Michele V)
  - We have been adopted by the Steve, the travel coordinator of Los Alamitos High School, and he is working with local transportation, hotel, and event staff to make it all happen for \$700 per student
  - Itinerary
    - Thu 3/14 – Fly to California, rent two 15-passenger vans, drive to and check into hotel
    - Fri 3/15 – The Extravaganza starts: 45-55 show choirs from mostly California but also other states. We may be competing this day or this day may fill with middle school in which case we may be hosted by a LA music group to Seal Beach and Pier for part of the day and they watch top groups for latter part of day. Los A HS will feed us any meal we are present for at their food court.
    - Sat 3/16 – Could be our competition day – Would give time for some practice the day before – Will spend most of day watching other choirs. They are waiving \$15 ticket prices for us to attend any division to observe.
    - Sun 3/17 – Disney Day – Application is in for performance to guests in the park. Then afternoon open for exploring and play. Leave Disney before fireworks to get to airport to fly home. Arrive late to DIA then drive home to Berthoud (late night).
  - First deposit of \$100 per student is due by Fri 9/28. Students need \$150 per month thereafter to deposit into their accounts.
  - Chaperones
    - Bonnie, Angel's mom?, Grotzky, Baugh, Tony, Anthony's mom
    - Need 2 van drivers
    - Look for donations for chaperones costs
- Kettlecorn Sales for Show Choir at Events (Genia)
  - Parent can work for student
  - Homecoming will have extra bags available
- A&W Fall Fundraiser for Choir (Dana)
  - Dana to check with Randy at A&W
  - Possible date frame: Thanksgiving and Christmas

## Mixed Choir and Show Choir New Business

- Show Choir Pictures
- Show Choir Uniforms
  - Gents
    - To be fitted for vests
    - Boyties and white dress shirts for 1<sup>st</sup> concert Wed 10/3
  - Ladies
    - Undergarment from Dance Dimensions in Longmont
      - Lower on leg last year's
      - Krystal and Leila Domenico to organize order
- Mixed Choir is in need of wine glasses for 1<sup>st</sup> concert Wed 10/3 for ringing – Need to borrow from parents

# Spartan Music Boosters 9/18/18 Meeting Minutes

## Entire Department Treasurer's Report (Bonnie/Ella absent)

- Treasury Team Design (Michele V)
  - Put up on website
  - Our current SMB Treasurer, Bonnie, has had some new demands on her time with a significant increase in her work responsibilities. Our other treasurer, Ella, also has a full time job position meaning neither treasurer is available to make deposits during business hours. In addition, the number of students enrolled in music is growing and we are working toward having both the band and show choir travel out of state and that has added a lot of time to managing student accounts.
  - We are now looking for a treasury team.

This team would be comprised of 3 people who would work tightly together sharing responsibilities for keeping the music booster account and individual students accounts up to date and current with group membership dues and fund raising activities. All members of the treasure team would be considered board members of the SMB and should be able to attend most monthly meetings – at least one member is required to present the treasurer's report each month to the meeting (treasury report will be written up by the bookkeeper).
  - Team of 3 Layout
    - Position 1 – The Depositor
      - This person needs to have some time during the week to make and pay bills on behalf of the organization.
      - Position Requirements – responsible, trustworthy character (may require background check), general knowledge of checking and savings management, and availability to volunteer during business hours.
      - Example – Take envelopes and checks out of the secure box in Mr. Grotzky's office, record individual amounts onto student spread sheet (hard copy on paper, put together a deposit and slip for the bank (Guaranty Bank in Berthoud), get the deposit into the music boosters bank account, turn in spread sheet and deposit receipt to the Bookkeeper. If Bookkeeper has a bill which needs to be paid and mailed, write the check and get it in the mail.
    - Position 2 – The Bookkeeper
      - This person would be taking on a good portion of what Bonnie now does. She need to transition to a support position to the treasury team as her work responsibilities have nearly doubled. Bonnie will follow through with the update to our tax designation, teach the bookkeeper how to use the current Excel spread sheets, and guide the bookkeeper in producing the monthly report summary. The bookkeeping position will be a good fit for someone who would rather work from home on their own hours and has about 5-10 hours per week to give to maintaining the accounts (note: first weeks of the school year and semester will need more time than mid-semester).
      - Position Requirements – detail oriented and accurate, should have experience working with Excel formulas, team partner with other 2 team positions.

Note: Excel spreadsheets have been already designed and are working well and the person coming into this position should be able to just take over and move forward.
      - Example – Take the hard copy deposit information from the Depositor, update the Excvel spreadsheet account balance for the SMB account, then update the individual student accounts accordingly. Double check that the two reconcile (if you deposited \$100 into the booster account and then recorded \$10 per student for 10 students but the total for the boosters came to \$100 and the total for inputs into the student's accounts came to \$90, which student was missed?). It is important that the accounts are kept in such a way that the Parent Liaison can help students and parents with their questions.
    - Position 3 – The Parent Liaison
      - This person will be the intermediary between the account keepers and the families of music students. This person will work with the coordinators or committees of fundraising projects in order to know the dates of the projects, how to sign-up to participate, and help families to know the results of the fundraiser. This person will also be able to share account student balances by working closely with the bookkeeper. We need someone to answer messages: phone, email, or text. This is another good fit for someone needing flexible time commitment and wanting to volunteer from home.

# Spartan Music Boosters 9/18/18 Meeting Minutes

- Position Requirements – a public relations personality (calm, good listener, understanding, able to identify the need and provide or find help); access to phone, email, and text; willingness to respond to inquiries in a timely manner (within 36 hours, even if you don't have the information asked for, there should be a contact made to let the parent know we're on the case and looking for the answer). May also be asked to encourage families to use King Soopers cards, sign-up for volunteer or fundraising positions, and share upcoming opportunities. Must be a team partner with other 2 positions.
- Example – Mr. Grotzky forwards email from a family wanting to know how much money their student earned while participating in a fundraiser and if they were paid by the VanHares for moving hay, and when the first deposit is for the Show Choir trip to the California competition. Liaison will check-in with the Depositor – was there a check submitted by the VanHares into the secure box? Was the check deposited? Check with Bookkeeper, how much was their student's share of the balloon-setting fundraiser? What is their student balance? And based on attendance at SMB, the liaison should know when the membership dues or trip deposits are due. Respond to the family via email or phone call.
  - We are looking to fill one or more of these positions as soon as possible. Interested persons should contact (Michele V or Bonnie or both?) for more information. We need a depositor by September 24 so this person can be trained as funds come in from Kettlecorn sales (Show Choir), the A&W fundraiser (Marching Band), and Pumpkin sales (both groups).
  - Bonnie is willing to train and oversee the bookkeeping position with the new bookkeeper fully engaged by October 9 (you can also still ask her for help/advice as needed). Parent Liaison should be on board within the next week or so – Greg is working on a way for families to be able to access their own student's account – the liaison will be needed to help families learn to use this tool.
- Monthly Report
  - No activity for August
  - September was very good month
  - Show Choir YMCA Trip all paid up
- 2018-2019 School Year Accounts
  - Closed out within \$22
  - Graduated student funds moved to general fund
- Marching/Concert SMB Membership Dues Status (Bonnie)
  - 24 have paid
  - Pull from student accounts if not paid?
  - Students can't perform until fees paid
  - Change name to Membership Dues
  - Reminder to all parents that dues go directly to SMB and not to BHS
  - Leftover funds can do one of the following:
    - Go to general account
    - Student(s) can decide on a purchase for the group
    - Rolls over to family member still in the group or coming up soon
    - Can be donated to another student
- King Soopers Accounts Balances (Suzy/Bonnie)
  - August 11 starts new school year (Bonnie)
- Band Big Pair of Marching Band Uniform Pants Order Status (Dana)
- Choir Robe Stoles with Logo Order (Suzy/Bonnie) - DONE
- Receipts to be Submitted for Reimbursement
  - Suzy – for band t-shirts which will be ready tomorrow
- Tax Return (Bonnie)
  - No update
- Show Choir Disney Trip
  - One student has paid \$100
  - Need \$100 deposits by end of month

# Spartan Music Boosters 9/18/18 Meeting Minutes

## Director Report (Rick)

- Concert Dates
  - Fri 9/28 – Marching Band at Homecoming 4:30 Parade & 7:00 Football Game
  - Wed 10/3 – Jazz Band, Orchestra, Silver Singers, Bridge-Between Concert – 6:30 pm – BHS Auditorium
    - Bass player to fill in
      - Motion to pay him with a \$50 King Soopers gift card – Passed
        - 1<sup>st</sup> Rick; 2<sup>nd</sup> Dan D; all ayes
      - Dana has Thank You card
      - Bonnie to purchase gift card
  - Fri 10/19 – Marching Band at Football Game / Sr Night
  - Tue 12/11 – Silver Singers, Bridge Between, TMS Choirs Concert – 6:00 pm – BHS Auditorium
  - Wed 12/12 – Concert Band, Jazz Band, Orchestra, TMS Bands , TMS Orchestra Concert – 6:00 pm – BHS Auditorium
  - Fri 1/25 – Kids in Red/Blue Show Choir Camp
  - Sat 1/26 – Kids in Red/Blue Show Choir Camp Showcase – 6:30 pm – BHS Commons
  - Tue 2/12 – Concert Band, Jazz Band, Orchestra Concert – 7:00 pm – BHS Auditorium
  - Wed 2/13 – Silver Singers, Bridge Between Concert – 7:00 pm – BHS Auditorium
  - Thu 2/14 – Bridge Between Singing Valentines
  - Fri 5/10 – Bridge Between Finale Concert – 6:30 pm – BHS Auditorium
  - Fri 5/17 – Evening with the Arts – Concert Band, Jazz Band, Orchestra, Silver Singers Concert – BHS Auditorium
- Marching Band
  - Competitions
    - Greeley Invitational Sat 10/13 at Northridge HS/District 6 Stadium
      - Itinerary
        - 8:00 leave school
        - 10:30 performance
        - 12:30 awards
        - 1:00 leave for BHS
        - 1:45 pickup at BHS
      - Attendance has been free in the past
      - Bus requested and will remain on site
      - Field trip form to be handed out to students before weekend
    - Regionals Wed 10/17 at Centaurus HS in Lafayette, CO
      - There is an attendance fee
      - Usually an afternoon performance time
      - Bus requested; will be a drop off, leave, and return for pick up
      - Need rod for hanging uniform bags in trailer
      - Field trip form to be handed out to students before weekend
    - State Mon 10/29 in Pueblo
      - Overnight
      - Need bus
  - Homecoming Parade & Game Fri 9/28
    - In uniform
    - Trailer to haul larger instruments and cases
      - Dana to pull it
    - Itinerary
      - Early release
      - 4:00 pm Parade
      - Band dinner – Pizza
        - Gail to do signup for sides
      - 7:00 pm Game

# Spartan Music Boosters 9/18/18 Meeting Minutes

- Senior Night Fri 10/19
  - Rick to ask to do
  - Banners
    - 3x4 foot = \$45
    - Motion to purchase 50% student fund and 50% out of general fund by Dana
      - Motion to check with parents first – Passed
        - 1<sup>st</sup> Michele V; 2<sup>nd</sup> Karen; all ayes
        - Gail to call SR parents
    - Bridget and Gail to do hanging
      - Gail to speak with ABC regarding location
- Administration's Presence at Events
- Scholarship/Hardship Agreement (Rick)
  - Have received 1 student request
- Encounters of Music Request for Funds (Rick)
  - For paying Jazz Clinic clinicians

## Entire Department Old Business

- Concert Program Ads (Layout, Karen) (Sales, Dana) – DELETE
- Events' Gate Workers (Gail, Genia, Michele N)
  - Need more parent/student volunteers
  - Open Dates
    - Thu 9/27 Softball 3:30-5
    - Sat 9/27 Softball 12:30-2
    - Tue 10/2 Volleyball 5-7:30 need 2<sup>nd</sup>
    - Thu 10/4 Softball 3:30-5
    - Mon 10/8 Soccer 3:30 and 5-6:30
    - Mon 10/15 Soccer 3:30 and 5-6:30
    - Wed 10/17 Soccer 3:30 and 5-6:30
- Website (Karen) – DELETE
- Communication (Gail)
- Music Department Newsletter (Michelle K) – DELETE
- Band Showcase Cabinet – Eagle Scout Project – (Brandon Berry) – DELETE
- Bass Drum Heads with Spartan Logo
  - Due in Friday 9/20; Will be installed Saturday 9/21
  - 2 sets purchased: \$900 for 1 set, \$1200 for 2 sets
- Show Notes
  - Need volunteer
- Thank You Cards for Sponsors/Donations (Dana)

# Spartan Music Boosters 9/18/18 Meeting Minutes

## Entire Department New Business

- Fundraising (Michele V & Dana M)
  - Chamber of Commerce membership to spread word of events and fundraising events
    - TSD R2J is a member
    - Need to know process of how to share fundraisers and events
  - Want/Need a parent to head up each effort.
  - Progress Chart to Encourage Participation
  - Pumpkin Sales (Michele V)
    - Discussion regarding harvesting and sales.
    - Tentative "Maxed-Out" Schedule
 

Possible Sale Dates	Harvest Dates Prior to Sales
Fri 9/28 Homecoming Parade & Game	9/21, 22, or 23 – Have to consider homecoming prep and celebration schedule (band, stucco, class competitions, parade
Sat 10/6 Berthoud Oktoberfest Booth space is \$50	Double up on Sept dates or pick during week 10/1 after school – Farm is in Ault
Sat 10/13 & Sun 10/14 Hometown Liquor (by Kwik Korner)	Pick Sun 10/7 Note: VanHares will be out of town 10/11-14
Sat 10/20 & Sun 10/21 Hometown Liquor (by Kwik Korner)	Pick Thu 10/18 or Fri 10/19 Is there a home game? – YES
10/27 SALE on what's leftover – where?	Note: VanHares will be at the Loveland Museum Halloween Festival all day
    - Every pumpkin sold can make us \$2-\$5 possibly more but I need the wholesale price per pound for 2018
  - Poinsettias/Wreath Sales
    - All Music Department Fundraiser
    - Delivery dates will be staggered
  - Job lists on board outside choir room
    - Donation to student fund
    - Post on Berthoud Community FB page
  - Need adults to volunteer/organize
  - Do we want to do any of the following?
    - Spaghetti dinner
    - Rummage Sale
    - Busking Loveland events
    - Hiring out choral and brass ensembles for Christmas
- Grants (Dave D)
- Driver Paperwork
  - Where can we locate the form? BHS website?
  - Needs to include motor vehicle record

## Marching Band, Color Guard, Jazz Band, Concert Band, Orchestra Old Business

- Concert Band 2018 Trip (Dana)
  - College or high school performance/clinic
  - Per Rick – Must have a competition with at least 3 others groups or it's a no-go
    - Dana to contact Theresa about
  - Includes bus
  - Dana has worked to fund us 2 trips that do not require plane tickets – each has positive points both have similar negatives or unknowns
    - Notes: Around \$500 each – Need to add food, fuel, and incidentals
    - Positives – An adventure of experiences with tickets bundled for lower price
    - Unknowns – cost of food, fuel, timing is curious on the summaries
      - Need a tighter estimate
        - Add food, fuel, and incidentals
    - Negatives – we have to arrange the music experiences and we don't have contacts or guarantee of performance or competition

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- NEED someone to reach out to their high school activity associations to determine when their regional competitions are and if they are open to outside school groups. Find the competition then arrange the trip around it.
- Options
  - Trip 1 – Keystone, SD in April or May – 3 days, 2 nights – Drive time 5.5 hours’
    - Day 1 – Continental breakfast at hotel (included), Rush Mountain Adventure Park ½ day, Custer State Park, Jeep Tour and Chuck Wagon dinner, late evening stroll through Keystone Main Street or return to hotel
    - Day 2 – Breakfast at hotel, tour of the following three: band clinic TBD or Mount Rushmore National Park in AM, then Bear Country AUSA or depart for home earlier than later
  - Trip 2 – Albuquerque, NM Music in Parks – lay 11 or general trip in April or May – 3 days, 2 nights – Drive time 7.5 hours
    - Day 1 – leave early enough to arrive at host high school by 3 pm TBD, dinner at local restaurant TBD, evening tour of Old Town, check into hotel
    - Day 2 – Breakfast at hotel, AM tour of Meow Wolf immersive art experience, then Georgia O’Keefe Museum, Lunch on our own, afternoon band clinic subject to availability of school and clinician. Dinner on our own, return to hotel
    - Day 3 – Breakfast at hotel, horseback riding or wagon-led trail hike, leave afterward for drive home, lunch on own.
- Color Guard Instructor Camp 6/24-7/1 in Muncie, Indiana for Wanda Berry Wrap-Up
  - Had a great time
- Color Guard Flags Order
- Marching Band Parent Nite at End of Season – TABLED
- Band Trailer (Wanda/Michelle N)
  - \$278 got 2 sides without installation
  - 495 to install onsite
  - Alpha Graphics in Loveland
    - Needs PDF of logo
- Regulators Shootout Fundraiser for Band Wrap-Up
  - Larimer County Fair each student earned \$46-\$50 per kid
  - Estes Park Saturday each student earned \$\_\_\_\_\_
  - Estes Park Sunday each student earned \$\_\_\_\_\_
  - More dates to come
- A&W Fall Fundraiser for Bands & Orchestra 9/12 4-9pm Wrap-Up
  - Raised \$488.47 for general fund
- Color Guard Uniforms
  - Boy – white button up shirt to buy
    - 1<sup>st</sup> Michele V; 2<sup>nd</sup> Brigitte; all ayes – PASSED
- Marching Band Uniform Candy Bar Reward
  - To be done
- Marching Band Pit Crew (Krista, Dave, Karen, Greg)
- Marching Band Pictures & Sr Banners
  - Pictures taken
  - Banners
    - To order be ordered?
    - Where to display? – back of stadium behind band
    - Cost? and Who’s paying for them?
- Marching Band T-Shirt Order (Suzy B)
  - Will be ready for pickup tomorrow Wed 9/19
- Marching Band Uniform Bag Tags (Karen)

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## Marching Band, Color Guard, Jazz Band, Concert Band, Orchestra New Business

- Marching Band Dinner After Parade
  - 20 Pizzas
    - Little Ceasars
    - Ryan to pick up and submit a receipt
    - Gluten free, began
  - water, drinks, dessert, salad
  - VanHare's to provide paper goods
- Color Guard Camp for Students Next Summer

## Future Business

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## Volunteers Needed For:

- Show Note Sales for next set of concerts
- Fundraisers
- Sign-up Genius Coordinator

## Upcoming Dates:

- Fri 9/28 – Marching Band at Homecoming 4:30 Parade & 7:00 Football Game
- Wed 10/3 – Jazz Band, Orchestra, Silver Singers, Bridge-Between Concert – 6:30 pm – BHS Auditorium
- Fri 10/19 – Marching Band at Football Game / Sr Night

## Dismissal

- Next Music Boosters meeting Tuesday October 23, 2018 at 6:00 pm at BHS in the Choir room.
  - Snack: \_\_\_\_\_
- Meeting dismissed at 8:00 pm; 1st Gail; 2nd Dana