



Parkland Music Boosters Executive Board Meeting

Minutes - July 7, 2022 at 7:00PM

Attendees: Wendy Wright, Karen Phillips, Heather Hechler, Cynthia Lee, Vicki Ferrence Ray, Mary Stock, Kevin Boger, Voula Papageorgiou, Connie Baxter

Meeting Called to Order: Wendy Wright

Approval of Last Meeting's Minutes (May 16): After corrections made to update attendees, *motion to approve by Heather. Seconded by Kevin. Approved.*

Treasurer's Report:

- Financial statement changes from last meeting included income from Amazon Smile, clothing drive, band memory book, and spiritwear sales. Expenses included concessions for FOTA, two new coolers for concessions, indoor percussion and colorguard, scholarships.
- Final profit for the year was \$4108.18 as of June 17, 2022.
- Correction to financial report: Checkbook balance should read \$15382.47 instead of \$16632.47. Savings balance is \$1387.25.
- Three checks (for Orchestra and Percussion) are outstanding. One check may need to be reissued as the original was sent to an old address. Income from FOTA concessions has not been received as the school board has not approved the checks.
- Vicki suggested that as a nonprofit organization, the treasurer's report should use the terms revenue, expenses, and surplus instead of income/profit, expenses, and reserve. Heather stated that the tax return does use the term, "profit". Issue is tabled until the next meeting.
- *Motion to approve Treasurer's Report by Karen. Seconded by Voula. Approved.*

Directors' Reports (from Connie)

- **Mr. Lerew** reported that many students showed up for the first two dates of the freshman marching training. For the half-time show this year, the songs will be "Uptown Funk" and a medley of Daft Punk songs.
- **Mrs. Lagan** held chorale auditions and accepted 40 students. She is currently moving to the Lehigh Valley.
- **Mr. Mishler** completed video auditions for the symphonic orchestra.
- **Mrs. Figueroa** will continue to support Tri-M Honor Society and continue as assistant director for band and chorus. Mr. Figueroa will be taking Dr. Watson's position, teaching at the high school and elementary level.

New Business

- New meeting dates for 2022-2023 year: 7:00PM on the third Thursday of the month
- 2022-2023 Standing Committees: review of current committees
 - **Concession Stand:** Kevin Boger, chair. Organize and manage stadium concessions stand for Music Boosters
 - **Middle School Band Night:** Organize dinner for SMS/OMS 8th graders and PHS band when middle schoolers play with PHS band.

- o **Marching Band Senior Night:** Connie Baxter has been organizing this. Senior recognition night at the football game requires flowers and pictures with parents.
- o **PMEA Chorus Auditions Committee:** District auditions are in October. Organize chorus parents to run concessions stand.
- o **PMEA Hospitality Committee:** Organizes lunch for directors at PMEA auditions for Chorus/Band/Orchestra.
- o **PMEA Band/Orchestra Auditions Committee:** Organize concessions stand during December auditions.
- o **Feed the Band:** Organize food/volunteers to sell concessions to band students during third quarter of the football game. Nina Weiss was training someone to take this over.
- o **Parent Preview Night:** Band halftime show preview at the stadium. Concessions stand sells drinks and popcorn, and band may need to be fed.
- o **Spirit wear Band and Orchestra:** Selling Band/Orchestra logo'd clothing and items. Note that with new director, Chorus may want to join. Sydney Sherrier (colorguard and indoor percussion director) has offered to chair this. Wendy and Karen will talk to her about this.
- o **Clothing Drive:** Spring fundraiser collecting clothing/shoes. Organize volunteers and advertising.
- o **Indoor Percussion Representative:**
- o **Colorguard Representative**
- o **Indoor Percussion/Colorguard Show Committee:** Show scheduled for April 1 at Parkland. This is TIAA, not chapters, and could involve up to 50 groups.
- o **Hydration Committee/Marching Band:** Sets up two water coolers during band camp and organizes water bottles for football games. Suggestion to add responsibility to this committee for putting on stadium seat covers for the band at the games.
- o **Music Department Semi-Formal:** January semi-formal event for all music students. Event has been held at Muhlenberg for the last two years. Table centerpieces are in the shed.
- o **Equipment Crew for Marching Band:** Michele and Jim Hare have been doing this. Maintain and move equipment (podiums, ladders, percussion) needed for band pre-game and halftime show.
- o **Scholarship Committee:** Boosters award three scholarships (band, chorus, orchestra) to graduating seniors. Define essay topic and recruit English teachers to judge essays.
- o **Festival of the Arts (FOTA) Committee:** Organize food and volunteers for concessions stand.
- o Any suggestions of volunteers to chair any of the committees can be submitted to Wendy or Karen.

Amendments to Standing Committees

- o Indoor Percussion Representative and Colorguard Representative can be removed.
 - Sydney Sherrier is very good at coordinating with Connie Baxter and Jason Lerew for updates.
 - *Motion to eliminate Indoor Percussion and Colorguard Representatives from the list by Vicki. Seconded by Mary. Approved.*
- o Add DCI as a standing committee.

- Drum Corps International (DCI) Eastern Classic will be the first weekend in August.
 - Committee organizes volunteers for ushering and possibly selling drinks.
 - Katy Mangold said that she would help this year. Kevin is looking into selling drinks (outside both gates).
 - Mary will look at the bylaws to see if Katy can chair this position as an associate member.
 - *Motion to add DCI Committee to Standing Committees by Karen. Seconded by Vicki. Approved.*
- Add Fanfare & Tribute as a standing committee.
 - Committee collects photos and organizes a memory book of the band for the year.
 - Suggestion to include a Photography sub-committee to collect the photos and organize “official” photographers for each event.
 - Karen volunteers as chair.
 - *Motion to add Fanfare & Tribute Committee to Standing Committees by Karen. Seconded by Vicki. Approved.*
- Concession Stand Cleaning Day
 - Scheduled by Kevin for Saturday, August 20 from 8:00AM-12:00PM.
 - Six volunteers are needed.
- Membership Sign-up
 - Voula is planning to attend uniform fittings to recruit members. Karen can also help.
 - Sign-up will be allowed online as well as using a paper form.
 - Wendy/Connie will send the membership form to Voula.
 - Wendy/Voula (and Tina) will see if Square can collect membership information in addition to processing the payments.
 - Suggestion to use QR code to access online membership sign-up.
 - *Motion by Vicki to keep membership at \$15 but to include a magnet while supplies last and if sign-up is done in person. Seconded by Mary. Approved.*
- New member tailgate/Preview Night: August 25 at 8:00PM
 - Hot dogs are provided for band for dinner.
 - Concessions stand will be open to sell drinks and popcorn. Kevin will need 2-3 people to help.
 - Executive committee members should be there to mingle with parents.
- Contact review: Wendy will create a form to send to all executive board members to collect contact information.
- 2021-2022 Fanfare & Tribute update
 - Wendy needs Connie and Mrs. Figueroa to look over the proofs to check the listed names. (Wendy will send the pdf's.)
 - Goal is to have F&T printed to hand out for uniform fittings or during the Band Parent meeting. Copies for graduated seniors will be mailed.

Future Events

- Aug 5 & 6: DCI (at J Birney Crum Stadium, Allentown)
- Aug 3, 4, 8, 9: Band Uniform Fittings/Membership signup
- Aug 15-26: Band Camp
- Aug 15: Band Parent Meeting at 6:00PM
 - Connie is confirming the auditorium for the meeting and the General Booster Meeting to elect 9th grade representative.

- o Membership and spirit wear sales should be there.
- o There should be an executive meeting scheduled before this general meeting.
- Aug 18: Band photos
 - o Music Boosters will feed the band after photos are done and before practice.
 - o Parent help needed for sandwich pick-up and to hand out food (McChicken sandwiches (hold the mayo), donated water, chips, cookies).
- Aug 19: Band Picnic at 12:00PM at Wehr's Dam (Covered Bridge Park).
- Aug 25: Parent Preview Night
- Aug 26: First Band Football game (home against Delaware Valley)

Next Meeting

- July 21 at 7:00PM. (This will be the July meeting.)
- Note that this meeting is in place of the missed June meeting.
- August meeting will be the General Booster meeting during Band Parent Night on Aug 15.

Motion to adjourn by Karen. Seconded by Voula. Approved.

Meeting Adjourned.

Summary of Motions for Changes during July 7 Meeting

- Indoor Percussion Representative and Colorguard Representative removed from Standing Committees list.
- Drum Corps International (DCI) added as a standing committee.
- Fanfare & Tribute added as a standing committee.
- Membership dues remain at \$15 but sign-ups done in person will get a magnet while supplies last.