



Parkland Music Boosters Executive Board Meeting

Minutes – July 19, 2023, at 7:05 PM

Attendees: Wendy Wright, Karen Phillips, Cynthia Lee, Lori Piltz, Kevin Boger, Jason Lerew, Connie Baxter

Meeting Called to Order: Wendy Wright at 7:05 pm.

Approval of Last Executive Board Meeting Minutes (June 22): *Motion to approve by Lori. Seconded by Karen. Approved.*

Treasurer's Report: No treasurer's report.

Director Updates

- **Mr. Lerew:** Marching season is gearing up with freshman, color guard, percussion training and music rehearsals for the whole band. The final student numbers are being determined. The drill is being written for Aug. 14 band camp start.
- **Mrs. Figueroa:** She and Mr. Figueroa are organizing a field trip for students to watch the Crossmen Drum and Bugle Corps over the weekend of DCI East. Students will watch the practice and then see the performance in Allentown.

Note: Relevant documents discussed in meeting are located at:

https://drive.google.com/drive/folders/1M7CHpBQ6z9RvWn0BcHvKrCVLaIGi_0ef?usp=drive_link

OLD BUSINESS

- **DCI Eastern Classic:** Aug. 4 &5
 - Sign ups have been created with 1 shift for volunteers. (See "Important Links" document in the folder.)
 - Connie will send invites to alumni as well as student/families.
 - Note that clearances are not necessary since this is not a school event.
 - Beverages/Candy/Box Truck:
 - Coke is scheduled to deliver the soda.
 - Kevin will send water brand and amounts to Connie to create a sign up.
 - Kevin will buy the candy and contact Val about transportation.
 - Box truck needs to be unloaded. Old sodas will be given out during band camp.
 - Wendy will head up the first night for ushering; Kevin will do one night for drinks.
 - Connie will request help to head up the second night for ushering and drinks.
 - Cooler drop-off will be Tuesday, Aug. 1 during uniform fitting.
- **Spiritwear:**
 - Sydney should be ready to sell by end of July, but she can't pick up the order.
 - Still targeting order fulfilment at the beginning of football season.
- **Membership:** Enrollment events
 - Uniform fittings: 7/31 (2-7PM); 8/1 (2-7PM); 8/9 (3-8PM); 8/10 (3-8PM); 8/11 (2-7PM); 8/12 (2-6PM).
 - Band parent meeting on 8/14 will be at the end of rehearsal (7:45-9:00PM).
 - Set up at 7:15 in auditorium with paper forms and Square.
 - Parent Preview Night: 8/24
 - Open House
 - Directors can hand out membership forms and show the QR code.
 - Wendy will notify Mr Anonia that we do not need a table.

- **Band Camp:** Aug. 14-25
 - Class dinners: Aug 14 (senior parents, hoagies), 16 (junior parents, pasta), 17 (sophomore parents, mac & cheese/chicken nuggets), 21 (freshmen, tacos)
 - Band Picnic: Aug 18
 - Connie will send list to Wendy to create SUG list for all parent provided food.
 - Boosters may have to provide hot dogs/hamburgers.
- **Concession Stand Clean-up:** Aug 19 (8:00AM-12:00PM)
 - The stand was used for some event and needs additional cleaning.
 - No one was notified about stand use. Mr. Lerew will notify appropriate people.
 - Request 6 volunteers for the clean-up.
- **T-shirt contest:** no responses yet.
 - Contest has been extended until next Thursday (Jul. 27).
 - Wendy will send contest announcement to Connie to send electronically.
 - Sponsors:
 - Kevin sent a sponsor request to Coke. (See letter in Drive folder.)
 - Red Tomato has donated (\$100).
 - Wendy will contact other potential sponsors: Fast Signs, EF Laudenslager, BJs, Giant, Weis, Zeswitz, Nazareth Music, Young's Drycleaning, Kona Ice.
 - Connie will reach out to some of her contacts as well.
 - Suggestion to hang a 4'x8' sign on the concessions stand for sponsorship.
- **Fanfare and Tribute:**
 - Wendy is mostly done and will pass it back to Karen.
 - Aiming for Sept. 1 delivery date. Next year's goal is to have it done in July.
- **Manuals/SOPs:** Permissions were changed to allow folder access and add individual folders.
- **Tax exemption:**
 - Wendy has the form and will get the information from Connie.
 - This is to exempt Boosters from state sales tax on purchases.

NEW BUSINESS

- **Conflict of Interest Document:** Tabled until the next meeting when everyone attends.
- **Meeting Dates for 2023/2024:**
 - Brigitte Pruzinsky cannot make Wednesdays or Thursdays. Mr. Lerew cannot make Mondays or Wednesday.
 - Propose Tuesdays on the 3rd week of month: 7:00PM meeting time.
 - Wendy will send out an email with proposed meeting time to all board members.

Additional Items:

- Calendar: Wendy and Karen have started a calendar for Booster events.
- All boosters events will be done using Sign-Up Genius. Band events will still use Charms.

Next meeting:

- Executive Board: Tuesday, Aug. 8, 2023, 7:00PM to review band camp events.
- General meeting: Tuesday, Aug. 22 at 8:00PM. (Timed to end before band camp pick-up.)

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

Meeting Adjourned.

List of Items Tabled for Later Discussion

- **Website photos:** Discussion of payment for pictures is tabled to a later meeting. (Oct. 20)
- **Conflict of Interest Document:** Tabled for Aug. meeting (Jul. 19).