



## Parkland Music Boosters Executive Board Meeting

Minutes – September 19, 2023, at 7:05PM

**Attendees:** Wendy Wright, Karen Phillips, Cynthia Lee, Tina Lee, Brigitte Pruzinsky, Vicki Ferrence Ray, Lori Piltz, Iris Epstein, Voula Papageorgiou, Kevin Boger, Jason Lerew.

**Meeting Called to Order:** Wendy Wright at 7:05PM.

**Approval of Last Executive Board Meeting Minutes (Aug. 8):** *Motion to approve by Karen. Seconded by Tina. Approved.*

### Treasurer's Report:

- Income since last meeting: \$13,308.15 (total)
  - Other Concessions Income: \$11,841.25 (Games on 8/25, 9/15)
  - Donation Income: \$624.90 (Donation from membership, games)
  - Band Camp Meals Donation: \$75.00
  - T-Shirts: \$582.00 (T-shirt sales; JES Enterprises, Ecowater Systems sponsorship)
  - Membership Dues: \$185.00
- Expenses since last meeting: \$5,131.30 (total)
  - Concession Expense: \$4,565.58 (\$1279.82-drinks, \$3069.76-food, \$216-pizza)
  - T-Shirts Expense: \$41.04 (labels and sponsorship sign)
  - Office Expense: \$149.68 (\$83.68-office supplies, website; \$66-Square fees)
  - Orchestra Expense: \$350.00 (summer master classes)
  - Music Department Senior Recognition: \$25.00 (Poster reprint from previous year)
- Net Income: \$8,176.85; Checking balance: \$32,753.52; Savings balance: \$1,388.93.
- *Motion to Approve Treasurer's Report by Lori. Seconded by Vicki. Approved.*

### Director Updates:

- **Mr. Lerew:** Everything is going well with the marching season. Jazz band rehearsals will start at the end of October.

### OLD BUSINESS

- **Conflict of Interest Document:** Tabled until next month.
- **Band Camp Meals:**
  - Well received by parents (appreciated not having to pack dinner) and directors.
  - Tacos, sandwiches, ziti were a hit, but chicken nuggets did not hold up well.
  - It was great to be able to use the cafeteria and the facilities there. Staggered release of students for dinner helped with the lines.
  - Suggestions for improvement:
    - Need to send out sign up for food/money/gift cards/donations earlier.
    - Need to identify a chair to manage all the meals.
    - Need to notify custodial staff consistently to allow access (unlock doors).
  - Request for Iris to write up a summary. Voula made a copy of the sign-ups.
- **T-Shirt Sponsorships:** Wendy is finalizing the total receipts of money/gift card/items from the sponsors.
- **Concession Stand:**
  - Last game (9/15):
    - Highest sales ever. Football, cheer stands ran out of food.

- Volunteers are working well, but getting volunteers for clean up is still a problem. Voula tried to get 2nd shift volunteers to start cleaning early, but sales went late.
  - Cashiers:
    - New volunteers need to be louder shouting orders for fulfillment.
    - Voula and Tina will sign up and train runners to be cashier.
    - Wendy will alter the sign-up to have volunteers shadow the cashier as a runner.
  - Cash Receipts:
    - To protect all parties, there should be a second person counting money with the treasurer. Ideally that second person is a board member.
    - Tina will update the treasurer's procedure to include that cash should always be counted and witnessed by a board member.
- **Membership:**
  - Wendy will send last year's parent email to Voula for editing to send out to all music department parents. The email should reference senior night, scholarship, semi-formal.
  - Wendy will look at Square to correct the membership issues.
- **Volunteers/Sign-Up Genius**
  - Signup Genius is working, and many new people are volunteering.
  - Although there was a motion to buy the upgraded version, this did not happen because the discount disappeared. Wendy is waiting to see if it goes on sale again.
- **Hydration:**
  - Giant donated gift card for water for hydration. Voula will use it to purchase water.
  - After issues with the first game, water donations have been sufficient.
  - Students are unclear about water allowances, but they can have as much as they need.
  - For future games, ask Mr. Lerew and Mrs. Figueroa how they want to handle water. Generally, when it is hot, hand out bottles. When cooler, only give to those who want it.
- **Spirit Wear:**
  - Production issues delayed order but hope to have it in this week. Wendy will contact Sydney and will send out an update email to everyone.
  - Request made that if there is a holiday spirit wear sale to include booster spirit wear. Wendy will ask Sydney, and if she cannot include it with regular spirit wear, Vicki will organize a small booster spirit wear sale.
- **Fanfare and Tribute:**
  - Printers (LCTI) have it, but they are busy with the beginning of the school year.
  - Suggestion that seniors should be refunded again.
  - Karen has someone to project manage this for this coming year.
- **Manual/SOP:** Tabled for future meeting.
- **Tax Exemption:** Tina has the form and is working on it.

## NEW BUSINESS

- **Band App:** Everyone should have downloaded the app for boosters communication.
- **Events:**
  - **Band Pictures (Sep. 23):** Request for picture of band officers.
  - **8th Grade Band Night (Sep. 29):**
    - Summer Fastenberg chaired this last year but is unable to help this year. Iris will chair the event.
    - Email goes to SMS/OMS asking for volunteers and Mrs. Figueroa is the PHS contact. Expect ~120 eighth grade students.
    - Note for Kevin/Karen that more food needs to be prepared for Feed the Band.
    - Motion that youth sized band show T-shirts be given to the OMS/SMS directors to use as they see fit made by Voula. Seconded by Tina. Approved.
  - **Collegiate Festival of Bands (Oct. 1):**
    - Drinks and candy concessions only. Sign-up will need 9-10 volunteers and two shifts within the 11:00AM-6:00PM event. Additional 2-3 needed for trash pick-up (below).
    - Kevin talked to Mitch (DCI, Collegiate Bands organizer).

- Mitch will have a \$600 donation check for ushering DCI (last year and this year).
- Collegiate Festival needs 2-3 people to collect bags of garbage along Linden Street, multiple times throughout the day. They will pay \$400-500. Mr. Lerew says that Kevin can use the Gator vehicle. Vicki will be there representing the Cadets and they can provide back-up help.
- **PMEA In Service (Oct. 9):**
  - Parkland hosts PMEA and needs to provide breakfast. The budget is \$230. Estimated attendance is 50-75 people but will know better with registration.
  - Wendy, Karen will buy breakfast food and coffee (same as last year). Iris can help and thinks that Nowhere Coffee can donate coffee and tea.
- **Garter Bowl (Oct. 11):**
  - Menu: Mac n cheese, walking tacos, hamburgers, hotdogs, pretzels, pizza, popcorn.
  - Will need 10 volunteers and a griller for a single shift of 5:00-9:30PM. Note that this is a good night for cashier/concessions training.
- **Homecoming (Oct. 13):** Will need extra volunteers and food.
- **PMEA Chorus Auditions (Oct. 23):**
  - Tina can lead and Vicki can help organize concessions.
  - Auditions are from 4:00-11:00+PM. Request Chorus parent help.
- **Senior Recognition Night (Oct. 27):**
  - Pictures should be done in time for senior posters. Last year's template is available.
  - Football Boosters would like to know if Music Boosters would like to split the cost on the decorative balloons. Last year's cost was ~\$165. Frank Anonia suggests sharing cost as a goodwill gesture. *Motion to split the senior recognition balloon cost with the Football/Cheerleader Boosters made by Vicki. Seconded by Kevin. Approved.*
- **Tri-M Honor Society Induction (Nov. 1):** Wendy, Karen will take care of refreshments.
- **Clothing Drive:** Wendy will check with Nicole McGalla about holding it during Community Resource Fair (March 16, 2024). Cynthia will book date once confirmed.
- **Website/Social Media:**
  - All sign-ups are on the website in the interactive calendar. Wendy will still email sign up reminder.
  - Suggestion for future to put pictures behind a login for members only for privacy.
  - Request for Steven to put Executive board meetings on calendar as they are open.
- **Booster Promotion Video:** Create a video to show parents what Music Boosters do. Wendy has started filming clips of volunteers.
- **Fundraisers:**
  - **Ornaments:** Wendy will contact the Heintzelmans. Personalized ones should be ordered early using Square. Generic ones will be sold at concerts. Dave will need to determine dates for ordering the personalized ornaments.
  - **Basket Bingo:** tabled for future meeting.
- **Event for Kids:** Wendy is looking at renting out a movie theatre.

**Next meeting:** Executive board meeting on Tuesday, Oct. 17, 2023 at 7:00PM.

*Motion to adjourn by Voula. Seconded by Tina. Approved.*

**Meeting Adjourned.**

#### **List of Items Tabled for Later Discussion**

- **Website photos:** Payment for pictures is tabled to a later meeting. (Oct. 20, 2022)
- **Conflict of Interest Document:** Tabled for future meeting (Aug. 8, 2023).
- **SOP/Manuals:** Tabled for future meeting (Aug. 8, 2023).
- **Fundraiser:** Basket Bingo tabled for future meeting (Sep. 19, 2023).