

MUSTANG BAND BOOSTERS

Meeting Minutes

February 3, 2014

Present: *Executive Board* members in attendance included: Carol Tedeschi, Craig Roselieb, Greg Hensel, Danielle McDaniels, Kathy Seitz, Lisa Joseph, Peggy Nuccio, JoAnn Wiechec, Bill Shimanek, Paul Meek, and Lynn Filla-Clark

General Board members in attendance included: Gretchen Shearer, Jan Colip, Lori Jarmakowicz , Tom Roth, Jim Rustik, Laura Guagliardo, Christine Arlt, and Eileen Moroney

Also in attendance:

I. Call to Order - President (Carol Tedeschi):

The meeting was called to order by Carol Tedeschi at 7:03 p.m.

II. Student Report - Student Band President/Vice President (John Shimanek/Luke Josey)

Since Last Meeting

- Holiday Concert (Dec 12)
- Japanese Students (Dec 16-18)
- Saturday Sugar bowl rehearsals (Dec 21, 28)
- Sugar Bowl Trip (Dec 29 - Jan 3)
- Jazz Café (Jan 9)
- Purdue trip (Jan 17-18)
- All State Conference (Jan 22-25)
- NIU Jazz Festival (Jan 30)
- Lab Band at New Trier High School

Upcoming Events

- Lab Band at Evanston Township High School Jazz fest (Feb 8)
- 2014 Marching Band kick-off (Feb 11)

Anything for us?

Tom requested that John push volunteers for the Winter Guard show on February 16th.

Lynn requested volunteers for Market Day pick-up on Sat. Feb, 22nd.

Students will be needed to pass out Butter Braid samples at the band concerts on 3/5 and 3/6. They will also be needed to help with Butter Braid pick-up on 3/20.

III. Approval of Minutes - Recording Secretary (Danielle N. McDaniels):

Motion for Approval of the November 4, 2013 minutes by: Lisa Joseph

Seconded by: Peggy Nuccio

Time of Approval: 7:10 p.m.

Motion for Approval of the December 2, 2013 minutes by: Judy Swain

Seconded by: Lynn Filla-Clark

Time of Approval: 7:10 p.m.

IV. Treasurer's Report - (Paul Meek):

Paul reported the following:

Total cash receipts during the months of December and January were \$25,336, while total cash disbursements during the same month were \$88,444. The primary sources of cash were as follows:

The primary sources of cash were as follows:

Sugar Bowl Trip Payments	\$6,548
Fall Banquet	4,465
Cheesecake Sales	4,295
Purdue & New Trier Jazz Payments	3,850
Winter Guard Fees	2,475
Merchandise Sales	1,187
Booster Fees	400
Go Roma Fundraiser	325
Donations	50

The major categories of payments during the Period were:

Sugar Bowl Trip	\$76,571
Cheesecake Purchases	3,085
NIU Jazz & Dinner	2,300
Color Guard Fundraiser Expenses	1,509
Leadership Expenses - 2014	1,159

Merchandise Purchases	909
Winter Guard Uniforms	833
Fall Banquet	790
Purdue Jazz Trip (Bus)	544
New Trier Jazz Trip	510
Winter Guard Flags	415
2013 Music Bowl	100

Total Cash On Hand at January 31 = \$91,278

Paul submitted an initial proposal for the marching band budget. Fee payment is based on 135 marching band members.

V. Comptroller's Report - (Bill Shimanek):

Bill reported the following:

Bill inquired about what to do with Charms in regards to the season kick-off meeting.

Carol stated that she has contact information for incoming freshman.

✓ Color Guard Coordinator's Report (Lori Jarmakowicz/ Laura Guagliardo/Brenda Washington):

Nothing to report.

✓ Winter Guard Festival Report (Tom Roth)

Show Info

Sunday, February 16, 2014 from 11AM - 3PM

26 Guard Units from 4 States

Festival Program

All complete except performance schedule. Will be reviewed from MWCGC the week before the event. Will be printed and folded here at school

Festival Flyer

Completed and handed out at Freshman Orientation

Will be posted in school week of the event

Festival Advertising

Fine Arts Blog - Done

Downers Grove and Woodridge Patch Events - Done
TribLocal Downers Grove - Done
Local Junior High Schools - To Be Done
Booster Website - To Be Done

Circuit Paperwork

All required paperwork has been submitted

Awards

All awards have been ordered and shipped

Work Order

Work order has been completed

Mr. Roselieb and Tom are scheduled to meet with the administration on Friday,
February 7

Signage

19 exterior sign locations along with appropriate message have been identified

Exterior signs need to be made

48 Interior Sign template have been made

Finalizing the location of interior signs

Will be printing interior signs later this week

John Quinn will secure the necessary construction horses for the exterior signs

Concessions

Jeanette is working hard to get all of the concession preparation complete

Flower Sales

Flowers have been purchased; ribbons and note cards have been donated

Volunteers

Still need adult and student volunteers: adults for Concession; students - Unit
Movement

Committee Meeting

Wednesday, February 5 @ 7PM in the band room

✓ **Winter Guard Coordinator's Report (Laura Guagliardo):**

Laura reported on the following:

The winter guard participants have decreased from fourteen to twelve. The guard will be participating in the following upcoming competitions:

1/26/2014	Steperettes Cadets show at Naperville North High School
2/8/2014	Lincoln Way North show
2/16/2014	Downers Grove South Show
3/8/2014	Lake Park Show
3/23/2014	Carl Sandburg Show
3/29/-3/30	LaPorte MWCGC Finals

A \$225 fee was requested of each participant. Fee payments were due 12/19/2013. There may still be on outstanding payment.

Tom Roth has begun meetings regarding the competition at DGS on 2/16/14.

Tom reported on the following:

✓ **Equipment Coordinator Report (Mark Wiechec):**

Nothing to report.

✓ **Video Coordinator Report (Mike Legel):**

Mike has heard back on his offer to video the Winter Guard show and will be reviewing the schedule to see if time is available. Tom Roth is speaking with the directors from other schools to determine if there is a desire to have Mike generate instant DVDs as he does for Music Bowl.

VI. Band Director's Report - (Craig Roselieb):

Craig reported on the following:

2014 Marching Mustangs

- Leadership training was a big success - 37 candidates and a great day with Brent Turner
- Interviews are this week on Tuesday and Thursday evenings
- Feb 11 Recruitment Night - Leader Announcements, Show Theme, Calendar
- See attached fall performance schedule - Several Changes
- Staff inquiries have been made to replace 5 outgoing staff members. Craig found out earlier today that one of the positions has been secured for visual package i.e. marching style.

- The fee for next year will be \$50 less than previous years and all payments with the exception of the activity fee will be done by May.

Fund Raising Opportunities for new freshman (and others)

- SMART Fundraising Info - New. Chris Blum presented on this fundraiser that involves purchasing household items such as lotions, shampoos, and body gels.

Questions:

The first delivery would need to be picked up by the students correct? **Yes, but no separating has to be done. Packages come individually packaged by students.**

Can the profits be split between individual student accounts and marching band? **The company can design the program in whichever way you like.**

What kind of marketing materials are provided for the "kick-off"? **Representatives come and discuss the product line with families. Samples are available. Order forms are distributed at this time as well. A website with more information will also be provided to families.**

Peggy made a suggestion to present this information to bands at the parent social in June.

- Market Day - February 22
- Butter Braids - March 20
- Plant Sale - ??
- Game Night - March 1

Sugar Bowl

- Final Account balances - Remaining expenses? Balance to go back to scholarship fund

Music Bowl Things To Do

- October 25, 2014 has been finalized
- 7 bands have already registered
- Finals competition will be based on sign-up numbers

Student Activities Office Info

- Working on final update of \$55 activity fee - Greg Hensel update
- Winter Guard Festival - Sunday, Feb 16 - Final meetings taking place this week

Concert Season Continues

- March Concerts - Tues, March 4, WS and CB, Thurs, March 6, WE and SB

- IHSA Solo & Ensemble Contest – Saturday, March 8 at Hinsdale South HS
- February 26th the composer for the Wind Ensemble piece, Jess Turner will be coming to work with the band.
- Saturday, March 22nd. Jazz workshop and Ensemble will be going to ISU.

Band Director To-Do List - Other Stuff

- Greg would like to ask for a budget to feed the pep bands on middle school night.

✓ **Jazz Activities Report (Glenn Williams)**

NIU/D99 JAZZ FESTIVAL A SUCCESS

The NIU/D99 Jazz Festival was once again a resounding success, with all four D99 bands performing well and the NIU Band bringing down the house with guest artist Donald Harrison. This was Ron Carter's last tour and appearance at D99 as he is retiring at NIU at the end of the year.

Special thanks to Eileen and Pat Moroney, with an assist from Carol Tedeschi, for providing hospitality for the NIU Band and for the D99 staff.

JAZZ WORKSHOP TO NEW TRIER JAZZ FESTIVAL

Jazz Workshop participated in the New Trier HS Jazz Festival on Saturday, February 1, 2014. In addition to performing for expert adjudication and a clinic, the students were able to see and hear the amazing Christian McBride Big Band.

2014 PURDUE UNIVERSITY JAZZ FESTIVAL RECAP

The Jazz Ensemble, Jazz Lab Band and Jazz Chamber Ensemble from South High School in Downers Grove performed and competed at the 2014 Purdue Jazz Festival. Jazz Ensemble I earned a Division I rating, Jazz Ensemble II earned a Division II rating. Numerous student musicians from both ensembles were cited by the adjudication panels for their Outstanding Musicianship.

From Jazz Lab Band: Nikil Chari, drums; Amanda Field, alto saxophone; Tyler Jankowski, drums; Noelle Kohnke, drums; Joe Kreidl, baritone saxophone; Matt Laczynski, trombone; Jonathan Nelson, bass; Eric Petro, guitar; Kat Woltman, bass; Susan Zhou, piano, and Adam Zlotnicki, trumpet.

From Jazz Ensemble: Nathan Gresik, trumpet; Jack Herstowski, guitar; Brianna Imgruet, trumpet; Cassie Plata, tenor saxophone; John Shimanek, trumpet and James Weiss, tenor saxophone.

Outstanding Musicianship citations for the Jazz Chamber Ensemble will be mailed in the coming weeks.

COMING EVENTS

Jazz Ensemble and Jazz Workshop and our Jazz Chamber Ensemble will travel to Illinois State University on Saturday, March 22, 2014 during the day to participate in the Jazz Festival at ISU. Stayed tuned to your classroom communications for more details as we get closer to the date!

✓ **Jazz Coordinator's Report (Patrick & Eileen Moroney):**

Eileen reported on the following:

Forty-four students in Jazz Lab and Ensemble attended the Purdue University Jazz Festival on January 17 & 18. \$3530 was collected which includes a \$10 overpayment and 2 student account payments. One student and parents insisted they turned in payment, but a second check was requested.

Jazz Workshop attended the New Trier Jazz Festival on February 1st. Payments were received for 17 students plus 6 family members totaling \$480.

The NIU Jazz Ensemble clinics and performance was January 30th. As of January 30th we have received ticket money totaling \$1659 through check, cash, and student account payments. \$70.00 was collected at the door.

We served Gattos for dinner to the NIU Jazz Band, Ron Carter, DGS and DGN band directors and some family members. The cost for the dinner, dessert, drinks, and water/snacks for the afternoon was \$383.00

We are supposed to split the door sales and dinner costs with DGN Boosters. Half the dinner cost minus half the door sales would be \$156.50.

✓ **Trip Coordinator's Report (Karen Grudzinski):**

Nothing to report.

VII. President's Report - (Carol Tedeschi):

Carol reported on the following:

- ✓ Carol thanked everyone who hosted the Japanese students. Although there was a language barrier, for most, it was a great experience and the universal language of music could be understood by all.

- ✓ Congratulations to the band students and Mr. Roselieb and Mr. Hensel for a successful trip to New Orleans. Everyone at home was very proud as they presented the flag for our National Anthem. It sounded like everyone had a great time and that it was a successful trip. Thank you to all of the parents who chaperoned this trip to make it run so smoothly.
- ✓ Carol thanked Eileen and Pat Moroney for a job well done with the jazz cafe, collecting payments for Purdue, New Trier, and the NIU concert, chaperoning the students to Purdue, and feeding the NIU band before their performance last week.
- ✓ There was a great turnout for Freshman Orientation with lots of eager student leaders in attendance. 54 freshman signed up, with prospects of some more who might not have attended. Thank you to Tom Roth for putting together a Google Doc that made the sign up easy and for taking the time to gather the information into lists available to the Craig the very next morning.
- ✓ Thank you to Jackie Prazak for chairing the cheesecake sale and pickup back in December. Thank you to Marty Wronkiewicz for organizing the lunch for all of our student leader applicants on Martin Luther King Day.
- ✓ Due to the terrible weather this past month, the nominating committee has not met yet. Carol is hoping to get together with them in the next week or so. She has started a list of open positions. Carol asked that anyone not returning to his/her current position next year, please let her know that a replacement is needed. Also let Carol know if a position requires a shadow for next year.
- ✓ During our budget meeting, there was a proposal to cancel Kiwanis Peanut Days due to the difficulty of getting volunteers for this event. The new proposal has been to replace that fundraiser with the Car Wash. The Boosters are excited at this possibility since the Car Wash proved to be a great way to get students involved. Gretchen Shearer was shadowing Ellen Heflin for Kiwanis this past year and has agreed to chair the Car Wash in the summer. Thank you Gretchen.
- ✓ Finding volunteers has proved to be difficult for any event, even with the many emails sent out. Carol is asking that all board members promote the need for volunteers. Talk to your friends. Sometimes a personal conversation is much more effective than an email.

VIII. Vice President of Communications & Public Relations (Pam Baker):

Nothing to report.

✓ Website & Email Coordinator Report (Rolando Cervantes):

Nothing to report.

IX. Vice President of Ways & Means (Lynn Filla-Clark):

✓ **Cheesecake Fundraiser (???)**

- a. Total profits: \$1,344.50 - split evenly between booster (band, choir, orchestra) and student accounts (\$672.25 each to boosters and student accounts). Total of 258 cakes sold
- b. Profits down significantly from prior years - may be due to the sale coming right after Sugar Bowl payments being due and all of the group fundraising
- c. Jackie Prazak is going to be looking into finding another vendor for next year given that Gourmet Cheesecakes is becoming less and less customer friendly. A suggestion was made to try Bakers Square pie cards.

✓ **Market Day (Jenn Riemer):**

- d. December: Total \$746.59: \$424.07 to Band; \$322.52 to Student Accounts
- e. Next Market Day Saturday, February 22 (*need student volunteers*)
- f. Market Day is changing how they deliver for next school year - they'll have orders pre-packaged/sorted. This will reduce the number of volunteers needed.

✓ **Merchandise (Sharon Gresik):**

Spirit Wear order totals for 2013

General band - 5 items ordered - 11 families, 2 stock items sold (2 non-marching band families and one 8th grade family)

Jazz band - 22 items ordered - 13 families, 3 stock items sold (3 non-marching band families and one 8th grade family)

Flannel pants - 5 items ordered (one sold from stock)

Sweatpants - 9 items ordered

Total of 41 items ordered and 6 items sold from stock for \$170.50 profit
(\$ 117.75 sold from stock & \$52.75 for profit from the orders)

Sharon is looking for someone to replace her for merchandise coordinator next school year as she is the parent of a graduating senior. Sharon stated that the transition should run smoothly as all order forms, invoices, deposit forms, information on ordering show shirts is easily organized into folders.

✓ **Restaurant Fundraisers (Sherri Ghazaleh):**

Sherri Ghazaleh is working on getting something set up for February or March. Panera, Meatheads, and Carrabas have been suggested.

✓ **Butter Braid Fundraiser (Christine Arlt):**

Sale dates from Feb 24 - March 13, with delivery on Thursday, March 20

Samples to be provided at March 4 and March 6 concerts

Price and cost have increased - Sale price: \$13 per braid; Cost: \$7.80, with total profit of \$5.20.

In the past we've split profits so \$2 per braid goes to student accounts, but splitting profit evenly between band and student accounts would be in line with how we handle cheesecakes and plant sale.

Chris Arlt has been negotiating with Butter braids on the number they provide for samples - they've decreased the number to 6, so we'd need to pay for the extras. Last year we ordered 12 for each concert; we're planning to order less, but we definitely need more than 6 total since we've got 2 concerts, and need 6 - 9 braids for sampling at each concert.

✓ **Game Night (Peggy Nuccio):**

March, 1, 2014 from 7:00 p.m. - 11:00 p.m.

Each student is responsible for selling 5 tickets @ \$5.00 each. Students will earn half of the ticket price for any tickets sold after the first 25.

✓ **GFS Marketplace**

Fundraiser was approved and an agreement form will be submitted.

People sign up and the band earns a rebate based on the percentage of sales - between 5% and 10%.

✓ **Plant Sale (Charlene Kubik):**

Charlene Kubik is tentatively looking at a pick up date of Saturday, May 10.

X. Vice President of Membership- (Joanne Wiechec):

Joanne reported on the following:

Marching Band 2013-2014

Only 2 students, out of the 132 Marching Mustang roster, have not paid the final \$100 marching fee that was due on October 1, 2013. All other marching payments and shoe fees have been collected.

Numerous collection attempts, through both email and phone calls, have been made to try and collect these delinquent payments. Help has been sought from Carol Tedeschi and Mr. Roselieb, however, these payments still have not been received.

Financial activity for marching band fees:

\$59,250.00	Balance on 1/4/14
<u>100.00</u>	Deposits
<u>\$59,350.00</u>	Balance on 2/2/14

Season Recap To-Date:

Total Marching Fees Expected: 132 students x \$450 = \$59,400.00

Cash collected as of 2/2/14	56,334.30
Scholarships awarded (6 - \$200/each)	1,200.00
Subsidized fees - 3 families (3- \$200/each)	600.00
Transfers from Student Account funds	3,015.70

Refunds issued: Dropped by refund date of 6/14/13	(1,700.00)
Marching fee overpayment	<u>(100.00)</u>
Marching Fees - Balance as of 2/2/14	\$59,350.00

Fees to still be collected	<u>200.00</u>
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Total Marching Fees - if delinquent accounts are collected: \$59,550.00

Possible resulting overage - \$150.00 (result of student who dropped past refund date (student relocated, no refund requested - per C. Roselieb)

General Band 2013-2014

We currently have 67 families that our contributing members of the Band Boosters.

\$ 3,500.00	Balance on 1/4/14 (includes additional donations from 2 families)
<u>0.00</u>	Deposits
<u>\$ 3,500.00</u>	Balance on 2/2/14

XI. Vice President of Music Bowl- (Peggy Nuccio/Judi Swain):

Peggy reported on the following:

The Music Bowl site went live on January 15. 6 bands have signed up to date. A 2nd email blast has been sent and Peggy intends to send a third by the end of the week. She is a little worried about the conflict with BOA Indianapolis, but will have to wait and see.

Peggy has heard confirmation from 5 judges and will have to wait until March for a few others. I am working on more requests.

Peggy would like to discuss raising the entry fee next year from \$150 to \$200 prior to July 15 and \$250 after July 15. Providence Catholic charged \$200 in 2013 and they do not have finals. There is a need to at least cover the majority of judge's expenses from entry fees. As of now, with 20 bands paying \$150 each, the collection is only \$3,000. More than \$6,000 was paid out in judge's expenses alone. The cost for trophies is about \$3,000 as well.

A sponsorship chair is needed to diligently work to get more sponsorship money to cover some of these necessary expenses. Last year's Music Bowl was operated without a sponsorship chair and Peggy made the best attempt to send letters and emails to more than 20 large businesses, in addition to all the other chair responsibilities, but was not successful in getting more than the usual sponsors.

XII. Vice President of Student Accounts- (Kathy Seitz):

Kathy reported on the following:

December:

The balance of Student Accounts as of December 1, 2013 was \$4,076.68

Revenue in December includes: \$407.56 from November Market Day Sale; \$589.50 from Cheesecake Sales

Expenses in November include: \$80.00 for payment for Purdue Jazz Trip

The balance in Student Accounts as of December 31, 2013 is \$4,993.74.

January:

There was no revenue or expenses for the month of January.

The balance in Student Accounts as of January 31, 2014 is \$4,993.74.

XIII. Vice President of Uniforms (Lisa Joseph/Mary Beth Owano/Barb Rustik, Leah Gurnic)

Lisa reported on the following:

I. Sugar Bowl

A. The committee created uniform assembles for the ten band students that were not in the Marching Band, but were participating the mass band for the Sugar Bowl.

B. The committee distributed District 99 blue polo shirts for the jazz band to wear for their performance in New Orleans.

1. The committee would like the directors to collect the shirts from the students that participated by Friday, January 10, 2014. They will then be cleaned and stored for future use. Thirty-two students were issued blue polo shirts along with Mr. Bluder.

C. Uniforms were returned and stored in the loft after the trip

II. Uniform Cleaning

A. This month uniform pants hems will be taken down in preparation for the end of season cleaning.

B. Uniforms will be sorted by pants and jackets and then grouped and bagged in anticipation of the end of season cleaning.

C. Arrangements are being made to secure a date for the cleaners to pick-up the uniforms and a return delivery date.

D. The old uniforms were not worn, therefore they will not need to go to the cleaners.

E. If it has not already been done, the food items from the Music Bowl that were left on the floor need to be stored so that there is room to sort and bag the uniforms.

Jim Rustik submitted a proposal for new hatboxes. These hatboxes would be more durable and possibly weather resistant than the current cardboard hatboxes. The budget will be amended to reflect the increased cost of the new hatboxes.

XIV. Vice President of Volunteers (Karen Grudzinski):

Karen reported on the following:

Volunteers will be needed for the Winter Guard Show scheduled for February 16, 2014.

XV. Vice President of Hospitality/Concert Band (Lori Grischow):

Nothing to report.

XVI. Vice President of Hospitality/Marching Band (Theresa Herstowski/Marty Wronkiewicz):

Hospitality served pizza, salad, veggies, fruit, cookies and lemonade to 44 students and staff for Leadership Day on Monday, January 20, 2014.

Thank you to Carol and Tom Tedeschi and Sue Seelander for volunteering to serve and help with the meal and clean up.

XVII. Miscellaneous, Unfinished Business, New Business (Carol Tedeschi)

✓ Audit Report (Bill Shimanek, Danielle McDaniels, Kathy Seitz)

Carol requested that the Audit Committee have something to report by next month's meeting.

XVIII. Announcements (Carol Tedeschi):

The next meeting is scheduled for Monday, March 3, 2014 - Room D180 - 7:00 p.m.

XIX. Adjournment (Carol Tedeschi):

The meeting was adjourned at 9:13 p.m.