

# MUSTANG BAND BOOSTERS

## Meeting Minutes

August 5, 2013

**Present:**

*Executive Board* members in attendance included , Carol Tedeschi, Danielle McDaniels, Paul Meek, Bill Shimanek, Pam Baker, Theresa Herstowski, Joanne Wiechec, Peggy Nuccio, Judi Swain, Kathy Seitz, Lisa Joseph, Barbara Rustik, Lynn Filla-Clark, Craig Roselieb, and Greg Hensel.

*General Board* members in attendance included Mark Wiechec, Brenda Washington, and Sharon Gresik.

*Also in attendance:* Gretchen Shearer, Christine Webb, and Theresa Szot.

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

The meeting was called to order by Carol Tedeschi at 7:01 p.m.

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

Since Last Meeting

- Marching Band Mini Camps (June 17-19)
- Morris Concert - Jazz Ensemble (June 20)
- Fourth of July Parade - Marching Band (July 4)

Upcoming Events

- Car Wash and Yard Sale (August 17)
- Band Camp (August 18-23)
- School Begins (August 28)
- First Football Game (August 30)
- Mini Camp (September 7)
- Lake Park (September 14)

Anything for us?

Lynn requested: Market Day volunteers needed on August 17<sup>th</sup> at 8:15 a.m. - 9:30 a.m.

This is the same day as the car wash.

Craig requested:

- 1<sup>st</sup> Section leader meeting - which days are dress up days during band camp week?
- Water schedule needs to be decided.
- Make sure all band members know that picture day is August 27<sup>th</sup> . A schedule needs to be set up.

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

Motion for Approval of June 3, 2013 minutes by: Barb Rustik

Seconded by: Judi Swain

Time of Approval: 7:11 p.m.

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

Paul reported the following:

Total cash receipts during the months of June and July combined were \$32,537, while total cash disbursements during the same 2 months were \$13,558. The primary sources of cash were as follows:

Sugar Bowl Trip Payments	\$14,575
2013 Marching Fees	12,400
Jazz Fund Receipts	2,240
2013 Music Bowl Receipts	1,625
Merchandise Sales	1,185
Booster Fees	100

The major categories of payments during the Period were:

Staff Payments	\$6,940
YIM Clinic	2,100
Marching Band Fee RePayments - Drops	1,050
Merchandise Purchases	919
Group Meals	821
Color Guard Equipment	436
Use of Directors' Discretionary	350
Sugar Bowl Trip Refunds	300
Refund of Duplicate Music Bowl Payment	150
Percussion Supplies	125

Total Cash On Hand at July 31 = \$110,462

A few new changes have come up since the Marching Band budget was approved. The proposal is to add \$1800 to the expenditures while also increasing revenues due to increased enrollment. A motion was approved to amend the budget.

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

Bill reported the following:

July 30, 2013 was the first year-end processing of the Charms system. With the assistance of Carol Tedeschi, Joanne Wiechec, Kathy Seitz and the Charms year-end tutorials the process went smoothly. Back-up files and reports were made before the last year was closed out. All students were moved up one grade to reflect the grade they will be in for the 2013-2014 year and the seniors were graduated to alumni status. Student service points through last May were zeroed out in the system and ongoing trips such as the Sugar Bowl trip were continued to the new school year.

Students and parents have recently used the Charms system to add their names to the volunteer lists for Sugar Bowl trip car wash and yard sale. Carol has suggestions for additional uses such as the ability to send emails to the executive board, the general board or the music bowl committee. Another suggestion is to complete the calendar in the Charms system. Please let Bill know if there are additional suggestions.

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

Brenda reported on the following:

The girls have been assigned their parade uniforms and warm ups for the season. There are a total of 23 girls. The uniforms and last purchases for the color guard should be in by the end of August. Invoices were sent for reimbursement.

Still awaiting word to see if it is okay to proceed with the Color Guard fundraiser. The fundraiser would be with Yankee Candle and held in October.

### **✓ Winter Guard Coordinator Report (Laura Guagliardo):**

Nothing to report.

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

Mark reported the following:

#### **Color Guard Fronts:**

Tom Roth has designed and built a sample color guard front. Both the color Guard instructors and Mr. Roselieb approve of the design. They need 20 fronts for the show. Based on the current design the cost of the fronts will be \$1084.00

Here is a breakdown of the cost. Bill of Materials:

Wood	894.00
Hardware	118.00
Screws and Staple	38.00
Paint & supplies	34.00
Total	1084.00

Mark has contacted Menards and Home Depot regarding pricing and discounts. The price for the material is the same at both stores. However Home Depot was willing to discuss a school discount or possible donation of some of the material. Once I have a finalized shopping list they told me to come in and talk with the store manager.

The cart that carries the fronts needs to be refurbished, since the fronts are larger and there will have 4 more than last year. There is no estimate on the cost of this work at this time.

#### **Pit Instrument and Cart Wheels:**

The pit equipment needs replacement wheels. The current wheels require air and often go flat. Dwayne has obtained a quote for replacement no-flat wheels for all the pit instruments and carts. There are 44 wheels in all. The new wheels should not require any maintenance. The total cost is \$1255.28. This includes a 10% discount. The wheels will be delivered in 7 to 10 days from the date of order. The wheels would then be installed on the various equipment.

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

Mike plans to record the band's performance at least once per week and a few different times at band camp this month. He is planning to make these recordings available on YouTube but not officially listed. Anyone wishing to view them will be required to have a link. If Carol could let Mike know who should get the link he will be happy to send it out as the videos are uploaded and available. Once the season is underway, Mike will list the videos using the normal method and make them searchable.

During the season, home football halftime performances, some practices, and most competitions will be shot - weather cooperating. Mike has a new helper this year and will use him as much as he wants to be used. Mike will be contacting him about the one conflict he is aware of for the season - the Wheeling Competition in late September. If there are any additional performances that the band would like captured, please let Mike know a couple of days in advance and he will try to accommodate. At the end of the season, a banquet video will be provided along with a season video compilation to all of the members as has been done in the past.

Please let Mike know if there are any questions or if he can help in any other way.

Craig requested that Mike double check to confirm which late Septemebr competition the conflict is actually for, the date for Wheeling (21<sup>st</sup>) or Providence (28<sup>th</sup>).

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

Craig reported on the following:

### **2013 Marching Mustangs**

- Color Guard Front model created. Budget may exceed \$1,200 by \$100-200
- All Contracts completed - Bill Jindrich due \$\$, Bryce 3<sup>rd</sup> payment due for \$210
- Wireless microphones purchased (total bill \$2,037.95) One is especially designed for flute, the other for any brass or saxophone

### **Sugar Bowl**

- Greg attended a preview trip to New Orleans and showed a power point presentation regarding the areas the band will be seeing/staying etc.
- DGS will be competing with the marching band. At this point the Marching Mustangs are competing against one other marching band.
- Final push for trip participants will be made during the Sept 12 open house.

### **Student Activities Office Info**

- One correction to the calendar - Sept 13 rehearsal is from 1:30-4:30 (not 3:30 - 6:30).
- Waiting for confirmation of stipend payments and final rehearsal space availability.

### **Hosting Opportunity**

- December 16-17 DGS has the opportunity to host (in homes) 75 Japanese students from the Kagoshima Joho Band in advance of their performance at the 2013 Midwest Clinic
- Two night stay, and 1 day while students visit South High and rehearse on stage
- Combined concert with WE and their group on Tuesday, December 17, 2013 at 7:00 pm

### **Band Director To-Do List - Other Stuff**

- Greg - update on booster website using wix.com. Website is live and up and running. Greg just needs to make a few final touches. A parent has stepped up to take over the website once it is completed. You can visit website at [dgsbandboosters.weebly.com](http://dgsbandboosters.weebly.com). Craig suggested adding a redirect page to the current band booster page for parents.
- Work order for August 17 fundraiser
- Band Camp Work Order from last year can be updated for this year. These orders need to be done by early next week.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

Carol reported on the following:

- ✓ Marching Band 101 was held on June 18<sup>th</sup>. There were about 20-25 parents in attendance and it was well received. Thank you to Jan Colip for helping to facilitate as well as Tom Roth and Ken Bluder who shared useful information for parents. The Boosters can access the need for future information sessions throughout the year.
- ✓ Thank You - With the changing of the board, the Boosters had a lot of people taking on some major tasks over the past couple of months.
- ✓ Thank you to Peggy Nuccio and Judi Swain for organizing our Parent Social which was held on June 13<sup>th</sup>. The evening was well attended by freshmen parents. We need to find a way to encourage returning parents to come out too. Thank you also to everyone who helped stuff folders and provided treats for the evening.
- ✓ Thank you to everyone who helped with the 4<sup>th</sup> of July parade. This was the first outing for our new “water dads”, Jim Rustik and Pat Campbell and “uniform moms”, Lisa Joseph, Barb Rustik, Mary Beth Owano, and Leah Gurnic. Everything went well and we had a great group of helpers to spritz the students as they marched. Thank you to all those who volunteered and to Karen Grudzinski for organizing volunteers. Special thanks to Mary Coley and Lisa Chentorycki for showing the new uniform moms the ropes; and to Tom Roth for helping move the trailer to the end of the route and roping off the lot so that there was a place to distribute water at the end of the route. All in all it was a great day and the student musicians represented our school well.
- ✓ Thank you to Theresa Herstowski, Marty Wronkiewicz and their crew of helpers for serving dinner for their first mini-camp. The students were fed well which included some homemade desserts. This was a great trial run for Band Camp.
- ✓ Open Positions: An email has been sent out for Kiwanis shadow, Market Day CoChair, and a Webmaster. As of this evening, there is a freshman Dad, Rolando Cervantes, interested in finishing the setting up of the new website which Mr.

Hensel has already been working on. Carol is working on getting him in contact with Mike Klimczak to access the information from the band's current website.

- ✓ Senior Signs - Carol is looking at working on senior signs either Tuesday or Wednesday of band camp week. She will need a couple of volunteers to help out and needs the use of a die-cut machine to cut out the instruments.
  
- ✓ Charms - Bill Shimanek, Kathy Seitz, Joanne Wiechec and Carol have met to roll over the Charms fiscal year. Charms has been used for volunteers for the car wash and yard sale. Plans to use Charms for Music Bowl, pit volunteers, and Market Day volunteers and Marching Band Camp dinner helpers is also in the works. Please let Carol know if you have ideas for any other uses.
  
- ✓ Truck Rental - Carol had received quotes form Berwyn Garage for the 6 competitions including the overnight trip to BOA. The quotes total approximately \$1300.

#### **VIII. Vice President of Communications & Public Relations Report - (Pam Baker):**

Pam reported on the following:

Pam needs to know who to email public relations information to in order to advertise the band events. Carol will try to find out and contact Pam. Several board members suggeseted local papers as a starting point.

##### **✓ Website & Email Coordinator Report (Carol Tedeschi):**

Nothing to report.

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

Candy Bar sale - usually starts early September after Labor Day. Lynn has an email in to Therese Nowak on details.

Lynn is meeting with fundraising chairs this Wednesday (8/7) to coordinate for this year regarding coordinating fundraisers for this year.

Lynn is also planning to put together a fundraising calendar again for this year as she has the last couple years.

##### **✓ Plant Sale (Bill & Charlene Kubik):**

Nothing to report.

✓ **Market Day (Jenn Riemer/Martina Perillo):**

Tentative June and July profits:

- June: Total \$286.97 - \$198.18 to Band and \$88.79 to Student Accounts
- July: Total \$597.01 - \$476.34 to Band and \$120.67 to Student Accounts

Jenn hasn't received final information from Rose Gamble with the Multi Needs program, but wanted to send in the tentative information. We'll send something final once she gets the additional information.

Next Market Day is Saturday, August 17 (same day as Yard Sale/Car Wash). Volunteers will be needed for Market Day pick up before the Yard Sale.

✓ **Merchandise (Sharon Gresik)**

Sharon will get summer fundraising information (Spirit Wear) out this week.

✓ **Parent Mentoring (Jan Colip):**

Nothing to report.

✓ **Restaurant Fundraisers (Sherri Ghazeleh)**

Total profits for March, April, and May were \$130 - \$140.

McDonald's suggested maybe having one fundraiser with directors working behind the counter - other schools have done this and it's been much more profitable. If this is done, they'd maybe try for after the new year, perhaps February.

Sherri's working on the first restaurant fundraiser at Go Roma for the new school year. Targeting early September - tentatively Sept 11 (another option is Sept 4). Need to consider whether this is too close to the BD's Mongolian Grill fundraiser. Craig suggested November right after Music Bowl.

✓ **Sugar Bowl Fundraising (Peggy Nuccio)**

Peggy reported on the following:

Students electing to participate in group fundraising must participate in 75% of the fundraising opportunities. This would mean 3 out of the 4 events. The car wash/garage sale is a mandatory fundraiser. There are 19 families who signed up for group fundraising who have not set up a volunteer time for the car wash.



Fundraiser Dates: Car wash/garage sale – August 17<sup>th</sup>  
March-a-Thon: August 18<sup>th</sup> -22<sup>nd</sup>  
Benefit Night at BD Mongolian Grill: September 25<sup>th</sup>  
Shopping Night: TBD

✓ **Kiwanis Peanut Fundraiser (Ellen Heflin):**

The Kiwanis Peanut fundraiser will be on Sept 26, 27 and 28th. Ellen will be looking for volunteers but does not plan on actively recruiting until after the car wash/yard sale is over. Ellen is still waiting for confirmation on the locations but has requested 75th and Lemont as well as 63rd and Main.

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

**Marching Band 2013-2014**

To date, the Marching Band roster consists of 133 students:

- 48 freshmen
- 30 sophomores, 28 returning plus 2 new
- 28 juniors, 27 returning plus 1 new
- 27 seniors, 26 returning plus 1 new (transfer student)

Refunds were granted until June 14, 2013. Since the last report, 5 students dropped and requested a refund which brings the total number of students who have dropped to 8.

\$45,850 in marching fees collected to date, leaving \$12,200 remaining due October 1<sup>st</sup> and \$1,800 past due. Some marching band forms still need to be received (13 contracts, 14 medical forms, and 21 insurance cards).

Collection efforts for past due payments and missing forms have included:

- Individual emails were sent out itemizing what has not been received, along with attachments of the necessary forms still needed.
- A form was included in the individual folders for Parent Social/Code of Conduct meeting listing what items were still missing, along with hard copies of forms still needed.
- Mr. Roselieb was informed of students who have not remitted any payments.
- Another round of individual emails were sent out July 26, 2013 to parents of each student who are missing a payment and/or form.

Financial activity for marching band fees:

\$40,000.00	Balance on 5/31/13
6,750.00	Deposits
(950.00)	Marching fees refunded
200.00	Fee Waiver student
(100.00)	Refund overpayment
<u>(50.00)</u>	Transfer to Sugar Bowl payment
<u>\$45,850.00</u>	Balance on 8/1/13

**General Band 2013-2014**

Two families have paid Band Booster dues for 2013-2014 since the last report.

\$350.00	Balance on 5/31/13
<u>100.00</u>	Deposits
<u>\$450.00</u>	Balance on 8/1/13

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

Peggy and Judi reported on the following:

**Music Bowl:**

21 bands signed up at this point with a drop pot of WW South and a new entry by Waukegan High School. Still no word from Marion Catholic or Sandwich HS regarding their participation. All invoices have gone out and most bands have paid. Peggy and Judi will touch base with the judges.

Thank you to Judi for organizing the Parent Social. Karen said there were many sign ups for volunteers for Music Bowl. Sign-ups through Charms seemed to have worked very well for the yard sale fundraiser and Judi and Peggy anticipate it being a success for Music Bowl. Thank you to everyone that helped make the night a success.

Music Bowl Committee meetings need to be set up over the next few months.

Last year's announcement book is still missing.

Information about sponsors, judges and participating bands needs to be added to website. 10% of every ad sold goes into the student's account. Only 3 ads have been sold/submitted at this time...Mueller Eye Care, Dr. Robert Girgis, and Bob Rogers Travel.

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

Kathy reported on the following:

The balance of Student Accounts as of June 1, 2013 was \$9,495.47.

Revenue in May includes: No Revenue

Expenses in May include: No Expenses

The balance in Student Accounts as of July 31, 2013 is \$9,495.47

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

Uniforms have been delivered from the cleaners and sorted. A run of shoe sizes has been ordered and picked up. An initial group of students has been fitted for uniforms, shoes, gloves, hats and raincoats. Future dates for fittings include: August 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup>.

**XIV. Vice President of Volunteers (Karen Grudzinski):**

The volunteers (water sprayers) for the 4<sup>th</sup> of July parade were superb. The band trailer needs to be washed and waxed.

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

Nothing to report.

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

✓ **Mini Camp**

The committee added the donation of treats for the mini camps to avoid the cost of purchasing them. They felt it went well.

✓ **Band Camp**

The hospitality committee is looking forward to feeding the students at Band Camp which runs from August 18<sup>th</sup> - August 22<sup>nd</sup>. The committee will also be feeding the band families on August 23<sup>rd</sup>.

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

A date needs to be set for the Sugar Bowl shopping night fundraiser. Late October or early November was suggested. Tuesday, November 5<sup>th</sup> was suggested. Craig will look into confirming this date and will let Theresa H. know.

**XVIII. Announcements (Carol Tedeschi)**

The next meeting is scheduled for September 9, 2013 - Rm. D180 - 7:00 p.m.

**XIX. Adjournment (Carol Tedeschi):**

The meeting was adjourned at 8:55 p.m.