

# ***Plainfield Band Booster***

## ***Meeting Minutes***

June 17, 2014

### **I. Call to order**

Those in attendance are listed on the attached sign in sheets.

Tim Underwood, Band Booster President, called to order the meeting of the Plainfield Band Boosters at 7:30 p.m. on June 17, 2014 in the Plainfield High School Band Room.

Tim Underwood welcomed everyone to the first meeting of the 2014-2015 year. Tim gave an introduction of himself.

Our next meeting will be July 22, 2014 at 7:30 p.m. in the Band Room. This is the 4<sup>th</sup> Tuesday in July, not the 3<sup>rd</sup> Tuesday which is traditionally the day we meet. The December meeting will probably not be held on the 3<sup>rd</sup> Tuesday either.

### **II. Minutes of Previous Meeting**

Minutes Approved – A motion was made by Karen Eibert and seconded by Jean Cox to approve the Minutes of the special Booster meeting held on May 20, 2014. All Boosters present voted to approve these Minutes.

### **III. Report from Michael Carpenter**

- a) We've already had a great start to the marching band season. In these first couple of weeks, the kids have gotten through about 40% of the show as far as music.
- b) We currently have 145 students participating in band/color guard. This is larger than most years in Plainfield.
- c) Hosting competitions helps the Booster organization. We have our Invitational on September 13, 2014 (we will perform). October 11, 2014 we host the ISSMA Scholastic contest (we will perform). We are waiting to get final confirmation, but we are hoping to host a drumline competition on February 21, 2015. In April, we will host the organizational contest again.
- d) Volunteer Spot – We use Volunteer Spot for Boosters to volunteer throughout the band/guard program. Boosters should try to get involved because it takes about 100 people on average to host one of the events above.

- e) Our marching band show this season is called Dreamcatcher. We will need help building props and modifying the uniforms. See Crystal Underwood if you can sew. Our uniforms will have a very dark look to them this year.
- f) Communication – Effective communication is a big push for the band this year. Go to the band website at [plainfieldband.weebly.com](http://plainfieldband.weebly.com) to see itineraries, the band calendar, pay fees, volunteer sign ups, etc. This website is the first source of information. We also have a Twitter page and a Facebook member page. Coming soon a Facebook Band Fan page which will allow us to advertise our upcoming events, fundraisers, outings, etc.
- g) My Music Office (a/k/a MMO) – This is a new tool for the band this year. We have a lifetime subscription. This allows Mr. Carpenter to keep all of the students' information in one place like instrument, locker number, locker combination, email address, home address, etc.
- h) We are also planning to push out a monthly newsletter to keep all students and Boosters informed. We hope to have the first newsletter published once starts back up in August.
- i) If you have a specific question about a certain area of the band or guard, please go to the person in charge of that area directly. Mr. Carpenter does not always have the answer nor does he always have time to answer, for instance, uniform questions.
- j) Band/Choir Assistant – Margaret Humrichouser has resigned her position with the school as the Band/Choir Assistant. She has accepted a full-time position with another company. If you are interested in applying for this position, please go to the school website. This position needs to have a detail-oriented person and will work closely with the School Treasurer.
- k) If you have a student in the band or guard, you are a Booster. Our organization's full name is Plainfield Red Pride Band Booster Organization. We are the organization that supports all performance group under the band fine arts department. We are all on the same team.
- l) We've made a great investment in our color guard team this year.

#### **IV. Treasurer's Report**

- a) The Treasurer's Report was given by Tim Underwood due to Harriet Doss being on vacation.
- b) The cash balance in the checking account as of 6/7/2014 is \$2,095.82.
- c) We need to transfer \$2,000 from checking back into savings.

- d) End of the year forecast is a balance of \$45.82 in the checking account.
- e) Discussion was held that the Athletic Boosters operate on an approximate \$50,000 budgeted year where the Band Boosters will operate on a budget this year of \$136,500. Marching Band costs about \$55,000-\$60,000, Winter Drumline costs about \$31,000 and Winter Guard costs about \$15,000.

## **V. New Business**

- a) Marching Band Fees for the 2014-2015 Season are \$325 per student. These fees are paid to the Plainfield Band Boosters. To compare, Avon charges \$1,000 per student and Monrovia charges \$600 per student. We are well under the average.
- b) Fundraising Buy Out Program – You can elect to “buy out” of most of the fundraisers by donating \$300 to the Band Boosters to support the band performance groups. There will be fundraisers that your student will want to participate in so that he/she can earn tickets to a special event like Bands of America (BOA) performance. This money goes directly into the budget and it is already calculated into the budget for the upcoming year.
- c) Marching Band – We will concentrate only on marching band between now and the 2<sup>nd</sup> week of November.
- d) Individual Sponsors – We cannot allow individual sponsorships for a student to participate in band/guard. The State Board of Accounts will not allow our students to collect money to pay their band fees. We also cannot ask a business to sponsor a particular child in band.
- e) Tax Deductions – There is a possibility that our band fees (\$325 per student) may be tax deductible. Tim Underwood and Harriet Doss are working on getting final clarification on this issue. However, if you donate to the band through the Fundraising Buy Out Program, then this donation should be tax deductible.
- f) We will have spirit wear available to order over the next couple of months. These include the red Band T-shirts and the Show shirts. The Band Boosters do make a little money on each shirt sold.
- g) Volunteer Spot – This is the program that the Band Boosters use where you can sign up to volunteer your time for our events. This program gives us a way to track and organize what is coming up. All Boosters will be receiving an email from the Volunteer Coordinator to sign up to staff our first aid tent for band camp. When staffing the tent, we need to be coaches for the students and very encouraging.

- h) Volunteer Opportunities – We need people to build props for the marching band show. We have also already spent over 100 man hours tearing down old props, organizing the band booster room and the uniform room.
- i) Band Camp – Our next meeting is during band camp on July 22, 2014. We will have a band picnic the evening of the last day of band camp which is August 1, 2014. Each student needs to bring a water jug, sun screen and sack dinner to camp each day.

## **VI. Introductions and Duties of Each Office**

- j) Marty Vaughan is the Band Booster Vice President. This is Marty's senior year. He will be working alongside of Troy Crum (Director of Operations) on the operations side of things for the band. Marty is also Tim Underwood's (Band Booster President) right-hand man.
- k) Jeannette Vaughan is the Director of Revenue for the Band Boosters. She will oversee the fundraising as she has done for a couple of years now. Marty Vaughan and Jeannette Vaughan have worked together on many of the fundraisers. Jeannette plans to create a team under her because this is she and Marty's last year with the band (Eddy is a senior this year). Therefore, this position will need to be filled next year.
- l) Kim Bray is the Director of Events for the Band Boosters. Kim will be working closely with Crystal Underwood, the Volunteer Coordinator, regarding any of our events. Kim will also need a lot of help from the Boosters to make the events run smoothly.
- m) Teri Groeschen is the Band Booster Secretary. She will be taking notes during all meetings (Board and Booster), type up the minutes and then distribute them to the appropriate groups. She will also have the minutes available on the band website.
- n) Troy Crum is the Director of Operations for the Band Boosters. Troy will oversee the areas of props, uniforms, semi-truck and trailer, Band Booster closet, Band uniform room, etc.
- o) Carole Snyder is the Director of Communications. Carole will be responsible for putting information and announcements on Twitter. She will be working alongside of Kim Bray regarding events, Jeannette Vaughan regarding fundraising, Troy Crum regarding operations and Mr. Carpenter regarding what is coming up with the band. She will also put together newsletters.

- p) Harriet Doss is the Band Booster Treasurer. The roll is Treasurer is very large. We need someone to help Harriet with bookkeeping and updating My Music Office (MMO) with student's account balances, etc.

## VII. Open Discussion

- a) Carpooling – Teri Groeschen will put together an email and distribute to all Boosters asking their permission to include their contact information in a directory of all students/parents. This list is intended to help with carpooling for band camp and future practices and events.
- b) At the end of our last meeting on May 20, 2014, we received a proposed Amendment to the Bylaws. This Amendment will be read again out our next Booster meeting and then voted on in August.

**Proposed Amendment** - Article 7.2 Length of Service is proposed to read as follows:

For purposes of efficiency in aligning skills with responsibilities, all Officers and Directors shall hold their perspective position for a term of one (1) fiscal year whether they be elected or appointed to such position. Consequently, every Officer and Director position shall be reelected every year. An Officer or Director may be reelected to the same position. However, no person shall hold the same position for more than two (2) consecutive years unless the additional length of service is expressly approved by a majority vote of the Boosters.

**Current Article** - Article 7.2 of our Bylaws currently reads as follows:

**7.2 Length of Service. For purposes of continuity, it is preferred that all Officers and Directors serve for a period of two years.** An Officer or Director may serve for a one (1) year term if approved by the Board before the prospective Officer or Director is elected into office. No person shall hold the same position for more than two years unless the additional length of service is expressly approved by a majority vote of the Boosters

- c) There was a typographical error on the ballot last month when the new Booster Board was voted on and elected into their positions. Kim Bray had requested a two-year term, but the ballot stated that she was being elected to a one-year term. Kim Bray will fulfill her duties as Director of Events for two years.

## **VIII. Adjournment**

Motion to Adjourn the Booster Meeting was made by Marty Vaughan and seconded by Kim Bray.

Tim Underwood adjourned the meeting.

Minutes submitted by: Teri Groeschen