

# ***Plainfield Band Booster***

## ***Meeting Minutes***

September 16, 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 7:35 p.m. on September 16, 2014 in the Plainfield High School Band Room.

Tim Underwood welcomed everyone.

Tim Underwood informed the Boosters that on the days of practices, football games or competitions, Doors 19 and 21 will be available for the students and parents to enter through. Parents and Students can park in the north small lot outside Door 19 on those days also. The students may also be picked up outside these doors after practice. The doors will open around 4:30 p.m. and will lock around 10:00 p.m. Tim encouraged the Boosters to drop Mr. Seifert a note thanking him for this option. There will also be carts by Door 19 for hauling heavy items to the band room. If you use a cart, please return it to Door 19 as soon as you are finished.

Our next meeting will be October 21, 2014 at 7:30 p.m. in the Band Room. This is the 3<sup>rd</sup> Tuesday in October.

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

Minutes Read and Approved – A motion was made by Dave Starks and seconded by Tina Hayes to approve the Minutes of the Booster meeting held on August 19, 2014. All Boosters present voted to approve these Minutes as read.

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

- a) Tim Underwood reported due to Michael Carpenter directing the students at practice tonight.
- b) September 29, 2014 will be the last picture day. The band/guard will have the group picture taken and the guard will have their individual pictures taken. This will be done during practice time. Crystal will not be here to help with uniforms, so we need volunteers to help with uniforms for the pictures. As a side note, anyone who ordered buttons on the previous picture day should be able to pick up their buttons in the band room this Saturday (September 20, 2014) from Julie Sisson.

- c) Quaker Day Parade and Lawrence Central Competition are this Saturday, September 20<sup>th</sup>. The students will wear their show shirts and blue jeans for the parade. The trailer should be at the school around 2:00 p.m. to start loading for the competition. There will be a front captain and a rear captain for trailer loading. The captains are in charge.
- d) Homecoming is September 26<sup>th</sup>. The parade will be at 5:30 p.m. beginning at Hadley Road and Red Pride Drive and going all the way around the school. All of Red Pride Drive will be closed during the parade. Please arrive at the school early so that you can park in the parking lot. If the road is closed by the time you get to the school, then you should park in the church parking lot until the parade is over. The band will need to leave the band room around 5:00 p.m. to get to the beginning of the parade because they are leading the parade. Best guess is that the band needs to be in the band room by 4:30 p.m. to get ready for the parade.
- e) Franklin Community's band director is the President of the IPA. He was very impressed with our facility and for the upcoming IPA competition that we are hosting in early 2015.

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

- a) The Treasurer's Report was given by Harriet Doss.
- b) We have approximately \$8,000 in the bank.
- c) For Invitational we budgeted to take in \$24,000 on this contest, but we only took in \$19,000. Some of our expenses were over. We budgeted for a profit of \$8,000, but we only made about \$3,000. However, we still have \$2,100 to pay from this profit. So, all in all, we only made about \$1,000 on the Invitational.
- d) We had about 70 credit card transactions on Saturday. The first transaction was at 2:04 p.m. at tickets and the last one was at 7:52 p.m. at concessions. The transactions ranged from \$0.50 to \$36. It was very quick to process the credit card transaction. For tickets, we need to move them inside the stadium for the wireless to work properly. We did a total of \$481 in credit card transactions between tickets and concessions. We hadn't advertised that we would be taking credit cards, so this was pretty good.
- e) We processed about 40 people who have used the band website to pay fees. It's a very secure website. You have to complete your transaction with a certain amount of time or you will be timed out.

- f) Harriet will be sending out statements soon, and there is a link that you can pay online. You will only receive a statement if you owe money. If you think there's an error, please contact Harriet.
- g) Harriet anticipates receiving about \$1,600 by the end of September. However, we need to have about \$6,000-\$7,000 in the bank to fund the ISSMA event on October 11<sup>th</sup>.
- h) Harriet and Tim have a meeting with Judd Wolfe tomorrow night (September 17, 2014) at 6:00 p.m. to discuss our sponsorship money that came in from the trailer sponsors. The amount that came in will help with our expenses. The trailer is school owned so to be able to use this money there has to be certain documentation and ways that it can be spent.
- i) There is still time to participate in the fundraising buy-out program.
- j) Discussion was held about where the money was spent for Invitational. It was discussed that about \$500 or more was used to purchase extension cords and other electrical equipment. However, this equipment will be reused at other events. The bulk of our expenses are in judges. We pay for flights, hotel rooms and compensation. We had planned on having some hotel rooms comped but another company ran us out of our comped rooms so we had to pay more than what we had budgeted for hotel costs.
- k) Harriet noted that we did make \$300 more at concessions than we had budgeted and we made more on tickets than we budgeted. However, we had budgeted for 15 bands to pay to attend, and we only had 10 bands pay.
- l) It was noted that for the ISSMA event in October that we don't pay judges, we have to give up 50% of ticket sales, but we keep all of concessions. We just need the starter money in the bank before the event.
- m) It was mentioned that in early 2015 we will be hosting the IPA and winter guard competitions which are going to have expenses that we have never incurred before so we need to make sure the money is there prior to these events.

## **V. Business**

- a) Tim Underwood reported that we did have wireless connectivity this past weekend at the stadium. The school got it installed and there were three (3) total units actually purchased. We paid the \$2,500 that we pledged towards the total bill of \$4,364.70. The total bill should have been more, but it was reduced through negotiating and trading in old equipment. They installed one unit in the concessions area and one unit in the press box. They also added

- two additional antennas to reach the ticket booth and the visitor's side. PCSC Guest Internet is what you can use in the stadium.
- b) The school is welcome to use this equipment to take credit cards during events, but right now their accounts are not set up to do this. We have our own accounts for credit card transactions.
  - c) Director of Operations – Troy Crum
    - 1. If you're interested in helping with equipment, please see Troy.
  - d) Director of Communications – Carole Snyder
    - 1. Bob is doing a great job on the newsletter.
    - 2. We are video taking the band, but Carole is figuring out how to put them securely on the Band Facebook page. If she can't get it to work, then Teri Groeschen will email out the You Tube link.
  - e) Director of Revenue – Marty Vaughan reporting for Jeanette Vaughan
    - 1. We had a restaurant night at McDonald's last week. However, we do not have the numbers yet.
  - f) Invitational Concessions – Tina Hayes
    - 1. The concessions were busy the entire night.
    - 2. The coffee guy was very busy too.
    - 3. Many bands that came this past weekend will also be here on October 11<sup>th</sup>. Now they will know that we take credit cards.
    - 4. We didn't have a lot of leftovers. However, the snacks that were originally purchased for the Invitational were purchased in excess so that these items can be used for October 11<sup>th</sup>.
  - g) Our next event will be on October 11<sup>th</sup>. We will have 20 bands in attendance. This day will start at 6:00 or 7:00 in the morning and go late into the night.
  - h) We need to have 4 to 6 people help this week to restock the concession area for the school.
  - i) Thursdays in the band "Review Night." We encourage parents to come and watch the last half hour of practice to cheer on the students.

- j) October 25, 2014 is Stoops Drive for the Students event. This event has been approved by the school and Judd Wolfe. The certificate of liability has been purchased by Stoops Buick and that the school doesn't have liability for this event. All you have to do is show up for a 10 minute test drive, complete a pre-survey and then a post survey. We get paid \$10 per person (2 people per same address). If we get over 100 people, we get paid \$20 per person retroactive back to the first person of the day. The largest check we can receive is \$10,000. It is open to anyone over 21 years of age. There will be a flyer emailed out so that this event can be promoted. There will be 10 vehicles at the school from 9:00 a.m. to 5:00 p.m. Our goal is 500 people.
- k) Invitational Team Leaders will have a separate meeting soon.
- l) Invitational Extras - Randy Sisson gave an update that everyone he encountered on Saturday at the Invitational seemed happy and pleased. Anne Darrough mentioned that we need more assisted parking signs. We also provided 2 generators with extension cords so that the bands could play all of the music with all of their equipment during music warm up.
- m) There was a request for parents to come in and help with hair on the days the students wear uniforms. More information will be sent out on this opportunity.
- n)

## **VI. Adjournment**

Motion to Adjourn the Booster Meeting was made by Marty Vaughan and seconded by Cassandra Hamner.

Tim Underwood adjourned the meeting at 8:45 p.m.

Minutes submitted by: Teri Groeschen on 9-17-14