

# ***Plainfield Band Booster***

## ***Meeting Minutes***

December 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 December 16, 2014 in the Plainfield High School Band Room.

Tim Underwood welcomed everyone.

Our next meeting will be January 13, 2015 at 7:30 p.m. in the Band Room. This is the 2<sup>nd</sup> Tuesday in January.

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

October 21, 2014 Minutes Approved as Read – A motion was made by Sonny Griffith and seconded by Bill Wolfe to approve the Minutes of the Booster meeting held on October 21, 2014 as read. All Boosters present voted to approve these Minutes as read.

November 18, 2014 Minutes Approved as Read – A motion was made by Bill Wolfe and seconded by Sonny Griffith to approve the Minutes of the Booster meeting held on November 18, 2014 as read. All Boosters present voted to approve these Minutes as read.

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

- a) Concert Band – Playing tests are finished. The band will be split into two bands for second semester. Chris Brown has been here helping with the playing tests.
- b) The calendar on the band website has been updated including dates for next fall.
- c) Jazz Band – Chris Brown is leading the Jazz Band. They will be performing at our next concert. Would like to give them an opportunity to perform that is not competitive. Mr. Carpenter would like to see the Jazz Band go out in the community and perform. He would also like to have a “Jazz Alamode” where we would invite the middle school jazz band to perform, sell tickets, maybe

have a professional perform, have the PHS jazz band perform, the Boosters could hold a silent auction, provide desserts, etc. The best time would be somewhere in the middle to the end of May, right before finals week.

- d) Pep Band – our next game is this Friday (December 19<sup>th</sup>). Pep Band t-shirts will be given out after winter break.
- e) Winter Guard – they already have a chunk of the routine done. They are rehearsing in the middle school gymnasium so they won't have interruptions here at the high school from various activities going on. Their first contest is here on January 17<sup>th</sup>.
- f) Drumline & Winter Guard Payments – there is a payment button on the website to pay your fees.
- g) Drumline – they are progressing very well. Their first contest is January 21<sup>st</sup>.
- h) We have 33 Winter Guard groups coming to our competition on January 17<sup>th</sup>. We have 38 Drumline groups coming to our competition on February 28<sup>th</sup>. Tomorrow morning (December 17<sup>th</sup>) Mr. Carpenter and Tim Underwood will be meeting with the administration to go over facility usage for these events.
- i) We will need many volunteers for these two events.

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

- a) The Treasurer's Report was given by Harriet Doss.
- b) We have a little over \$15,000 in the bank.
- c) Harriet just found out that the guard girls did not get a fee payment schedule and this is why the first installment of the guard fees has not been collected. She will be providing the guard with the payment schedule: December 8<sup>th</sup> (1<sup>st</sup> installment due); January 5<sup>th</sup> (2<sup>nd</sup> installment due); and January 29<sup>th</sup> (final installment due). Each installment is \$100.
- d) We have collected 74% of the first installment of Drumline fees. The fees are coming in really slowly compared to marching band.
- e) With estimating revenue from the January 17<sup>th</sup> competition of \$10,000, we should have a revenue of \$25,000 for January. However, we've estimated \$30,000 in expenses for January which include funding the competition, uniforms for Drumline and Winter Guard, props, silks, etc. Harriet is estimating that we should have \$9,000 in the bank at the end of January. However, this isn't enough to cover the February competition.

- f) Pasta Night on December 2, 2014 profited \$372 which is about 50% less than we made last year.
- g) The check from Stoops Buick for the drive event has been received and split with the choral Boosters. The total of the check was \$5,760. The Choral Boosters and Band Boosters received \$2,880 each. Harriet is recommending that we transfer this \$2,880 which is currently in the checking account to the savings account. A Motion was made by Dave Starks and seconded by Bill Wolfe that we transfer this \$2,880 to our savings account. All Boosters present voted to approve this transfer.
- h) There is a band family that has been hit with some really hard times. Things are happening to this family right now. The Board has approved \$200 in gift cards (\$100 each from Kroger and Walmart). We are asking for monetary donations for this family.
- i) Treasurer's Report Approved as Read – A motion was made by Beverly Flanigan and seconded by Dave Starks to approve the Treasurer's Report as read. All Boosters present voted to approve the Treasurer's Report as read.

## **V. Business**

- a) The Booster Board will be meeting on January 6, 2015. The next Booster meeting will be January 13, 2015 at 7:30 p.m. which is the same night as a Pep Band game. This is not the 3<sup>rd</sup> Tuesday of the month due to the January 17<sup>th</sup> event.
- b) IHSCGA Event on January 17, 2015
  1. We will be paying for the judges' room (2 night hotel stay). We pay the first \$500 of the hotel bill and then IHSCGA covers the rest.
  2. We will be paying the judges a total of \$2,000. We will pay \$350 each to five caption judges and \$250 to the time and penalty judge.
  3. Our announcer will be Craig McKenna, and we will pay him \$200-\$250.
  4. Tickets will be \$6 at the gate, and we will collect 100% of ticket sales. We have a great potential to make cash at this event, and the idea of making \$10,000 is realistic.
  5. We are asking each of you to talk to your Booster friends not in attendance tonight to make sure they sign up to help that day. It will be a long day, but when the shifts are put into Volunteer Spot (which will be very soon), we hope that they will be only 2 hour shifts so people are not

stuck in the same position all day long. This way our volunteers can see different parts of the event.

6. We will be using all classroom hallways on the main floor for the event along with the band/choir rooms and hallways, the cafeteria, the main hallway, the library, the fieldhouse and the gymnasium. The fieldhouse will be used for warm up and the gymnasium for performance.
  7. We will need guides, but the guides are from point A to point B. Then back to point A. They will not be with the same group the entire time like they are for marching band competitions.
  8. We can open volunteer positions up to middle school band students, PHS Ambassadors, and National Honor Society.
  9. We won't know the event schedule until the week before the event. We can estimate 1,000-1,500 people for this day, including students, participants, volunteers and spectators. Mr. Carpenter spoke to another director, and with 33 guards, we can expect 500-600 spectators.
  10. Spectator parking will be outside Door 7. Door 21 will only be used for bus and truck unloading and loading.
  11. Hospitality, tabulation and critique will be in the library.
  12. We will have a set up night after the basketball game on January 16<sup>th</sup>. IHSCGA brings in its own sound equipment and DJ.
  13. The first performance is 11:00 a.m., so the first group will be here at 9:00 a.m.
- c) Amendment to Bylaws – Harriet Doss is proposing to move the fiscal year of the Boosters to June 1-May 31 instead of the current July 1-June 30. Discussion was held as to the benefit of this move. Harriet will also have to give the IRS a 90 day notice of this change. A Motion was made by Chris Hayes and seconded by Dave Starks to propose this change to our Bylaws to reflect our fiscal year as June 1-May 31. All Boosters present voted to approve this proposal.
- d) Tim will be getting ahold of Carole Snyder and Bob Sullivan as to the status of our newsletter.
- e) Chili's Fundraiser – We have been challenged to turn in your Chili's tickets at the January booster meeting to try and win a gift certificate. Make sure you get the receipts so that we know that Chili's has credited the Boosters for the

fundraiser. Discussion was held as to the possibility of some meals not being credited to the Boosters fundraiser.

## **VI. Adjournment**

Motion to Adjourn the Booster Meeting was made by Sonny Griffith and seconded by Dave Starks.

Tim Underwood adjourned the meeting at 8:35 p.m.

Minutes submitted by: Teri Groeschen on 12-17-14