

Plainfield Band Booster
Meeting Minutes

February 17, 2015

Prior to the meeting being called to order, a representative from Custom Fundraising Solutions gave a presentation on the upcoming Mattress Sale which will be held at Plainfield High School on March 14, 2015 from 10:00 a.m. to 6:00 p.m. Those in attendance tonight were entered into a raffle for a Simmons Mattress. The drawing was done at the end of the presentation, and Dana Commander won the raffle and will receive a free mattress. Not only will there be mattresses for sale, but there will also be bed frames, pillows, etc. for sale that day. All sales on March 14th will benefit the band program. There are flyers available to pass out to friends and family for discounts on a purchase. . For more information on the Mattress Sale, please join the Facebook Event "Plainfield Band Mattress Fundraiser" and invite all of your Facebook contacts to the event.

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 8:00 p.m. on February 17, 2015 in the Plainfield High School Band Room.

Tim Underwood welcomed everyone.

Our next meeting will be March 17, 2015 at 7:30 p.m. in the Band Room.

II. Minutes of Previous Meeting

Minutes Approved as Read – A motion was made by Billy Bray and seconded by Anne Darrough to approve the Minutes of the Booster meeting held on January 13, 2015 as read. All Boosters present voted to approve these Minutes as read.

III. Treasurer's Report

- a) The Treasurer's Report was given by Harriet Doss.
- b) We have about \$8,500 in the checking account.
- c) Harriet is estimating that there are still about \$4,000 outstanding in winter guard and winter drumline fees to collect.
- d) We made about \$3,300 on the Winter Guard competition we hosted in January.
- e) Estimated expenses between now and the end of the year is about \$23,000. At the end of the school year, it is estimated that we will have about \$3,000 in the checking account. This is far better than we were at the end of last school year.

IV. Amendments to Bylaws to Vote on

The following proposed Amendments were discussed and subsequently voted on by those Boosters in attendance at tonight's meeting. All of these Amendments were approved to become part of our Bylaws by a vote of 29 YES votes to 0 NO Votes. These Amendments will be inserted into our Bylaws.

PAGE 3, ARTICLE 6.1(a)

6.1(a) President.

The President will preside at all Board meetings and Booster meetings. The President may call a special meeting of the Board at any reasonable time.

The President will provide, at least one week prior to each meeting, a written agenda to any eligible member.

The President is authorized to sign checks, for appropriate expenses, and to approve and sign all other documents requiring a signature on behalf of the Boosters or Board. Such documents include, but are not limited to, contracts, correspondence, tax returns, legal or business related filings, and documents required for any other necessary purpose or transaction.

The President can authorize unbudgeted expenditures up to and including \$500 without prior Board approval. The President will present this expenditure at the next Board meeting so the Board will be aware of the expenditure.

The President will serve as an *ex officio* member of all Teams.

PAGE 5, ARTICLE 6.1(c) – 2ND, 4TH, 6TH & 8TH PARAGRAPHS

6.1(c) Treasurer.

The Treasurer will promptly pay, upon receipt of appropriate invoices or receipts, all expected, budgeted bills presented for payment.

The Treasurer will promptly pay any unbudgeted or unexpected bills over \$500 presented for payment with appropriate invoices or receipts, but only after such payment has been approved by the Board. The Treasurer will promptly pay any unbudgeted or unexpected expenses not exceeding \$500 as approved by the President.

The Treasurer will promptly deposit all receipts in the Booster's bank account, and maintain an accurate balance of that account at all times.

The Treasurer will prepare and sign financial statements and reports for each Board meeting and monthly Booster meeting, a year-end financial statement and Treasurer's report, annual tax returns, annual 501 (C)(3) filings, and 1099's.

The Treasurer will promptly produce the bank account statements and supporting documentation for review or audit at any time it is requested by the Board.

The Treasurer is authorized to sign all checks payable from the Booster's bank account.

The Treasurer is authorized to sign any other documents which require a second signature in addition to that of the President.

Excluding emergency situations, the Treasurer will make certain that any check or reimbursement payable to any board member is approved and is subject to either verbal or written approval by at least two non-interested Board members

The Treasurer will assist in the preparation of an annual budget, after obtaining an estimate of fees and costs from the PHS Band Director(s).

The Treasurer will select and supervise a bookkeeper to assist the Treasurer in his/her work.

PAGE 10, ARTICLE 10

ARTICLE 10
AMENDMENTS

Amendments to these Bylaws may be proposed by any member of the Boosters. Any proposed amendments must be submitted to the Board in writing for consideration. The proposed amendment will be read to the Booster membership and written copies made available in the next regularly scheduled meeting. All Boosters will be notified of the proposed amendments through email or newsletter or both. The proposal will be discussed and voted on in the subsequent regular meeting and an affirmative vote of two-thirds of the voting members present will be required for the proposal to be approved. Once approved, the amendment will become effective immediately.

Any proposed amendments must be submitted to the Board in December for consideration by the Board in January of each year except for those amendments of a critical nature.

PAGE 10, ARTICLE 11

ARTICLE 11
FISCAL YEAR

The fiscal year of the Boosters shall be from June 1 to May 31.

V. Additional Amendments for Proposal to Boosters

Tim informed the Boosters that many positions on the Booster Board are open for nominees. There are three positions currently filled who have indicated that they are willing to stay on another term. Those are positions/people are:

Director of Operations – Troy Crum

Director of Communication – Carole Snyder

Booster Secretary – Teri Groeschen

Tim proposed the following Amendments to the Bylaws which directly relate to the election process of the Board, and a vote will be held on these proposed Amendments at the March Booster Meeting so they could take effect for the upcoming Board election in April if they are approved. Discussions were held on each of the following proposed Amendments.

7.1 Election Process – First Paragraph

Remove

- Officers will be elected in odd years and Directors elected in even years.

Add

- Officers will be elected in odd years and Directors will be elected in even years. Each elected Officer or Director will be ratified annually with a 2/3 majority vote of the eligible voting members in attendance. If not ratified by the 2/3 majority in attendance, a nominee must be selected and the election process shall be followed as outline in the Bylaws.

7.1 Election Process – Second Paragraph

Remove

- Nominees for the position of President must have at least one year experience on the Board.

Add

- Nominees for the positions of President and Treasurer are recommended to have at least one year experience on the Board.

7.2 Length of Service – First Paragraph

Remove

- **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.

Add

- **For purposes of continuity, it is preferred that all Officers and Directors serve for a period of two years.** No person shall hold the same position for more than two (2) years unless the additional length of service is expressly approved by a 2/3 majority vote of the eligible voting members in attendance.

VI. Report from Michael Carpenter

- a) Tim reported for Mr. Carpenter due to the Pep Band performing in the gymnasium this evening.
- b) Mr. Carpenter has requested an additional expense of \$500 for his percussion staff for this year. The staff budget was already approved last year for this current school year. This is the reason this additional line item expense has to be brought before the Boosters because this amount is over and above the approved Budget, and it was an unanticipated expense. Discussion was held that this additional staff member will not only help with Drumline but will also help with Marching Band next season. The approved budget amount was \$12,500, and this would raise it to \$13,000. A motion was made by Tarla Bavar and seconded by Billy Bray to approve the increase in the budgeted amount by \$500. All Boosters present voted to approve this increase.
- c) Concert Band and Wind Ensemble will have rehearsals this Thursday, February 19th, after school. Wind Ensemble will also have rehearsal on Friday, February 20th, after school.
- d) February 24th is the winter concert. It begins at 7:30 p.m.
- e) February 26th is picture day for Wind Ensemble, Concert Band, Percussion and Winter Guard. All musicians should wear their concert attire for pictures. Winter Guard should wear their winter outfit.
- f) February 26th is the last Pep Band Game of this season.
- g) Winter Guard – We are in need of chaperones to help with Winter Guard. There were no bus chaperones for the Winter Guard competition last weekend, and this forced Kriquet to have to ride the bus and be the chaperone. Mr. Carpenter thanked Dave and Tina Starks for their support of the Winter Guard program and for driving the truck to the competitions. The parents will also need to help unroll and re-roll the tarp before and after competing.
- h) Solo & Ensemble State Contest times have not been posted yet.
- i) Mr. Carpenter would like to thank everyone who has helped with any part of the band or guard this year.

VII. Fundraisers - Jeanette

- a) The Mattress Sale will be March 14, 2015 at PHS from 10:00 a.m. to 6:00 p.m.
- b) The Mulch Sale will be in April, but please get the word out now that the sale is coming. Delivery of the mulch will be after Spring Break.
- c) The Piper Fundraiser (flowers & candy) should kick off the first part of March.
- d) We may have a couple restaurant nights in March and April. However, nothing has been scheduled yet.
- e) Fleece orders are in and can be picked up from Jeanette.

VIII. Upcoming Events & Activities

- a) February 28th – We are hosting the IPA Drumline event. That same day there is a Color Guard competition in Brazil, a Show Choir competition in Avon, and we will have 35 groups here at PHS competing. Tim will be getting the event schedule soon and will update Volunteer Spot accordingly. Food donation requests are already on Volunteer Spot.
- b) March 21st – State competitions for Drumline, Color Guard and Show Choir will be going on this day. The State Show Choir competition will be held here at PHS. All volunteers are welcome.
- c) Late April – We will be hosting the ISSMA Organizational Contest. Concessions will be handled by the choir this year.
- d) May – We will hold a Golf Scramble.
- e) The Show Choir is selling doormats and are available for purchase for \$20. If you'd like to purchase a doormat, please see Julie Siepmen.

IX. Adjournment

Motion to Adjourn the Booster Meeting was made by Marty Vaughan and seconded by Dave Starks.

Tim Underwood adjourned the meeting at 8:57 p.m.

Minutes submitted by: Teri Groeschen on 2-18-15