

Plainfield Band
Booster Meeting Minutes

January 15, 2019

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Russell Moore, Vice President: vicepresident@plainfieldband.org

Elaine Abbott, Treasurer: treasurer@plainfieldband.org

Diana Moore, Secretary: secretary@plainfieldband.org

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Kesha Roell, Director of Revenue: fundraising@plainfieldband.org

Mark Roell, Director of Operations: operations@plainfieldband.org

Angela Lefler, Director of Concessions: concessions@plainfieldband.org

Michael Carpenter, Band Director: mcarpenter@plainfield.k12.in.us.

Present: Rita, Russell, Elaine, Diana, Kimberly, Jessica, Melissa, Kesha, Mark, Angela, and Michael

Call meeting to order at 7:37 PM

Minutes taken by Kimberly:

Mattress fundraiser – if we sell mattresses there will be electronic gifts. They'll be selling them from 10AM to 5PM.

Russ approved past minutes and Darry seconded it.

Minutes taken by Diana:

Director's report: Pep band got canceled last Saturday, Feb. 12th due to weather. The next one is Friday, Feb. 18th. Due to the weather cancelations I might try to see if we can fit one more game in somewhere. I'm going to talk to the athletic department and see if there is another game we might be able to do.

Jazz band kicked off yesterday on Jan. 17th. Wes Winn is running Jazz band. He teaches our trumpets. He has a performance degree from Butler University. Jazz band practices on Mondays and Wednesdays after school. The cost is \$30. That fee covers music and any other things needed for Jazz band.

Issma Solo and Ensemble is next Saturday, Jan. 26th at Avon. I posted the schedule/packet on the bands Facebook page. Jeanette Vaughn is going to make individual packets for the kids that way they know where they are going and what time they have to be there. Since we are hosting an invitational that day I will not be able to be at Avon for the Solo and Ensemble. I'm talking with Mr. Cummings about that if anyone gets a gold rating in group 1 and needs to go to state, I'll need him to do all the entrees. I'll put more information out about that later.

Guard and Winter Percussion are off to a great start. Color guard has their first contest this Saturday, Jan 19th at Greenwood. Winter Percussion has a few more weekends before they go out and do their first competition which will be February 9th.

The Guard Invitational we are putting on Saturday, Jan. 26th we need as many volunteers as we can get that day. It is a large fundraiser for our program. We have 80 volunteer spots available and 98 spots filled. If there are any kids that need NHS hours I can sign off on the hours they volunteer and work. Melissa commented that she has been in contact with Adam Ferguson the NHS advisor here. There are kids in NHS that are not band kids that want to work it for their service hours so I think they are going to start signing up for some of these spots which is great but we'd like the band kids to have first pick of the spots available. So encourage the band kids to sign up soon before the spots are taken. Michael commented he thinks there will be 65 color guards here that day.

Our IPA show we are hosting is coming up on March 9th, it is the same day as the WGI show that our Winter Percussion group is going to which is a different location. Our Winter Percussion group has 55 students in it this year. We will need to be able to host a show here while our Winter Percussion has success at another school with parent volunteers. We will need to reach out to alumni parents to help us that day.

February 27th is a Wednesday night that is our first sit down band concert. It will be in the Auditorium. We are going to do a silent auction like we did in prior years at the concert. If you know anybody that is willing to donate something that is worth someone bidding on please talk to them and let us know.

Continue looking at the schedule. If I make edits to the calendar I try to make them way in advance. I try to stick to it but sometimes things get changed down the road. The park concert date I'm still trying to work it out with the parks department. We might need to shift a few things around.

Jacob Gay is my new student teacher this semester. He's a graduate of Indiana University.

Director of Communications: Nothing to share.

Co-Directors of Events: We are just working really hard on the color guard show that is on Saturday, Jan.26th.

The signup sheet is posted on the Facebook page and there are shifts that we have no one signed up for. We need concession workers. I know that people who sign up won't be making any money for their student's account but this event brings in a lot of money for the boosters so it helps keep dues lower overall. There are several open shifts for students; they can lead groups from station to station. I need people to stand by the gym doors and make sure no one goes in if a group is performing. There is no shift that is too difficult. Please beg your kids to sign up. Carp commented that if your kid has solo/ensemble that day you could go early and sometimes when a kid doesn't show up they can fit you in if you are waiting in the hall ready to go. Kelly Rodarmel asked since we've never done an invitational before will there be someone showing us what to do? Melissa replied that we are asking students to be the guides because they know their way around the school. We are asking adults to do things like be a door bouncer to watch for the different colored wrist bands, we want them to help with parking because we don't want kids out in the parking lot running around, and handling money. We will show you what to do and like I said the shifts are all pretty easy.

Director of Concessions report: I'm helping with the Guard Invitational right now.

Vice President's report: We do have a new sponsorship letter that the board worked on. If you know anyone that runs a business or is a manager of a business print the letter out take it to them. Try to get some sponsors for the band. Hopefully we'll get some more details ironed out about how we can offer some benefits to you for bringing in a sponsor. Talk to your dentist/eye

doctor and see if they will sponsor the band. Jessica is taking a letter to her dentist. Carp commented that this does work because I had a crown put on before winter break and had to go to the dentist. Russ and I met at the dentist. We both talked to them and they cut a check for \$200. Kelly Rodarmel asked if there is a list of businesses that we have already sent letters to so that we could follow up with them. Kimberly has the list of businesses we have already sent letters to. Carp responded that Russ and I went off to eight businesses and handed them letters one night in person. Russ said if you know of any companies we should go to let him know because Ryan Grimes suggested we take a letter to Ink Therapy. He talked with Avon Orthodontics but he couldn't get them to commit on anything.

Winter percussion props we are meeting Wednesday the 16th and Thursday the 17th from 6-9 to finish them up in the stage craft area.

Director of Operations report: Not a whole lot. I'm getting ready to build some props for Winter Guard. Jose finally came up with a design that they want. So I'm going to make 22 snowflakes. There will be 10 8X8, 4 6X6, 4 5X5, 4 4X4 snowflakes. I'm going to use the lauan back there and it will be hinged. It will just fold over. I will have to get some piano hinges. So if anyone has a router that can cut that lauan let me know. Leslie Roth responded her husband has one and he has a wood shop. Mark responded that he will have to talk with her. He also said if anyone wants to help with the guard props let him know.

The other thing besides props, I was going to get with Sabrina Karam. The board had talked in the meeting last week about selling some of the old uniforms that we have back there in the uniform room. Sabrina, if you could go back there and see what we have and let me know I can give you the website for that. I think how that works is we just post things on the website for sale with the pictures. Sabrina commented that she would help with that but she would need a key to the uniform room. Carp will find out who has the key to the uniform room.

Carp commented that we have even talked about selling our old tarps and props that are around. So he was calling around and he thinks he might have one of our old drum line tarps sold. They might even come out this week to get it. Westfield is doing a winter winds group and a friend of mine that is up there called me. He asked if we have tarps and I told him we did. I'm going to try and get \$500 for that tarp we used back in 2015.

Director of Revenue's report: Our next Restaurant fundraiser is at Stacked Pickle on January 30th from 4-9. We are getting 15% back and you have to show them a flyer on your phone or

mention that your there for the band. They are going to make flyers and share on chatter pages.

I'm in the process of putting together a Fundraising committee I will be sending an email out about that soon. If you'd like to be a part of it let me know. Russ is helping me out with that.

We have the mattress fundraiser coming up on Saturday, February 23rd. The Mattress guy Rick just texted me and he wants me to tell you that he doesn't just have standard mattresses they have the number beds as well that are similar to the sleep number bed but thousands less. They offer a bed like the TempurPedic bed but half the price. There is a \$20 fee for removal of your old mattress.

We have the piper spring fundraiser coming out soon and it is on the calendar. We will be selling trash bags and laundry detergent.

Feb. 27th will be the winter concert and that is when we will be doing the silent auction. We are looking for anything we can put together to make a basket or stand alone, to auction off that night. For example Diana found a photographer willing to donate a session. It could be lawn services, gift cards, a local nursing home is doing a gift basket, frigid frog is doing a gift basket, something from thirty-one would be nice, really anything like that, or even a date night with Darry. ;-) email me if you have donations or if you have an idea who I can reach out to. Leslie Roth mentioned that Kroger if you take your tax ID number in to them they'll usually give an organization a \$25 gift card. She also asked if liquor could be a donated item for a basket. Carp said he would need to ask about that one.

The boosters in the past have done a golf outing before. I contacted the golf place about a golf outing and they do have availability this summer. The board will be discussing this and maybe this is something we can look at doing.

Rita commented that we have been contacted by HR assistant to look at concession sales at Lucas oil as a group. They are called Centerplate. I don't know much about it. I just know it would take a lot of people because there are a lot of shifts to cover. Michael commented that there are like 20 shifts that you have to fill for an event. If you fill 18 out of the 20 then that concession stand is yours and that money went to the families that worked not to the general fund. You have to have a liquor license so that you can serve beer to people. I think you have to be 18 or older to work it. It is a way to help with fees.

Secretary's report: The businesses Russ and Carpenter visited last week I called today. I left a message with Jeff Reynolds which is the GM for Westgate.

I left a message for Jim Meyer which is Stoops GM and he called me back. He has our sponsorship letter and he's putting it in line and he'll be in touch. He's very interested in sponsoring the band.

I left a message for Jason Gillian he is the GM at Andy Mohr.

I talked with Clint at Stacked Pickle. He turned the sponsorship letter over to the owner and he said his owner is good about responding to them.

I talked to the owner of Sal's she told me to drop a sponsorship letter off to her because she didn't get the first one.

I called Jim at Biggby Coffee which is the owner. Left him a message and was told the paper is on his desk.

I called Jacks and they said the owner is only in really early in the morning if I want to catch her.

Turned in the request form to Upaint pottery to get something from them for the silent auction.

I submitted into Chickfla's website a request for them to be a title sponsor for the IPA invitational. I listed what our event was and how many people will be hosting so hopefully we will hear from them.

President's report: 2016 and 2017 taxes have both been completed.

Dana Teasley has the answers to the questions the Audit team (consisting of Darry, Ryan, and Keith) had. Dana, Darry, Ryan, and Keith need to come up with a meeting time that would work for you all to look over that.

The additional uniforms have been ordered.

The board decided that going forward with taxes we had discussed hiring a CPA to take care of them from now on. He's offering us a very reasonable rate. Elaine can tell you a little about him. Elaine responded his name is Max Woodbury. He has a farm out in Franklin. Preparation fees he will do for us and charge us about \$250 a year. He'll do the 1099's going forward for us and check our numbers. In a year's time we'll probably spend about \$400-\$500. He said if we get IRS letters he can handle those for \$100 each. I think that seems very fair and he's a very nice man. He is a registered agent with the IRS. His dad is actually the CPA. He said he would audit our transactions every year. Rita commented that as a board we discussed that it would be a good idea going forward having outside eyes looking in. Bill Wolfe commented that the

boosters previously hired a CPA for prior tax years that cost us around \$1000 a year and another one that took a loss on it for us. He suggested it would be a great thing to have someone doing them. Rita asked about if it was in the current budget and if we can go ahead and put in budget. Bill Wolfe mentioned you can make a motion to add the \$500 for a CPA in the current budget and make sure to add it in the next budget. Steven Juengel made a motion to put a line item in for a CPA in the current budget. Kelly Rodermal seconded it. All in Favor. No one opposed. Motioned passed.

We will start taking nominations for the officer positions in February for the next terms coming up. So if anyone is interested or you have some questions let us know. The positions that will be up for election are President, Vice President, Secretary, and Treasurer.

We will begin developing the budget for the next school year in February.

Before we get into what kind of money situation we are in. We might have to make some adjustments to the current budget. As far as Winter Percussion we were budgeted for 35 kids but we ended up taking 55 kids. The money from the fees will help compensate some of that. With an increase of 20 kids, you're looking at more traveling fees, hotel fees, and uniform fees. Once we get a better grip on what we are looking at budget wise. We will make sure we have enough money for them. We will talk about it as a board and if we need to make adjustments we will bring it to the boosters.

Treasurer's report: I don't know if you all know this but there have been three treasurers in the last seven months. We changed from Quick Books to Charms in that time. So things didn't get entered like expenses, receipts, and deposits. I don't have anything for you to look at yet. I thank you for your patience. Bill, Rita, Michael, and Kimberly have been helping me. I have talked to Dana and Charms on how to add accounts. Carol Robinson is taking over my responsibilities of the Boy Scout troop I was treasurer for. It is just going to take a while to get everything up to date. We have to check everything because there have been so many hands involved.

When you start to look at the expenses and comparing them to what the budget was that everyone voted on we are over in several areas. I don't have the exact numbers to tell you right now. We do need to keep up the fundraising. We just voted on some things without realizing what we actually had. For example performance shirts we budgeted for \$3.00 but we bought \$9.00 shirts.

We do have the staff paid and I prioritized them first so that we can get their 1099's to them so they can file taxes. I do have a plan because parts of our taxes are in Quick Books and parts of

them are in Charms. So I'm going to take what is in Charms and make an entry in Quick Books. That way I can get the 1099's printed.

Bill Wolfe commented that we currently have \$11,440.19 in the checking account.

After talking to Charms there will be some advantages to using them once we get everything entered in there. It should be nice once we are all caught up

Bill is handling the deposits. I'm getting the 1099's done , we have two years of taxes done, I want to get the expenses posted, get our accounts cleaned up, and then get ready for the budget before I take over the deposits.

Doug Johnson talked about that in the past too many hands were in the accounts and he is concerned about that. Elaine commented that Bill volunteered his time and he is helping her. Russ commented that Bill has an official title that is in the bylaws which is called the book keeper. His duties consist of assisting the treasurer. Bill commented that he is depositing checks not writing them. Rita commented that Elaine and I are the only ones that can write checks. Elaine is the only one getting the debit card.

I'm trying to be transparent, the books are behind, and we might have overspent.

Bill commented that there is an ECA account for some of you that have worked concessions. I've talked to most if not all the parents and they know the money is going to be disbursed. I'm just waiting for Elaine to catch up before I move that money.

Director of Revenue's final comments: We still need to pick names for the drawings for the mattress giveaway and the \$100 cash prize. We have 100 signatures. We raised \$500 from the mattress fundraiser for having 100 signatures tonight. We got \$5 per signature.

For the \$100 cash prize Cindy Cooper's name got picked.

For the \$1000 certificate towards a mattress Bob Sullivan got picked.

Jessica Scott made a motion to adjourn the meeting and Doug Johnson seconded it. Meeting adjourned at 8:48 PM.

