

**PLAINFIELD BAND**  
**BOOSTER MEETING MINUTES**  
**FEBRUARY 19, 2019**

Rita Dickman, President: [president@plainfieldband.org](mailto:president@plainfieldband.org)

Russell Moore, Vice President: [vicepresident@plainfieldband.org](mailto:vicepresident@plainfieldband.org)

Elaine Abbott, Treasurer: [treasurer@plainfieldband.org](mailto:treasurer@plainfieldband.org)

Diana Moore, Secretary: [secretary@plainfieldband.org](mailto:secretary@plainfieldband.org)

Kimberly Doyle, Communications: [communications@plainfieldband.org](mailto:communications@plainfieldband.org)

Jessica Scott, Melissa Sedwick, Co-Directors of events: [volunteers@plainfieldband.org](mailto:volunteers@plainfieldband.org)

Kesha Roell, Director of Revenue: [fundraising@plainfieldband.org](mailto:fundraising@plainfieldband.org)

Mark Roell, Director of Operations: [operations@plainfieldband.org](mailto:operations@plainfieldband.org)

Angela Lefler, Director of Concessions: [concessions@plainfieldband.org](mailto:concessions@plainfieldband.org)

Michael Carpenter, Band Director: [mcarpenter@plainfield.k12.in.us](mailto:mcarpenter@plainfield.k12.in.us)

Call meeting to order at 7:34 PM

**President's opening remarks:** Welcome and thank you for coming this evening. Please sign in before you leave if you haven't already.

Kelly McCullough motioned to approve last month's minutes. Barbara Jensen Seconded. All in favor and minutes approved.

Bob Sullivan mentioned that the Stacked Pickle event and the Concert dates have changed since last minutes taken.

**Director's report:** We have a concert a week from tonight on Tuesday, February, 26<sup>th</sup>; we had a conflict with the other date we had scheduled due to an Orchestra concert. We will be having a silent auction that night and the concert starts at 7:00 PM in the auditorium. Concert band, Jazz band, and Wind Ensemble will be playing that night.

A big thank you to those that helped serve and prepare for our pizza night with the pep band. Pep band kids work very hard.

The winter guard contest that we hosted went really well. We made more money than expected. Thanks for your help and it was a great day! Thank you Melissa and Jessica!

This Saturday, February, 23<sup>rd</sup> is a big day and we have several things going on. Our color guard will be at Northview for a contest and the Mattress fundraiser will be going on here at the school. Your students should have brought home a flyer to put their names on so that they get credit for the referral if someone comes in to buy a mattress. Student referrals will be entered into a drawing for some pretty great prizes. We also have State Solo/Ensemble going on and several students will be going to that. It will be at North Central High School. Students going to that need to make sure they have the judge's copy and make sure the measures are numbered. They all received packets with maps and schedules for that day.

Next Saturday, March 2<sup>nd</sup> is Winter Percussion's first show. It is at Noblesville High School. At the end of awards that night we are going to stick around and bring the IPA tarp/trailer back with us.

We met with Snap Raise and some of the board members. I have spoken to a couple of people around the school that have used them. It seems like a pretty easy way to earn funds. They do like 30 sec video and collect emails. I'm going to check with front office to make sure they are ok with that.

Westfield for the first time is doing a winter winds group. I sold them one of our old tarps for \$650.

The spring concert is now currently scheduled for the week of the play. I'm still trying to work out a different date so that we aren't interfering with the play.

For contest this spring both groups are going. Concert band will be performing either on April 5<sup>th</sup> or 6<sup>th</sup>. It will be one of those two days depending on conflicts.

Wind Ensemble different this year. They have a semi-state for concert bands and it is called a state qualifier. Several sites all over the state and the top 16 bands in the state go on. You perform at state finals and you get a really fancy plaque. I think it is a good year for us to try it out. I'm going to either schedule it on April 26<sup>th</sup> or the 27<sup>th</sup>. It is already on the calendar and I'm probably going to go for April 26<sup>th</sup>. If we qualify and we are in the top 16 bands then State finals for that will be May 4<sup>th</sup>. It is the same day as prom and SAT's. I can request that we play in the morning and we can leave afterwards so students can get ready for prom. I would just need a couple of students that night to represent for awards.

Park concert is on May 18<sup>th</sup> which is a Saturday.

Summer schedule is different. There will be four weeks off during the summer.

No Carmelfest parade this year.

Jessica asked if percussion camp is on the calendar. Carpenter replied that he will get with them on that this week.

Doug Johnson asked about the purchase of the Marimba's. Carpenter replied if you are familiar with the group legacy. The equipment they use is on loan from a company. They have to sell the equipment before they are given more equipment. Derrick gave the equipment that he let us use for marching band last season to Paige's music and Paige's sells it. The school was nice enough to give me some money to buy some equipment. I was able to purchase the marimbas we used last marching band season.

**Vice President's Report:** As a board we talked about how parents want an alternate way to help pay dues. This proposal is a on a trial basis of one year. You print off the sponsorship form on the bands website. It has two pages and it has the different levels of sponsorship. At the bottom of the second page it has a line for band family. If you ask a business to sponsor the band and they agree, you give them the form but make sure you put your family's last name on the line that says band family or else you will not get credit. Then you can either bring in the check made out to the boosters or you can have them mail it in. Once check is received 50% of what you bring in goes towards dues. It could be used for Winter Percussion, Winter Guard or Marching Band dues only. Not for shoes, shirts or anything else.

We are also looking at ways to credit dues with the fundraisers we do in the future. I got the list of names of people interested in joining the fundraiser committee. I'll be contacting those people here shortly to schedule a meeting.

Thank you to Kelly Rodarmel for helping out with Avon Orthodontics. They cut us a \$2500 check.

Kelly McCullough mentioned that since she has one kid in only one band program what happens with the rest of the money left over if her dues are covered. Russ replied they would roll over to the next year. Kelly McCullough asked if we could cover someone else's dues. Russ replied of course and if your kids a senior and you have credits left you can ask to transfer them to someone else's dues. See attached form that Russ handed out it has more details.

Bob Sullivan asked if marching band dues are going to be changing. Russ responded as of right now we don't know that is something that will be discussed during budget meetings for the next year.

The band website has the list of our current sponsors. So if you do want to go to a business and ask for sponsorship check the band website first. See if they are already a sponsor of the band and that way they aren't receiving multiple letters.

**Director of Operation's report:** Elaine ordered our big snowflakes. They are 92 inches in diameter and there are 10 of them.

We have a new cart coming for JV guard.

Thank you to Matt Roth because he cut out all the smaller snowflakes for us.

Boosters had decided to buy a plaque for Daum Trucking for providing tractors for us this year. Doug Johnson will be presenting this to Daum. Doug responded that he will be meeting with Joe Johnson and they will both present it to Daum.

**Co-Directors of events report:** The guard invitational went smoothly on Jan 26<sup>th</sup>. A huge thank you to all that helped that day. Thank you to Kelly McCullough and the hospitality crew, they did great! Thank you to Matt Roth for making the delicious food for the hospitality. Matt Roth and Kelly McCullough are going to help us again with the IPA show coming up.

IPA invitational coming up on March 9<sup>th</sup>. That day might have some challenges. Color guard group might not be able to help because they will be competing that day. I know the Winter Percussion group has a performance that day at another school before they come and do a performance at our school. So there are a handful of parents that won't be able to help. If you are available on March the 9<sup>th</sup> we will need you and we would love to have your help. If you can't help out on the 9<sup>th</sup>, we also need help in the evening on the 8<sup>th</sup> we will be setting things up that evening. I'll be putting a volunteer sign up out there with a donation sign up as well. The more donations we get for hospitality the less we have to purchase. The IPA invitational will not be as long as the Winter guard Invitational. For the IPA show we are only hosting 31 groups. The first group goes on at 2:30 in the afternoon. I know also that day besides everything else going on is that the Middle School Organizational contest is going on that day at Avon Intermediate School. Jessica and I both have middle school kids performing in that. So we appreciate anyone that can volunteer and help us out at the IPA invitational.

**Director of Communications report:** Winter percussion shirts we sold a 135 of them and I bought 15 extra. The 15 extra are available and once they are gone that is it.

I'm updating the 2018 forms and the silent auction.

Leslie Roth designed the theme of the Winter Percussion shirts.

**Director of Concessions report:** I'm working on the spring sign up. I should have it out this week.

**Bill Wolfe report:** March 7<sup>th</sup> is the last event then I'll start getting the ECA's updated after that.

Juliana made the Blue Knights Drum Corp and has a go fund me page. Please consider donating.

**Treasurer's report:** I put together some slides. This is only expenses. I started off with expenses so that we can get 1099's out for the team. That way they can do their taxes and for us to start putting a budget together. I still have deposits to enter. See attached copies.

Marching Band expenses first. We have categories listed with what we budgeted and actually spent. IF you look at total we budgeted \$137,445 and we spent \$119,520. Now it's showing we have \$17,924 but don't get excited because I haven't entered the actual deposits.

Bill, Rita, and Kimberly have been a huge help.

Next on the slides is Winter Guard expenses I have only posted up to last week. Not all expenses have been recorded.

Next on the slides is Winter Percussion expenses and they are not complete either.

Then we come to the Winter Percussion salaries slide.

Budgeted \$21,000

Annual staff \$15,500

Winter staff \$15,250

Overage \$9750

Unbudgeted funds \$9726

Gap \$24

Rita commented that the new board stepped in on December 18th and as soon as we did Bill Wolfe made the suggestion that we look over the contracts to make sure everything adds up. That is when we found out we had a problem. The amount that was given out was wrong and the contracts were drawn up on that incorrect amount. It was just a mistake. We decided to go ahead and pay the staff for December and we still owed some for November. That would give Elaine some time to work through things and get things entered. Then we can see where we are at. Staff and Carpenter have already signed the contracts but Rita hasn't.

The last slide is the fundraising we recently did that is not included in the budget.

\$2500 Takaedo matching funds  
\$2500 Avon Orthodontics  
\$650 Sold a tarp  
\$750 Credit for Percussion tarp  
\$200 Bailey DDS  
\$500 Chase Bank  
\$2500 IHSCGA income over budget  
\$126 Chicago's pizza refund

The booster's discussed the mistake and looked over all the slides. Questions were taken from the floor and answered.

Dana Teasley made a motion to pay the overage. Brad Wozniowski seconded. All in favor and no one opposed.

**Director of Revenue report:** The mattress fundraiser is this Saturday February 23rd.

**President's comments:** Rita mentioned that guard is going to be selling Papa John's pizza cards and there was some confusion on if the profits would go to the boosters or towards the guard's dues. We found out there was a \$1000 budget for those cards. So to honor and show support of their group the board has decided to go ahead and let that happen. Since it is over \$500 we are bringing it to the boosters tonight to get a vote on it. Kesha has the pizza cards and the girls sell them for \$10 each. Five dollars of that ten will be applied to their dues.

Kelly McCullough made a motion to allow the guard to use the pizza cards to help fund their dues. Barbara Jensen seconded it. All in favor and no one opposed.

Kimberly wanted me to remind you about the silent auction on February 26th and to bring your checkbooks.

Steve Jones asked if the board is going to work on a plan to bring to the next meeting on how we can avoid these mistakes happening in the future with contracts. Rita replied that the board will be working on that.

Heather Bailey made a motion to adjourn the meeting. Kelly McCullough seconded it. All in favor and meeting adjourned.



## Sponsorship Proposal

In an effort to give the boosters alternate methods of meeting their financial commitments, the Board has issued the following guidelines in regard to sponsorships/donations.

If a booster brings in a sponsor and/or donation, half of the amount will be credited to the booster's account. For example, Mrs. Smith prints out the fundraiser form from the band website. When she goes to her orthodontist, she asks the Dr. to be a sponsor of the band. The orthodontist agrees and writes a check for \$1000. Mrs. Smith brings the form and the check to the band office. Mrs. Smith's account gets credited \$500 towards band dues.

Example #2 Mrs. Smith prints off the fundraiser form from the band website. Mrs. Smith writes her name on the bottom of the form on the line listed "band family." When she goes to her orthodontist, she asks the Dr. to be a sponsor of the band. The Dr. does not make an immediate decision and Mrs. Smith leaves the form with the orthodontist. Later, the Dr. decides to sponsor the band and mails the form and a check for \$1000. When the Board receives the check, \$500 is credited to Mrs. Smith's account.

Example #3 multiple boosters drop off fundraising forms to the same business. Whichever parent brings in the check, or whichever name is on the form that is mailed in with the check gets the credit to their account. If no name is listed on the form or the check, then no credits will be given.

These credits can be applied toward Marching Band dues, Winter Percussion dues, or Winter Guard dues. If a booster accrues more credits than they owe, credits can be rolled over to the next year. If the booster leaves the program either due to graduation or no longer has a child in the band programs, any outstanding credits the booster may request be transferred to another eligible parent. If no other arrangements are made, the Board will determine an eligible parent.

# Marching Band Expenses

<u>Expenses</u>	<u>Budgeted</u>	<u>Actual</u>	<u>(Over)/Under</u>
Cash In / Out	-	6,948.00	(6,948.00)
MB - Copyright Fees	1,750.00	4,000.00	(2,250.00)
MB - Drill Design	8,000.00	8,000.00	-
MB - Percussion Book/Music Arr	4,000.00	6,000.00	(2,000.00)
MB Student Support Donations	-	900.00	(900.00)
MB - Wind Book/Music Arr	4,000.00	-	4,000.00
MB - Guard Eq't & Silks	5,000.00	5,783.50	(783.50)
MB - Percussion Eq't	1,000.00	480.25	519.75
MB - Props & Eq't	7,500.00	1,168.32	6,331.68
MB - Props Supplies	250.00	10,412.11	(10,162.11)
MB - Student Recognition	300.00	1,136.20	(836.20)
MB - Repairs	1,000.00	-	1,000.00
MB - Band Camp & Lockin	400.00	450.00	(50.00)
MB - Contest Food	7,000.00	5,620.95	1,379.05
MB Season Celebration	3,000.00	1,030.00	1,970.00
MB - Contest Fees/BOA	2,700.00	2,502.00	198.00
MB - Drum Major Camp	1,620.00	-	1,620.00
MB - Office Supplies	200.00	539.99	(339.99)
MB - Bad debt	10,725.00	-	10,725.00
MB Paypal Fees	-	-	-
MB - Staff Salaries	60,000.00	56,356.09	3,643.91
MB Transportation Expense	-	620.37	(620.37)
MB - Semi Driver Pay	1,500.00	634.80	865.20
MB - Cleaning/Maint - Shoes/Plumes	1,500.00	2,026.94	(526.94)
MB - Guard Uniforms	6,000.00	3,380.00	2,620.00
MB - Performance shirts	1,000.00	1,012.50	(12.50)
MB Show Crew Shirts	-	518.00	(518.00)
MB - New Uniform Savings	4,000.00	-	4,000.00
MB - High School Band Trip	5,000.00	-	5,000.00
	<u>137,445.00</u>	<u>119,520.02</u>	<u>17,924.98</u>

# Winter Guard Expenses

<u>Expenses</u>	<u>Budgeted</u>	<u>Actual</u>	<u>(Over)/Under</u>
WG Drill Design	4,000.00	-	4,000.00
WG Silks	2,500.00	-	2,500.00
WG Props & Eqt	1,500.00	-	1,500.00
WG Tarp & Supplies	2,600.00	2,045.00	555.00
WG Flag Bags	500.00	-	500.00
WG Food	1,500.00	-	1,500.00
WG Contest Fees/IHSCGA Dues	2,500.00	1,160.00	1,340.00
WG JV Contest Fees/IHSCGA Dues	-	750.00	(750.00)
WG WGI Hotel	2,000.00	-	2,000.00
WG Travel	500.00	-	500.00
WG Bad Debt	1,400.00	-	1,400.00
WG Salaries - Dir	8,000.00	-	8,000.00
WG Paypal Fees	-	-	-
WG Salaries - Staff	6,000.00	8,560.00	(2,560.00)
WG Uniforms	4,400.00	2,550.00	1,850.00
WG Show Shirts	400.00	-	400.00
	<u>37,800.00</u>	<u>15,065.00</u>	<u>22,735.00</u>

## Winter Percussion Expenses

<u>Expenses</u>	<u>Budgeted</u>	<u>Actual</u>	<u>(Over)/Under</u>
WP Copyright Fees	2,000.00	-	2,000.00
WP Drill Design	2,500.00	1,000.00	1,500.00
WP Music Arrangement	8,000.00	-	8,000.00
WP Props & Eqt	3,000.00	191.90	2,808.10
WP Tarp & Supplies	3,500.00	2,927.00	573.00
WP Staff - Salaries	-	12,056.68	(12,056.68)
WP Sticks & Mallets	1,000.00	-	1,000.00
WP Food	1,500.00	-	1,500.00
WP Contest Fees	3,600.00	-	3,600.00
WP WGI Hotel	3,500.00	-	3,500.00
WP WGI Florida Trip	3,500.00	-	3,500.00
WP Semi Driver	515.00	-	515.00
WP Bad Debt Expense	6,812.00	-	6,812.00
WP Paypal Fees	-	-	-
WP Uniforms	8,000.00	11,825.00	(3,825.00)
WP Show Shirts	400.00	150.00	250.00
	<u>47,827.00</u>	<u>28,150.58</u>	<u>19,676.42</u>

## Fundraising, not included in the budget

2,500	Takaedo matching funds
2,500	Avon Orthodontics
650	Sold a Tarp
750	Credit for Percussion Tarp
200	Baily DDS
500	Chase Bank
2,500	IHSCGA income over budget
126	Chicago's Pizza Refund

9,726