

**PLAINFIELD BAND**  
**BOOSTER MEETING MINUTES**

**MARCH 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: [ncarpenter@plainfield.k12.in.us](mailto:ncarpenter@plainfield.k12.in.us)

Call meeting to order at 7:34

Present: Rita, Angela, Russ, Diana, Elaine, Melissa, Mark, Kesha, Kimberly, Michael

Absent: Jessica

Kelly McCullough made a motion to approve last month minutes. Darry Dickman seconded it. All in favor and no one opposed. Minutes were approved.

Rita commented thank you to everyone one who helped with IPA and a huge thank you to Melissa. Melissa wanted to give a huge thank you to Wayne Abbott, Steve Jones, Broc Eichorst, and Darry Dickman for helping with parking that day outside in the rain. Rita thanked Kelly McCullough for running hospitality at the IPA event.

**Director of concessions report:** Nothing to report at this time.

**Vice President's Report:** I have another fundraiser that officially started online today. I put a poll on Facebook recently. I had Yankee candle, mulch and flowers listed. Yankee candle seemed to win as the one most interested in. It starts today online and we will have the physical catalogs here before spring break. They will have to be turned in April the 8<sup>th</sup> so we don't have a lot of time. There is a Mother's Day deadline and we have to have the catalogs back to them by April 10<sup>th</sup> to receive products by Mother's Day. They take a while to ship. I'll post all the details on Facebook later tonight with instructions. It is really simple if you just download their app and type in our group account. Then you will be able create an account with just your name and email. It will walk you through it. You can send emails/texts to friends and family. You can post on Facebook or Instagram. It tracks all the sells for us and this is one of the fundraisers that you'll be getting some of the profit back for your student's dues. We make 40% profit and of that 50% goes to your students dues. The online sell goes until July 10<sup>th</sup> and the catalog ends April 8<sup>th</sup>. If people order online that person ordering will be responsible for their own shipping and handling. Orders received by catalog the boosters would have to pay shipping/handling but the more you sell the less it costs. Then once shipping/handling is deducted from the 40% profit that is when we take the 50% out for your student's dues. Very important that you create your own account with the actual group number we have if you sell online that way you get credit.

**Co-Directors of events report:** I just have two things coming up in May. May 10<sup>th</sup> will be the band awards. May 18<sup>th</sup> will be the Concert in the park.

The awards for the seniors in the past have always been where the junior parents present awards to the seniors. Jessica is going to take lead on that since she has a junior. Rita commented that Jessica will want to get with Jeanette on that because she has some items/gifts leftover that we can use.

The Concert in the park is going to be very similar to last year. We are going to be grilling out and we will sell meals. I'm also going to be putting a sign up out there when it gets closer for volunteers.

**Treasurer's report:** I have a slide show for you again. Slides attached to minutes. It is the same set up as last time. Deposits still not listed. Rita and I are going to work together the first week of April after spring break and get numbers in there so that we can begin working on the new budget. I appreciate your patience I'll be reaching out to confirm with you what you paid that way I know that I have all your fees posted. Please let me know if there are mistakes in it and I'm expecting some.

Kelly Jones asked if there is a line budget for the banquet the guard is planning on having. Elaine commented that there is not a line for that in the budget. Kelly McCullough mentioned that Varsity was planning on having an end of the year dinner that the boosters are paying for in Ohio when they go. JV however did not and they all paid for themselves when they went to dinner at the end of their season. So I'm a little confused on what is happening about that. The board was confused because we hadn't heard that. Mark came in to the meeting and Kelly asked if both guards were having an end of season celebration. Mark replied he had no idea. Elaine said she just talked with Jose about spending in Dayton and what we need to do about the rooms. Kelly said she has the lists of snacks they need for the trip and she should have enough scripts left over to cover it.

I ordered the confetti sticks there will be 72 of them for Varsity guard.

On the first slide are the MB expenses. There is still a lot to post. We are working through it.

Rita commented that if any of you have paid and it hasn't been posted on your charms account please let us know. If you send us an email with the check number that would help us track it down.

Next slide is Winter Guard. They changed their opening to hopefully make semi-finals in Ohio.

Patty Price asked if the directors get a stipend from the school. Elaine said she found out they do but they aren't on here. She said going forward they'll be listed when we put the new budget together.

Winter Percussion is next on the slide. I think for the uniforms were only budgeted for 35 kids to where the staff was budgeted for 65. I wish Jeff was here so he could explain it more but that is what I think happened.

Christina Godwin mentioned there was an unbudgeted expense on Saturday of the three synths. How is that going to work into expenses? Elaine flipped back to MB and under Percussion equipment it has \$519 to apply to it. I will put the rest of it on the current percussion equipment line.

Next budget we will look at putting Sabre's, Mac Book, and a Timpani cart into that one for the next season. A winter percussion parent named Heather Parks has agreed to let us use her brand new three month old work Mac Book for the remainder of winter percussion season. We are still digging around for other ways to pay for one because we'll need one for the marching band season. Mark responded to have Carpenter check with the school when he gets a new budget from the school to see if he can get the MacBook then.

The last slide is fundraisers and General Business expenses. Mattress fundraiser came in at \$4200 still below projection but well done. IPA we should make right around \$8000, this is a work in progress.

Mark asked if Jazz band and Pep band pay a fee. Elaine answered they do.

Steve Jones asked if the board discussed the mistake in contracts and how are we going to make sure mistakes like that don't happen again. Rita explained that is why Elaine is busy working putting everything together. Going forward we are looking at

only the president and treasurer writing contracts. Mark responded that at one of the board meetings we discussed sitting down as a board and reviewing these contracts once they are written. Kesha responded that it would probably be something that should be added to the bylaws down the road. Doug Johnson suggested we look at other band programs like Avon/Greenwood and see what their contracts are like as an idea.

Kelly Jones asked if we knew what our fees will be for the next marching band season. Rita responded that we have not had our budget meetings yet because we have been swamped with all this other stuff. We should have a budget out sometime in April. Patty Price mentioned that people who don't pay their fees should get offered concessions spots first before others. The boosters talked about how we are doing fundraisers now where parents can earn 50% of the profit to apply to their student's dues. Also, the parents having trouble paying dues need to talk with us. We can do payment plans and we are willing to work with them. Christina Godwin asked if ECA money has been moved over yet. Elaine responded she has reached out to Bill and they will be getting together soon to move money from ECA accounts soon.

Rita said if there are any nominations for the executive board positions we are still taking them. Elaine nominated Rita Dickman for President, Russ nominated Elaine Abbott for Treasurer, Rita nominated Russ Moore for Vice President, and Elaine nominated Diana Moore for Secretary. We are still taking nominations but this is what we have so far.

Doug Johnson presented the plaque to Bob Daum and Doug Daum. Joe Johnson said it was a hit and they have it mounted on their wall.

**Director's report:** Wind Ensemble practice went really well.

Wind Ensemble will be going to the state qualifier this year. Top sixteen bands advance. The state finals will be at Lawrence Central High School on May 4<sup>th</sup>. That is the same day as prom but it will be an early performance. For students not going to prom if they can come back that evening for awards. I would just need a couple of representatives for that evening.

Concert band will either be performing at a contest on May 5<sup>th</sup> or May 6<sup>th</sup> at Decatur Central High School. They do three tunes and then sight read a piece. We have an IPA preview at Center Grove on May 6<sup>th</sup> with the Winter Percussion so that is why I'm trying for May 5<sup>th</sup>. I will need some parents with a truck or min-van to help us take instruments over to Decatur Central for the contest.

**President's final comments:** Our next booster meeting will be in the auditorium on April 16<sup>th</sup>. That will be the big parent meeting with incoming freshman parents. We will have a booster meeting afterwards. Kelly McCullough asked if we have someone that will give a speech about volunteering to the new freshman parents that night. Michael responded that what he has seen done before is a setup like a job fair with information on volunteering. For example after the meeting there are stations set up outside with all kinds of volunteering information.

Darry Dickman made a motion to adjourn the meeting. Christina Godwin seconded it. All in favor and no one opposed. Meeting adjourned at 8:45 PM.

## MB Expenses

	<b>Budget Amt</b>	<b>Actual Amt</b>	<b>Variance</b>
MB Fees from Students	(107,250.00)	(44,925.00)	(62,325.00)
MB shoes/gloves/Socks	(1,000.00)	(1,079.00)	79.00
MB Student Support Donations	(1,000.00)	(4,000.00)	3,000.00
<b>Total Income</b>	<b>(109,250.00)</b>	<b>(50,004.00)</b>	<b>(59,246.00)</b>
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	8,000.00	(4,000.00)
MB Student Support Donations	-	900.00	(900.00)
MB - Wind Book/Music Arr	4,000.00	-	4,000.00
MB - Guard Eq & Silks	5,000.00	5,783.50	(783.50)
MB - Percussion Eq	1,000.00	480.25	519.75
MB - Props & Eq	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	57,556.09	2,443.91
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
<b>Total Expense</b>	<b>137,445.00</b>	<b>122,720.02</b>	<b>14,724.98</b>

## Winter Guard Expenses

	<b>Budget Amt</b>	<b>Actual Amt</b>	<b>Variance</b>
WG Junior Varsity Dues	(10,000.00)	(1,175.00)	(8,825.00)
WG Varsity Dues	(9,600.00)	(1,250.00)	(8,350.00)
Total Income	(19,600.00)	(2,425.00)	(17,175.00)
WG Drill Design	4,000.00	-	4,000.00
WG Silks	2,500.00	1,600.00	900.00
WG Props & Eqt	1,500.00	712.35	787.65
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	11,850.00	(5,850.00)
WG Uniforms	4,400.00	2,550.00	1,850.00
WG Show Shirts	400.00	525.50	(125.50)
WP Copyright Fees	2,000.00	-	2,000.00
Total Expense	39,800.00	21,192.85	18,607.15

## Winter Percussion Expenses

	<b>Budget Amt</b>	<b>Actual Amt</b>	<b>Variance</b>
WP Movement Dues	(26,250.00)	(6,935.00)	(19,315.00)
WP Concert Dues	(6,000.00)	(375.00)	(5,625.00)
Total Income	(32,250.00)	(7,310.00)	(24,940.00)
WP Drill Design	2,500.00	1,000.00	1,500.00
WP Music Arrangement	8,000.00	910.00	7,090.00
WP Props & Eqt	3,000.00	2,009.29	990.71
WP Tarp & Supplies	3,500.00	2,927.00	573.00
WP Staff - Salaries	-	18,000.02	(18,000.02)
WP Sticks & Mallets	1,000.00	-	1,000.00
WP Food	1,500.00	389.44	1,110.56
WP Contest Fees	3,600.00	400.00	3,200.00
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	11,845.44	(3,845.44)
WP Show Shirts	400.00	1,200.00	(800.00)
Total Expense	45,827.00	38,681.19	7,145.81



# Fund Raisers and General Business Expenses

	Income			Expense		
	Budget Amt	Actual Amt	Variance	Budget Amt	Actual Amt	Variance
Fee Recovery Account	-	200.00	200.00			-
MB Lockin	500.00	600.00	100.00			-
Equipment Sales	-	650.00	650.00			-
Cash In / Out	-	6,948.00	6,948.00			-
Corporate Sponsorships	-	1,200.00	1,200.00		100.00	(100.00)
Corporate Donations	2,000.00	8,235.00	6,235.00			-
Other Donations	-	3,084.00	3,084.00			-
Supplies - Reeds	-	217.49	217.49		695.98	(695.98)
MB - Carmel Fest	-	700.00	700.00			-
Pop Band	1,400.00	1,560.00	160.00		670.02	(670.02)
Jazz Band	-	270.00	270.00			-
Solo Ensemble	360.00	396.00	36.00	360.00	45.00	315.00
Garage Sale	1,500.00	-	(1,500.00)			-
Golf Outing	2,500.00	-	(2,500.00)			-
Amazon Smiles	600.00	1,165.01	565.01			-
Kroger Share	-	-	-			-
SCRIP Share	-	-	-			-
Buick Drive	5,000.00	-	(5,000.00)		4,060.00	(4,060.00)
Piper - Fall****	7,500.00	20,283.10	12,783.10		9,753.80	(9,753.80)
Mulch Sale	-	10.20	10.20			-
Restaurant Nights	1,000.00	713.89	(286.11)			-
Family Picnic - Fall	1,000.00	2,681.00	1,681.00		639.28	(639.28)
Spiritwear	5,000.00	7,938.00	2,938.00		5,562.65	(5,562.65)
Legacy Hosting	50.00	-	(50.00)			-
50/50	500.00	-	(500.00)			-
BOA Ticket Sales	500.00	-	(500.00)			-
Concessions Income	7,000.00	2,917.48	(4,082.52)			-
Winter Concert	1,000.00	280.07	(719.93)			-
IPA Clinic	900.00	2,277.45	1,377.45		421.18	(421.18)
Silent Command	-	-	-			-
IPA Contest	8,000.00	-	(8,000.00)		4,427.18	(4,427.18)
Pizza Cards	1,000.00	-	(1,000.00)		256.00	(256.00)
Crew Carwash	-	2,649.50	2,649.50		1,080.70	(1,080.70)
Mattress Sale	6,000.00	-	(6,000.00)			-
IHSCGA Contest	6,000.00	825.75	(5,174.25)		8,451.31	(8,451.31)
Concert in the Park	-	-	-			-
Legacy and PHS Community Performance	-	-	-			-
Fall Kings Island Trip	-	396.00	396.00		3,570.00	(3,570.00)
Photography Donation	-	460.37	460.37			-
Donations	-	285.00	285.00			-
Interest Income/Bank Fees	-	3.19	3.19		15.00	(15.00)
Gifts	-	-	-		100.60	(100.60)
Charms Renewal Fee	-	-	-		395.00	(395.00)
Past Years Dues	-	-	-		205.59	(205.59)
End of Year Awards Banquet	-	-	-			-
	59,310.00	66,946.50	7,636.50	360.00	40,449.29	(40,089.29)