

TJ BAND BOOSTER MEETING

AUGUST 27, 2019 / 6:30 PM / Principal's Conference Room

ATTENDEES

Dana Cibulski, Tom Wetterhan, Heidi Gardner, Cheri Emmert, Lisa Barker, Ely Chen, Val Kreider, Yeongji Kim, Anne Shin, Mae Uy, Geeta Thapa, Adam Foreman, Helen Miller, Karen Walters

AGENDA

Budget

- **Heidi – Disbursement Treasurer**
 - There was a request for \$3,800 for a bass drum. It was decided that the funds would come from the 2018-2019 budget.
 - The Spring Banquet and Jazz Cabaret will be put in separate categories moving forward. Heidi will give last year's breakout at the next meeting.
 - Do we have a breakdown of donations from last year? Matching donations are usually clear, but PayPal could be modified to include a note or a request for the entity to be included. About \$75 came in from the "Donate \$1 to TJ Bands" at the bottom of PayPal. Donations could be recorded by month, so that those that come in during the Tag Day window, for example, would be coded as such, although those donations do trickle in throughout the year.
 - Heidi needs to update the officers for the corporation.

- **Tom – Receipts Treasurer**
 - We are now using MySchoolBucks for payment instead of Charms. The information on the webpage has been changed. So far, there have been 166 payments (out of 245) for TJMC. Adam will send out a reminder email before he tracks the payments. There is no credit card fee in MySchoolBucks.
 - We will keep Charms for notifications and contacts. Note that the grade levels in Charms have not been updated yet. The curricular band inventory might be added to Charms. Students who are not in, and have never been in curricular band will need to be added to Charms by Adam.
 - We will need to write checks to the school for outstanding Charms balances from last year. Funds cannot be transferred from Charms to MySchoolBucks, so Tom will need to run a report of any balances. Charms should be updated by Sunday.
 - The county will continue to pay for Charms for the next couple of years.
 - Donations should not be made through MySchoolBucks or Charms as that money goes directly to the school. It would be better to donate through a link on the website.
 - Forms for tallying payments, etc., can be found on the website.

Mae – Pit Crew Jackets

- Adam wants volunteers to be easily identified. A variety of options were discussed, such as t-shirts, jackets, sweatshirts, lanyards, and hats. Appropriateness for weather, size, cost, and safety

were factors in rejecting most of these options. Other ideas included a bandana that could be worn on the arm or around the neck, and a vest with a slot where an insert could be placed with the competition and school information. Mae will look into the options for a red, blue, or black vest.

Val – Uniform and Website Update

- Parents sorted, tagged, and washed uniforms last week.
- It was suggested that the boys purchase their tux pants, with the exception of seniors, who would rent theirs. Adam or Val will create an order form. We will first offer what's in inventory at a reduced price. Students can choose between new and used. Val will see if the inventory can be kept in Charms.
- Website – the student who has offered to work on the website, J. G., cannot be in band this year, but he still wants to work on the website. There will be more dropdown menus on the website. Val will be the point of contact for the website. The opening page will show multiple groups instead of just TJMC. It is best not to post videos to the site. Please check the website for your area and send updates to Val.
- Scrip brought in \$1,022.85 last year.

Lisa – Fundraising Ideas

- If there are specific items that are wanted, should we include this information with the campaign? Adam's wish list includes 3-4 each of French Horns (~\$3,400 each) and Euphoniums (~\$4,600 each). He would also like upgrades to the existing equipment. The Partnership is still an option for funding equipment, but they are usually hit up for urgent needs.
- Showcase – South County does not want to host two events in the same year again, so Adam is looking into having it at Hayfield. We typically raise approximately \$8,000. If we don't have a Showcase, we may need to find additional sources of funding the operating budget instead.
- Fundraising - \$15,000 was voted on last year as the projected income. Lisa thinks that we should start the campaign earlier – perhaps mid-September, so that it doesn't conflict with notifications for the citrus sale. The citrus sale is scheduled for October 14th – November 1st, with pick-up on Saturday, November 23rd.

Cheri - TJMC

- Cheri is composing an email regarding the Sign-Up Genius, MySchoolBucks, and Charms.
- Cheri and Adam need to get together to send out information about the Family Preview Night. Parents can come at 4:00 to see the rehearsal before dinner. Announcements will be made and spirit wear will be available for purchase. During the day on Saturday, a lot of new things will be added to the program.
- The Back-to-School Bash is on September 13th. The Health and Wellness Committee will be sponsoring a tailgate party.

Yeongji - SRO

- SRO auditions are on Monday, September 23rd.
- Yeongji will send out an email to families with a link to the sign-up genius. Carol and Dana will get her the contact list. Parents will be responsible for registration, feeding the judges, and providing a general hospitality room. We will also need parents in the warm-up room and to be score sheet runners.

- Students will sign up as volunteers. R. Z. is the student contact.
- Yeongji will have a flyer to pass out at the September 5th and 11th Back-to-School nights.
- Feeding student volunteers – will CAB have enough concessions to feed them if there is a volleyball game? Instead, Ely and Karen will figure out a pre-concert meal of pizza or subs. A Google Form will be created by Karen for orders.

Dana – Back-to-School Nights, Shadow Roles

- Back-to-School Nights – still need parents at the tables. Spirit wear and license plates will be available for sale. Dana will send out an email asking for volunteers.
- We are still looking for shadows for several positions. Please let Dana know if you know of anyone.

Adam

- Adam will email the calendar this week and will post it on the website.
- VMEA – Adam will ask PTSA to cover bus and program costs. The event is on Thursday, November 21st, at the Omni Homestead in Hot Springs, VA. The Viennese Ball is the next day, so the Jazz Band will be able to perform. The West Springfield Symphony Band is also going to VMEA, so SWE may share a warm-up concert with them on November 19th. There will be room for parents who want to go to VMEA. A request will be sent out, looking for volunteers to do the program. Helen can help with this.
- The instrument storage room is 40% over capacity. He would like someone to build a shelf. Mae suggested N. B.
- The Jazz Band audition will be at the end of September. Jazz II will still be an 8th period club.

ACTION ITEMS

1. **Heidi** – get a breakdown of Spring Banquet and Jazz Cabaret for the next meeting, and update officers for the corporation.
2. **Tom** – run a report of any balances in Charms
3. **Mae** – look into options for identifying volunteers
4. **Val** – see if the inventory for tux pants can be kept in Charms
5. **Cheri** – send email regarding SUG, MySchoolBucks, and Charms
6. **Yeongji** – send out email with SUG for SRO auditions and coordinate with R. for student volunteers
7. **Ely and Karen** – create Google Form for student meal at SRO auditions and have R. distribute to student volunteers
8. **Dana/Cheri/Adam** – send out request for VMEA program volunteers
9. **Mae/Adam/Dana** ? – email parent to help build shelf

10. **Dana** – send out email requesting volunteers at Back-to-School night

11. **Adam**

- a. Send out reminder emails for TJMC payments
- b. Ask PTSA to cover VMEA bus and program costs
- c. Send out information about the Family Preview Night (with Cheri)
- d. Email calendar and post to website

12. **ALL** – send updates to Val for the website and let Dana know if you know parents who could shadow current Board and Booster positions

NEXT MEETING

- Tuesday, September 17th
- Agenda: Final plans for SRO and filling lead volunteer roles