

TJ BAND BOOSTER MEETING

SEPTEMBER 17, 2019 / 6:30 PM / Principal's Conference Room

ATTENDEES

Yeongji Kim, Ely Chen, Dana Cibulski, Val Kreider, Heidi Gardner, Adam Foreman, Helen Miller, Katharine Hansen, Cheri Emmert, Lisa Barker, Mae Uy, Anne Shin, Amy Yamashiro, Sunghye Chon, Karen Walters

AGENDA

Adam

- Adam will check to see who hasn't paid last year's invoices in Charms. According to Val, people are having trouble logging in or finding TJ in MySchoolBucks. They have been instructed to contact the finance office.
- Charms is strictly for email communications. No payments should be made through Charms.
- There should be 345 TJMC payments, but only 245 have been made so far.
- VMEA – Mae is the lead and will coordinate parent volunteers/chaperones. Rides to West Springfield High School for the preview concert will need to be coordinated. Katherine Hansen is helping with the program.

Budget

- **Heidi – Disbursement Treasurer**
 - The monthly Treasurer's Report will include a summary sheet with the following sections:
 - A brief synopsis of the past month. For the September 17th report, the synopsis covered the 2018/2019 year.
 - The bank account balances
 - The Income/Expenses for the year to date.
 - The second page of the report is the complete budget, as an accrual.
 - She will break down the Spring Banquet and Jazz Cabaret for the next budget sheet.
 - There have been no donations yet this year.

Cheri - TJMC

- TJMC Friday night game: the props crew is still sewing and stapling props for the show.
- She would like a few more prop volunteers for the Saturday competition.
- Cheri's emails will be for TJMC only. Dana will handle all other emails (curricular, Scrip, SRO, etc.).

Yeongji - SRO

- SRO auditions are on Monday, September 23rd. Students were instructed to arrive after 4:30, but no later than 5:00, but they always arrive early, according to Adam. There are about 250 to 260 registered.
- There are 38 directors helping out, arriving between 4:00 and 4:30. Cynthia is ordering dinner for 40.

- The hospitality room plans are all set. There will be actual tablecloths and packets of cookies for the judges.
- The student sign-up is full, but they need five more hallway monitors, preferably seniors or juniors. She will get Ryan Zhou to take care of this. There are approximately 60 lanyards for the students and volunteers.
- Concessions:
 - Adam has the key and Heidi will provide the cash on hand for change.
 - Volunteers will deliver pre-ordered pizza (\$1 per slice) to students and sell pizza (\$2 per slice), baked goods, drinks, etc. Dana has created the menu and will send to Adam for distribution. Ely has created the order form and will pick up orders on Friday.
 - There will be a rush on concessions from 3:50 to 4:05, so extra volunteers will be needed early. Four spots will be reserved for them in visitor parking starting at 2:00 pm.
 - CAB may allow us to use the concession stand in the future, so this will be the trial run.

Mae – Volunteer Vests

- It has been decided that vests are the best option for volunteers. Bandanas are the cheapest and easiest option, but they may not be used. These would be used across all band groups, not just TJMC.
- Many printers will not work with a product that is not in their inventory, so she is going with Burke Sports who will print on vests supplied to them. We need to decide what to put on the back. Adding a left pocket area would require embroidery, which is too costly. Mae will look into an iron-on option as well.
- The cost for 30 vests would be \$494.74, or just over \$16.49 per vest (lettering on the back is just over \$9 per vest and the vests are about \$7 each).

Helen – Spirit Wear

- There is an issue with the print fading on the puffy paint t-shirts. More shirts were brought to her attention after the initial group. She will ask the company to replace the shirts with a new set. Cheri will put a call out to parents needing to replace shirts in her email.

Val – Scrip, Website, and Uniform Update

- **Scrip:**
 - So far, orders have mostly been alumni families who are renewing. The September deadline has been bumped to next week.
 - It costs \$14 per month for Fed Ex to ship the physical cards. If paying by check, physical and electronic cards should be included on the same check. There is a 2.6% fee for credit card purchases.
 - Dana will send out a reminder about Scrip in her email.
- **Website:**
 - Val, Ram Yalla, and Julian Gavino have been very busy getting the content updated. Loading the content is slow, but the hosting cost is low. Please email Val with any out-of-date items on the website.
 - The main page will have collages scrolling of a variety of groups.

- They have added a tab for donations, including dropdowns for “Donate by Check” and “Donate by PayPal”. They will add a tab for the ensembles and a dropdown menu for the Boosters tab.
- It was suggested that a link to MySchoolBucks be added under Payments.
- **Uniforms:**
 - Only 18 students haven’t responded to the order form.
 - The old garment bags are being replaced. The Jazz bags will be used as well for curricular band, but they are on their last legs.
 - The shirts are currently coming in. Parents will be needed to help with trying on uniforms when they arrive in late September/early October.

Lisa – Fundraising

- She has been putting together a fund-raising page. The name “Virtual Tag Day” was confusing to some, so it will be called the “Fall Fundraiser”. It starts on October 1st.
- A door tag or postcard could be sent home with students. The tag/card would have photos, what the funds pay for, a QR code, the website address, a physical address for checks, and a part for the students to personalize to give to relatives. These can be used again if they are not dated. The cost for 1000 door tags is \$250. It is under \$100 for 1500 postcards. It was agreed that she would order 2000 postcards.
- The fundraising goal is \$15,000. If there is no Showcase, the recommended donation would be \$150/family.
- Last year, Lisa sent a receipt for every check that she received. A receipt is automatically generated for payments made through PayPal. The website has the tax-deductible information as well as an email contact.

Anne – Color Guard

- She would like the Boosters to let her know if there is something we would like the guard parents to help out with. No guard families have signed up for the banquet yet, so she will encourage them to do so.

Dana – Citrus Sale, Shadow Roles, Concessions

- **Citrus Sale:**
 - Heather Boles (senior and freshman parent) and Jian Wu (senior parent) have agreed to take over the Citrus Sale.
 - The sale runs October 15th through November 1st, with pick-up on Saturday, November 23rd.
- **Shadow Roles:**
 - We are still looking for shadows or co-leads for several positions. Please let Dana know if you know of anyone.
 - It was suggested that she highlight a few positions and give more details in her emails.
- **Concessions:**
 - During marching band season, could we do concessions? We would need parent volunteers, but we don’t want parents choosing this as their volunteering instead of more crucial roles. Dana will follow up with CAB.

ACTION ITEMS

1. **Heidi** – get a breakdown of Spring Banquet and Jazz Cabaret for the next meeting
2. **Cheri** – send email regarding the replacement of puffy t's
3. **Dana** – send out a reminder about Scrip, highlight a few positions, with details, in her email, and follow up with CAB regarding concessions
4. **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, October 15th
- Agenda:
 - Fundraising
 - Citrus Sale
 - Fall Concert, October 23rd
 - Band Banquet