

D R A F T

RMHS Music Boosters Meeting Minutes

MEETING DATE: December 6, 2016

The monthly meeting of the RMHS Music Boosters was called to order at 7:09 PM by Mat Krawczyk. Co-Vice President Tracy McMahon, Treasurer Mary Fava, and Recording Secretary Jane Ure were present and the meeting was attended by Rebecca Sekirka, Christina Krawczyk, Sharon Hernandez, Monika Hemm, Amy Carroll, Meg Sioui, Andrea Pike, Kevin Carroll, and Christopher Buti.

➤ **EXECUTIVE COMMITTEE REPORTS**

President Mat Krawczyk welcomed Boosters to the meeting and led the group through the agenda, including review with Treasurer Mary Fava of a proposed 2016-2017 budget (see New Business).

Co-Vice President Tracy McMahon reported that Meijer did not have money remaining in its donation pool for this year but she will apply for next school year in January.

Treasurer Mary Fava presented the November and year-to-date financial reports. She reported that our holdings are in range for JITM '17 upfront expenses. The reports were approved and filed. Mary also presented a proposed budget and a JITM cash flow spreadsheet for review (see New Business).

Secretary Jane Ure distributed draft minutes from the November 8 meeting; minutes were approved as written.

➤ **NEW BUSINESS AND COMMITTEE REPORTS**

Budget: President Mat Krawczyk introduced discussion of a proposed Music Boosters 2016-2017 budget. The budget was prepared by Treasurer Mary Fava with input from the executive committee and Mr. Buti. Mary presented two documents: an overall proposed budget and a JITM projected costs and revenue sheet.

The budget grew from a discussion about how the Boosters can best support students and the directors while being fiscally responsible with money that is accumulated through fundraising. A budget is called for in our bylaws but we have not always formally prepared one. We need guidelines to make sure money is in our account when needed, particularly in light of the fact that outgoing payments can now be deducted from our bank account via instant check cashing.

Budget income and expense figures were based on past and anticipated regular expenses. The word "goal" is used to leave flexibility since we may not be able to completely accurately predict or control dollar amounts but we can have targets.

One important aspect of the budget is to build a cushion to be sure we can cover expenses in the fall before income is received from our yearly JITM fundraiser. Another is how to divvy up program support money between the different Music Boosters groups (band, orchestra, color guard). The officers are proposing that we estimate an amount we will be able to provide for

program support, communicate that amount to the directors, and have the directors decide how to use it.

Mary answered some questions from the floor including how student account transfers get paid out, certain payments that are biannual, and combining some line items. The difference between which expenses are considered line items (regularly occurring commitments) versus program support (new, unanticipated, or occasional expenses) was an important discussion point.

Specific dollar amount changes made to the proposed budget included adjustment of the JITM logo contest expense from \$100 to \$210 and addition of \$2,000 for the jazz band Purdue trip bus expense.

Boosters were asked to review the budget between now and the next meeting when it will be brought to a vote for approval. Anyone with questions or concerns is encouraged to call or email one of the officers or directors.

New fundraising ideas: Mat Krawczyk told the group about a raffle fundraiser he set up: Rolling Meadows local proprietor Gus is donating a breakfast for two with himself at his restaurant. Mat will sell tickets at the winter concerts (\$53 raised at guitar concert this past weekend) and Gus will have a collection box at the restaurant as well. Tickets are \$1 each or 6 for \$5; the winner's name will be drawn at the January Booster meeting.

Additional ideas that were brought up for fundraising were a split the pot and Breakfast with Buti or Coffee with Carroll.

Missing towel bag: The bag of towels kept in the storage closet for band use is still missing. The towels, which were in a blue mesh bag with a blue bottom, were last seen just after the Fourth of July parade. Any information leading to recovery of missing bag will be greatly appreciated.

Winter concert hospitality: Coordinator Tracy McMahon reported that hospitality is under control for the December guitar, band, orchestra, and choir concerts; volunteer solicitations will go out on SignUp Genius.

Website: Mr. Carroll has updated the JITM information page and calendars (info on basketball games for pep band is correct on Music Boosters site). The lefthand menu bar has been changed and links to meeting agendas and minutes have been added.

Uniforms: Meg Sioui reported progress on sorting old gear and preparing uniforms for cleaning; concert wear is ready for the holiday concerts.

Spirit wear: Christina Krawczyk reported that the last two orders were paid for and picked up; extra items will be brought to concerts for sale or raffle.

Warehouse memberships: Christina Krawczyk is pursuing GFS and Costco warehouse memberships for Music Boosters so they will have their own non-profit tax-free cards and will not have to obtain the school's card for making purchases.

Jazz in the Meadows planning meeting: Christina Krawczyk reported on the November 29 planning meeting.

- Ideas for expanding the menu were discussed with food chair Beth Chipchak; food will be sold a la carte.
- Souvenir coordinator Becky Sekirka will work on pre-sale of short- and long-sleeve t-shirts; short-sleeve shirts will be sold on the day of the festival.
- Christina passed along security co-chair Jeff Ure's concerns about crowd control when the audience is kept waiting outside the gym prior to the finale performance.

JITM ad information: Mat Krawczyk will give information to Tom Toussaint.

JITM logos: Mr. Buti presented student-designed logos to the Boosters. Boosters chose their top three favorites by written ballot. Logos will also be voted on by teachers and winners will be chosen for t-shirt and paper printing.

Student Accounts: Jane Ure circulated the latest spreadsheet, updated with December Manna and Yankee Candle earnings and miscellaneous transfers.

Fundraising reports:

- **Cookies:** Sales were strong this year with higher than usual profits; sales will continue at basketball games. One oven needs cord repair.
- **Butter Braid:** Cindy Bieda will run a spring sale.
- **Manna:** Monika Hemm reported strong sale figures from December; pickup is December 12. Mary DeMaria is shadowing Monika for this position; two sales are planned for spring.
- **Yankee Candle:** Monika Hemm reported that sales are ongoing online.
- **Cheesecake:** Mary Fava and Tracy McMahan reported that the cheesecake order has been placed; strong sales (174 cakes); a reminder will go out for December 12 pickup.

➤ **DEPARTMENT REPORTS**

Orchestra Director/Assistant Director of Bands Kevin Carroll reported

- a successful, well-attended Junior/Senior orchestra night with 116 string players on stage at one time; this informational night will be held again next year.
- Midwest Orchestra Clinic at McCormick Place is December 15; RMHS will perform at 3:00. David Becker from Texas Tech U. will be our clinician. RM administration will be attending.
- Orchestra is preparing for their winter concert with Choir December 13 (next year these large groups may be split).
- the chamber orchestra will travel to University of Illinois in April to attend a performance by the U of I chamber strings and for a workshop.

Director of Bands & Color Guard and Fine Arts Coordinator Christopher Buti thanked the Boosters for their continued support and reported that

- JITM registration is almost at capacity.
- three students (Grace Carroll, Colin Priller, Kailynn Muhr) who made IMEA will travel to All State in January.
- Winter Color Guard will compete as one large squad in competitions January through March.
- There will be a Winter Drumline this year; steel drums to be added.

- RM will host the joint RM/EG solo and ensemble contest February 7; all students must participate as part of their grade, forms due before winter break.
- Jazz Ensemble and the combined Concert/Symphonic Band will perform at the winter band concert December 8.
- Jazz bands will travel to the Purdue Jazz Festival after finals; information packet/forms will be passed out before winter break.
- Drum stand needs welding.

➤ **ADJOURNMENT AND NEXT MEETING**

The meeting was adjourned at 8:38 PM. The next general meeting of the Music Boosters will be Tuesday, January 3 in the Teachers' Lounge.

Minutes respectfully submitted by Jane Ure